

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



Solicitation Title: BJS FY24 State Justice Statistics Program for Statistical Analysis Centers

Assistance Listing Number: 16.550

Grants.gov Opportunity Number: O-BJS-2024-172122

Solicitation Release Date: May 15, 2024

Step 1: Application Grants.gov Deadline: 5:00 p.m. Eastern Time on June 24, 2024

Step 2: Application JustGrants Deadline: 5:00 p.m. Eastern Time on July 1, 2024

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Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJS seeks to fund applications from state Statistical Analysis Centers (SACs) under the fiscal year (FY) 2024 State Justice Statistics (SJS) program. The program supports the collection, analysis, and dissemination of statistical information on crime and criminal justice at the state and local levels. This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Eligibility

- Other: SACs established by state legislation or executive order.

BJS will consider applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

Agency Contact Information

For assistance with the requirements of this funding opportunity, contact Stephanie Burroughs, SJS Program Manager, at 202-307-0765 or AskBJS@usdoj.gov. Include FY24SJSSAC in the subject line.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the "How To Apply" section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description Overview

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJS seeks to fund applications from state Statistical Analysis Centers (SACs) under the fiscal year (FY) 2024 State Justice Statistics (SJS) program. The program supports the collection, analysis, and dissemination of statistical information on crime and criminal justice at the state and local levels.

Statutory Authority

34 U.S.C. §§ 10131–10132

Specific Information

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

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

The SJS program areas are:

I. Core Capacity-Building Projects

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

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

Projects proposed in this area would include an assessment and review of the quality of the incident-based data used. Final reports must include a thorough discussion of data quality. Results of the analysis may help the state’s crime reporting program focus training or outreach activities to improve data quality. These analyses also must result in a report of publishable quality to be disseminated nationally.

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

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

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

- B. Collecting and Analyzing Data on Criminal Justice System Processes.** The SAC may use SJS funds to help the state develop and improve criminal justice statistical processes and make analytical tools available to agencies to better address public safety and administration of justice goals. For example, a SAC could use SJS funds for data collection that helps inform or otherwise plan for the justice programs involving reentry, victim services, courts and prosecutor processes, record sealing and expungement practices, and law enforcement initiatives.
- C. Increasing Access to Statistical Data.** The SAC may use SJS funds for electronic infrastructure development, enhancements, and linkages, including developing or

using new sources of data; building or enhancing a website; providing computer support; and preparing reports for dissemination via the internet. BJS encourages website enhancements that include downloadable datasets and spreadsheets, online analytical capabilities, Application Programming Interfaces (APIs), graphical presentations, and animation to present and explain movement of trends. These enhancements should go beyond incrementally adding a new year's worth of data to existing files and tables.

- D. Other Capacity-building Projects Identified by the SAC.** The SAC may use SJS funds to support research examining another topic provided that the project builds the SAC's capacity to collect, analyze, and report on criminal justice statistics and share state-level information nationally. The application must be accompanied by persuasive documentation and justification that the subject is a top priority for the state's governor or senior criminal justice policy officials and that use of federal funds is appropriate to support the work.

Any application for funding under the core capacity-building area must include a specific justification for each proposed project that fully explains exactly how the project will respond to capacity-building needs identified by the SAC.

This should be a long-range plan that includes:

- An assessment of the SAC's current data collection, analysis, and publication capabilities, including staff analytical capabilities.
- A description of how the proposed project(s) will enhance those capabilities.
- A description of how the capacity built will be maintained after the conclusion of the SJS award.

The strength of the justification and plan will be an important consideration for BJS in making a final award decision. The intent is for federal funds to build new or enhance current capacities as opposed to maintaining current efforts. Up to \$75,000 annually may be sought for core capacity-building projects. The timeframe may range from 12 to 36 months based on the nature of the proposed project(s) and the quality of the supporting strategic plan. At the end of the project period, final deliverables must be submitted to BJS as part of the final performance report (including but not limited to any other final reports, evaluations, and website enhancements). Applications also may include travel funds for up to two people to attend up to two SJS-focused conferences, workshops, or meetings approved by BJS. Travel costs can be separate from the funding cap on core capacity-building or special-emphasis projects.

II. Special-Emphasis Capacity-Building Projects

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

- A. Use of Administrative or Operational Criminal Justice Data.** SACs are encouraged to seek SJS funds to implement new or enhance existing interfaces or data exchange technologies that improve statistical access to data and systems maintained by other state or local entities. Such entities include local jails,

departments of correction, parole and probation agencies, prosecutor offices and courts, law enforcement agencies, and victim service providers.

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

- State court or prosecutor statistics, including criminal case initiations, pretrial activities, bail, bond, plea bargains, dispositions, and sentences.
- Admissions, exits, and stock populations for jails, probation, or parole.
- Law enforcement and court statistics of persons arrested, detained, prosecuted, and sentenced.
- Deaths that occur in custody during arrest or in correctional custody (e.g., jails, prisons, juvenile facilities).
- Emergency room admissions data to support research on violent injuries, substance use, mental health, elder abuse, human trafficking, and other relevant issues.

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

<https://nces.ed.gov/FCSM/pdf/DataQualityAssessmentTool.pdf>.

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

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

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

BJS is particularly interested in analyses that will:

- Evaluate the accuracy and completeness of a state's criminal history records to identify statewide record-improvement strategies, in partnership with the state's

criminal history record repository or National Criminal History Improvement Program (NCHIP) administering agency. Areas explored may include the extent to which arrest information is followed by prosecutor or court disposition information, how probation or parole violations are reflected on records, how law enforcement practices around warrant arrests may affect data quality, how sealed and expunged records are handled, and how the use of free text or unstructured data fields may affect the use of records.

- Explore the feasibility of using the state's criminal history records as a source of statewide arrest or booking statistics in collaboration with the state's criminal history record repository or NCHIP administering agency. Areas explored may include the uniformity of reporting practices by law enforcement, courts, and corrections agencies in a state; and the correlation between criminal history data and other sources of arrest, prosecution, and court case-processing data.
- Explore the quality of court and sentencing data to examine felony case processing in partnership with the state's court administrative office, sentencing commission, or similar agency. Areas explored may include the extent to which these records can support analysis of criminal case processing time and analysis of charges or plea bargaining.
- Examine recidivism patterns of persons convicted of offenses using longer observation periods than the traditional 3- or 5-year studies (e.g., 8-, 10-, or 15-year follow-up periods). Areas examined may include the recidivism patterns for specific types of perpetrators and analyses that include different covariates related to recidivism outcomes.

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

An application for funding under the special-emphasis project area must include an impact statement that provides additional justification for each proposed project regarding how each project will directly support or enhance the priorities of BJS and the nation. The strength of the impact statement will be an important consideration in the final award decision on the SAC's application. For example, the national impact statement should address areas such as:

- How the project will support the sharing of state-level information nationally.
- Enhancement of the state's capability to collect, analyze, and interpret data on criminal justice issues relevant to the states and the nation.
- Enhancement or support of specific BJS collections by, for example, increasing access to new data sources, improving coverage, reducing respondent burden, or improving or implementing uniformity across states in analytical efforts.
- If and how the state will make maximum use of state-level data collected by BJS or other DOJ components to conduct analyses.
- How the project findings will be used to influence state criminal justice policy and practice, including describing who is interested in the data and the data's

intended uses, and how the resulting work will be shared with other state entities, other state SACs, and the public.

BJS encourages collaboration among the SACs (i.e., multi-SAC projects), particularly in projects that may leverage one SAC's expertise in another SAC's proposed project to help build capacity. At the end of the special-emphasis project period, final deliverables must be submitted to BJS as part of the final performance report, including final reports, evaluations, and website enhancements. Up to \$150,000 annually may be sought for a special-emphasis project; the time frame may range from 12 to 36 months based on the nature of the proposed project(s) and quality of the supporting justification, although funding may not be available for the full duration of the project in FY 2024. Depending on the strength of the proposals and availability of funds, BJS anticipates making up to 15 awards for special-emphasis projects.

Solicitation Goals and Objectives

Goals

This program provides funds to each state to coordinate statistical activities within the state, conduct research as needed to estimate impacts of legislative and policy changes, and serve in a liaison role in assisting BJS with gathering data from respondent agencies within their states.

Objectives

SAC programs are established to:

- Enhance the capabilities of states to collect, analyze, and report data on justice issues relevant to the states and the nation.
- Provide a mechanism that supports the collection and sharing of vital justice system data among the states, and between the states and the federal government.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the "How to Apply" section on the [Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#).

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: 38

Anticipated Maximum Dollar Amount per Award: Awards will be up to \$105,000

Period of Performance Start Date: 10/01/24

Period of Performance Duration (Months): 12 to 36 months

Anticipated Total Amount To Be Awarded Under This Solicitation: \$4,000,000

Additional Information: The period of performance start date may be as early as October 1, 2024 to as late as January 1, 2025.

Continuation Funding Intent

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

Availability of Funds

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

Type of Award

OJP expects to make awards under this funding opportunity 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 [Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

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

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

Applications for SAC funding must contain an explanation of the placement of the SAC within the state organizational structure, including the SAC’s relationship to the governor’s office, other relevant state agencies, and any other organizations included as recipients of funds in the application. A current list of SACs in each state is available at <https://jirn.org/statistical-analysis-centers-sacs/sac-contacts/>.

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

replacement is designated, a resume of the individual's qualifications must be submitted to BJS for approval.

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

BJS recommends applicants submit their applications to the SJS-SAC Technical Assistance (TA) provider for review and feedback prior to submission in JustGrants.

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 5:00 p.m. ET on June 24, 2024.

The **full application** must be submitted in JustGrants by 5:00 p.m. ET on July 1, 2024.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov or BJS at AskBJS@usdoj.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov or BJS at AskBJS@usdoj.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center or AskBJS@usdoj.gov must—

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

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

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

Application and Submission Information

Content of Application Submission and Available Surveys

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

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

Content of the SF-424 in Grants.gov

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

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

Intergovernmental Review: This funding opportunity is subject to [Executive Order \(E.O.\) 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2023/06/SPOC-list-as-of-2023.pdf>. If the applicant's State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State's process under E.O. 12372. On the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19 once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting "Program is subject to E.O. 12372 but has not been selected by the State for review."

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant Information

The "Standard Applicant Information" section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an

applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Brief Applicant Entity Questionnaire

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

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 size font; have no less than 1-inch margins; and should not exceed 25 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions. Tables, charts, and graphs can use fonts smaller than 12 point but must be included within the page limit.

The Proposal Narrative must include the following sections:

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

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

b. **Project Design and Implementation**

The program narrative should describe fully the expected design and implementation of the proposed project(s). In developing the narrative, refer to the program design and focus areas described in the solicitation. This section must include a specific justification for each proposed project that explains exactly how the project will respond to capacity-building needs identified by the SAC. This explanation should in effect be a long-range plan that includes (1) an assessment of the SAC's current data collection, analysis, and publication capabilities; (2) a description of how the project(s) proposed will enhance those capabilities; and (3) a description of how the capacity built will be maintained after the conclusion of the SJS award. The strength of the justification and plan included will be a consideration for BJS in making a final award decision on the SAC's application.

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

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

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

Applications should include the status of each award the SAC received from FY 2019 through FY 2023. The narrative should list by theme the project(s) and associated products that the SAC proposed to conduct or produce during the grant period. If any were significantly revised or replaced, the applicant should briefly describe the revisions or replacements. For each project, the narrative should indicate its status by the following categories: Completed, In process, or Revised/replaced. It should also indicate whether it has been published, presented at a public meeting, or otherwise recognized by whatever means.

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

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

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](#) at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this program can be found under the performance measurement section of the solicitation. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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

Note on Project Evaluations

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

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Deliverables Expected by Successful Applicants

Applications should include the expected deliverables resulting from the proposed project and include information on how the results will be disseminated with other state entities, other state SACs, and the public. All materials and reports drafted or produced using funds under this solicitation must be provided to BJS and its SJS-SAC TA provider for review and comment prior to publication. Final deliverables (including final project reports, evaluations, and website enhancements) must be included as attachments in the final performance report.

Program objectives and deliverables should be included in one timeline.

Budget and Associated Documentation

Funding Restrictions

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

Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections. In addition to the required web-based budget, applicants may attach a separate budget detail and narrative to detail subaward costs.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

Budget/Financial Attachments

Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

Disclosure of Process Related to Executive Compensation (if applicable)

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this funding opportunity are not required to provide this disclosure.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel who will work on the proposed project.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), letter of intent, or subcontract that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed letters of intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or letter of intent should include the following: (1) names of the organizations involved in the agreement; (2) what service(s) and other work will be performed under the agreement by what organization; (3) duration of the agreement.

Subcontracts, MOUs, or letters of intent should be submitted as one separate attachment to the application.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

Human Subjects Protection

BJS requires the funding recipient to submit proper documentation certifying that the research project meets the federal requirements for human subjects protections set forth in DOJ regulations at 28 CFR Part 46. DOJ is not a signatory on the Revised Common Rule (45 CFR Part 46). BJS funded projects must be reviewed in accordance with 28 CFR Part 46 requirements. Applicants should complete the Human Subjects Protection Certification of Compliance form, available at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics](#). Applicants should attach the completed certification form in JustGrants.

Privacy Certificate

The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable information. Applicants must specify in the Privacy Certificate the specific controls used to safeguard directly identifiable information against unauthorized disclosure. All project staff, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with the BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of an agreement to comply with the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the project period sign a Privacy Certificate. Additional information about BJS's privacy certification requirements, including a model Privacy Certificate, are available at: [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics](#). Applicants should attach the completed Privacy Certificate in JustGrants.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Application Review Information

Review Criteria

Basic Minimum Review Criteria

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

- The application must be submitted by an eligible type of applicant.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Merit Review Criteria

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

- Statement of the Problem/Description of the Issue: evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation: evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies: evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures: evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget: evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
- Other- Relevance: evaluate the extent to which the proposed project addresses the specific objectives of the SJS program.

Other Review Criteria/Factors

Other important considerations for OJP include geographic diversity, strategic priorities, available funding, past performance, and the extent to which the Budget web-based form

accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

Risk Criteria/Factors

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 with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov 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.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the BJS Acting Director, who may consider not only peer review ratings and BJS recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards”](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ADA.gov> or contact OJP.

Financial Management and System of Internal Controls

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

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “[Program Description](#)” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

Objective	Performance Measure(s)	Data Recipient Provides
Enhance the capabilities of states to collect, analyze, and report data on justice issues relevant to the states and the nation	Number of outreach activities planned. Number of information and/or technical assistance requests submitted. Number of materials (print and online) disseminated to customers. Number of website enhancements planned to improve a SAC's research capabilities.	Number of outreach activities completed by grantees. Number of information and/or technical assistance requests handled by the grantee Number of conferences and workshops attended to present findings, provide training, and exchange information. Number of reports and other publications produced (in paper and electronic formats). Number of media releases or advisories produced. Number of publications and other data (e.g., spreadsheets) downloaded. Number of databases added to interactive query systems. Number and type of justice-related databases compiled. Number of website enhancements completed to improve a SAC's research capabilities.
Provide a mechanism that supports the collection and sharing of vital justice system data among the states and between the states and the federal government.	Number of scheduled data collection series and special analyses to be conducted.	Number of studies/projects initiated and completed. Number of new data sources identified for BJS use. Number of multi-state projects initiated and completed by SACs. Number of reports produced presenting findings of collaborative projects. Number of SJS-SAC TA studies or information inquiries. Number of SAC project datasets submitted to the National Archive of Criminal Justice Data. Number of new data use agreements signed allowing the SAC to access new sources of state and local data. Number of new data collection, analysis, or information strategies created.

Application Checklist

BJS FY24 State Justice Statistics Program for Statistical Analysis Centers

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#)).

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$125,000.

Review Eligibility Requirement

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov.

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

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

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

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

- Contact BJS or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see “[Application Resource Guide](#)” section on [Experiencing Unforeseen Technical Issues](#)).

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

Application Step 2

Submit the following information in JustGrants:

Application Components

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

Budget and Associated Documentation

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

Additional Application Components

- Research and Evaluation Independence and Integrity (see [Application Resource Guide](#))
- Human Subjects Protection
- Privacy Certificate
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))

- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

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

Review, Certify, and Submit Application in JustGrants

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

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

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.