

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



BJA FY 2022 Justice Counts Implementation Program

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Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to support Justice Counts implementation. Funds will support states to adopt a core set of criminal justice metrics — to collect, analyze, and share data in a timely and consistent manner — so that policymakers have access to actionable data to make policy and budgetary decisions. This program furthers the DOJ's mission to reduce crime and recidivism, and have a fairer criminal justice system, by helping state governments improve their capacity to set goals for their criminal justice systems, measure whether they are achieving them, and use results to make data-driven policy decisions and allocate scarce resources effectively.

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

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00139-PROD	Category 1: State implementation	15	\$400,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00140-PROD	Category 2: Training and Technical Assistance for Justice Counts	1	\$4,000,000.00	10/1/22 12:00 AM	36

Eligible Applicants:

Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, State governments, Other

Other

Category 1: State governments

Category 2:

- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits having a 501 (c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Public and state-controlled institutions of higher education

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

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 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency’s use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency’s use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

BJA 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](#). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. Only one application per lead applicant will be considered in each category; however, a subrecipient may be part of multiple proposals.

Contact Information

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

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

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

Submission Information

Applications will be submitted to DOJ in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at 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](#) and the [JustGrants website](#) for more information, resources, and training.

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Program Description

Overview

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

Justice Counts implementation funding will support states to adopt a core set of criminal justice metrics — to collect, analyze, and share data in a timely and consistent manner — so that policymakers have access to actionable data to make policy and budgetary decisions.

Statutory Authority

- Any awards under this solicitation would be made under Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 127).

Specific Information

The Bureau of Justice Assistance's (BJA) Justice Counts initiative envisions a more fair, effective, and efficient justice system. To do that, policymakers need actionable information — data that are timely, accurate, and consistent — to understand how parts of the system operate and how related policy and financial changes may impact public safety. But data are often stale, submerged, and scattered. Data are months, sometimes years, old before reaching policymakers. Key data are often buried in reports, making it difficult for policymakers to find and use, and more data are collected than are analyzed and shared. Then policymakers must request, review, and synthesize data from across hundreds of agencies within a state. Even if they find it all, policymakers are often left comparing apples to oranges.

Initially competed as Data-led Governing in FY 2019, Justice Counts is supporting a broad coalition of stakeholders to develop and reach consensus around a set of metrics for each part of the justice system (law enforcement, prosecution, defense, courts, jails, prison, community supervision), create a range of tools and resources that will enable policymakers and criminal justice practitioners to examine current practices and adopt the data metrics, and begin promoting adoption of them across the nation. This includes technology solutions, both open source and hosted solutions, to organize and publicly share data from entities across each state. For more information about Justice Counts, visit <https://bja.ojp.gov/program/justice-counts/overview>.

This FY 2022 program is designed to build on those accomplishments by supporting states to adopt the metrics and put them to use, and to fund a training and technical assistance (TTA) provider to both help the selected states and advance the field at large. The selected state grantees and TTA provider will work together through three program phases:

- Year 1: Plan and coordinate
- Year 2: Implement the Justice Counts tool
- Year 3: Ensure utility

Category 1: The first year of this award will be spent designing *how* the project is done with access to a suite of tools and resources and expert guidance from the selected TTA provider. With the proposal, BJA seeks states to demonstrate commitment, collaboration, and appropriate human resources to serve as the foundation to implementing Justice Counts metrics and goals.

Category 2: With the proposal, BJA seeks TTA applicants to define a structured process for states to work through that year 1 planning process, as well as years 2 and 3.

Goals, Objectives, Deliverables, and Timeline

Goals

The goals of the Justice Counts Implementation Program are to spur adoption and use of the Justice Counts metrics across and within states and for leaders within those states to use the resulting information in a timely manner to inform policy and budgetary decisions at the state and national levels.

Objectives

BJA will make up to 15 awards to states in Category 1. States will be expected to:

- Designate an individual in a cabinet or executive staff leadership level with demonstrated experience in collaboration across all three branches.
- Engage leadership from all three branches in a plan to adopt the metrics.
- Adopt the relevant metrics in agencies and localities across the state as critical data to be collected, analyzed, shared, and used to inform budgetary and policy decisions.
- Make the resulting data publicly available online using Justice Counts specifications (open or hosted). Use the Justice Counts tools and participate in TTA throughout the process.

BJA will make one award to a TTA provider in Category 2 to continue to build the Justice Counts infrastructure and momentum, including to:

- Use the hub-and-spoke model to engage all necessary and appropriate subject matter expertise.
- Continuously review the metrics, technology solution to organize states' data, and related resources for the field and make updates as may be needed.
- Promote the Justice Counts initiative with the goal of increasing uptake.
- Provide structured and ongoing support to grantee states and make available support to the field at large to meet the objectives above, including to:
 - Increase states' knowledge and ability to solve problems and/or modify policies and practices using Justice Counts core metrics.
 - Facilitate efforts to broker interagency relationships between branches of government and units of state and local government therein.
 - Conduct in-person training, site-based technical assistance, web-based learning, distance learning, and developing, revising, and delivering training curricula.
 - Develop and disseminate tools and resources to inform all relevant parties, including support for the technology solutions to organize data.

Deliverables

The required deliverables for Category 1 are:

- A work plan and timeline detailing the activities to be completed in years 2 and 3. A template for the work plan will be provided by the selected TTA provider, and the completed work plan will be due at the end of year 1.
- Demonstration of publicly reported Justice Counts metrics in consultation with state stakeholders and/or policymakers.

The required deliverables for Category 2 are:

- Maintain the Justice Counts website, including the technology solution to organize states' data, and host an email address that responds to all inquiries in a timely manner.
- Provide technical assistance to selected state grantees, including:
 - Assign a coach to each state with the relevant content, project management, and communication expertise. Develop an Implementation Plan template to guide the first phase of the project.
 - Provide guidance for:

- Project leadership on identification, onboarding, and engagement of all agencies to participate in the project.
 - Agency leadership about collection, analysis, and communication of metrics and resulting data.
 - Policymakers about use of the resulting data, including use case scenarios to demonstrate use of the data.
- Create tools and resources to inform their consistent understanding and participation.
 - Provide guidance for selection and adoption of hosted or open-source technology solutions.
- Make the resources and tools available to the field, along with limited ad hoc support.
 - Provide a final report that documents the impact of Justice Counts, including publicly reported Justice Counts metrics in consultation with state grantees as noted above.
 - Maintain relationships and engagement with all relevant professional associations and partners engaged to date, including to help relevant justice agencies, promote the initiative at conferences, and otherwise inform and endorse the initiative. A list of partners is available at <https://justicecounts.csgjusticecenter.org/who-we-are/>.
 - Coordinate with other Justice Counts efforts at BJA's direction.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed under the "Application and Submission Information" section.

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the 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."

OJP Priority Areas

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

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

Note: Addressing this priority area is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BA-2022-00139-PROD	Category 1: State implementation	15	\$400,000.00	10/1/22 12:00 AM	36
C-BA-2022-00140-PROD	Category 2: Training and Technical Assistance for Justice Counts	1	\$4,000,000.00	10/1/22 12:00 AM	36

Awards, Amounts and Durations

Period of Performance Start Date
10/1/22 12:00 AM

Period of Performance Duration (Months)
36

Anticipated Total Amount to be Awarded Under Solicitation
\$10,000,000.00

Availability of Funds

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

Types of Awards

BA expects to make awards under Category 1 of this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants).

BA expects to make awards under Category 2 of this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

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

Budget Information

Applicants should consider the most effective and efficient ways for reaching the field in proposing approaches to the work.

Category 1: Applicants may request to receive:

- Grant funds and TTA to adopt, implement, and use the metrics.
- TTA only to adopt, implement, and use the metrics.

If requested, grant funds can be used to support a single or multiple staff position(s), in whole or in part. Applicants should budget funding for three members of the project team (including the lead) to travel to a peer-learning event (such as a regional meeting) during the grant period. All expenses must be reasonable, allowable, and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem. For federal per diem rates, see <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Please use Washington, D.C., as a placeholder destination.

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 the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

Category 1: Units or components of state government.

Category 2: Private and nonprofit organizations (including tribal nonprofit and for-profit organizations), and colleges and universities, both public and private (including tribal institutions of higher education) with demonstrated relevant national-scope and onsite experience.

Application and Submission Information

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:

Category 1:

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

Category 2:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- Timeline/Task Plan
- Documentation of Proposed Subrecipients and Procurement Contracts (if any, complete the table in Appendix A)
- Résumés of Key Personnel
- Work Product Examples

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 is nonresponsive to the scope of the solicitation.

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

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

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

Intergovernmental Review: This solicitation (“funding opportunity”) is subject to [Executive Order 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/2020/04/SPOC-4-13-20.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. In completing 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 the response that the: “Program is subject to E.O. 12372 but has not been selected by the State for review.”).

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its 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 the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded. Proposal abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with “Proposal Abstract” as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

If the applicant is seeking priority consideration, applicant must provide the following information:

- Which priority consideration is being sought: 1(A)

- What page(s) in the program narrative provide documentation of the applicant's plan to respond to the priority consideration.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and for Category 1: not exceed 6 pages, and for Category 2: not exceed 15 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

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

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

- Demonstrate a thorough understanding of the problem Justice Counts is designed to solve.
- Discuss the landscape around this problem, including relevant efforts and specific challenges.
- Describe why this project/these proposed activities are necessary (significance/value) and/or address a need and include supporting information.
 - Category 1 applicants should focus on their respective state-level perspectives of the issue, and Category 2 should consider the variety of state perspectives, as well as the national one.

a. Project Design and Implementation

Category 1:

The first year of this award will be spent designing how the project is done with access to a suite of tools and resources and expert guidance from the selected TTA provider. With the proposal, BJA seeks states to demonstrate commitment, collaboration, and appropriate human resources to serve as the foundation.

- Define a task force and an entity to lead the effort.
- Demonstrate commitment to:
 - One or more elements of the Justice Counts campaign.
 - Adopting and using the metrics.
 - Using data to inform policy and budgetary decisions.
 - Interbranch coordination using data. This is defined as the Legislative, Executive, and/or Judicial branches taking steps to encourage state and local agencies to provide data for specific purpose and then making use of same.
- Include information about past efforts, as well as plans for this project, if awarded, including:
 - Specific agencies and entities anticipated to be engaged.
 - Current status of collection, analysis, and sharing of metrics across the state (i.e., what's the starting point?).
 - How selection as a grantee will add value to the state's adoption and use of the metrics over time.
- Inclusion of a timeline/project plan that identifies the major tasks and deliverables of the proposed project and who is responsible for each activity will contribute to scoring under this criterion. Applicants may propose a tentative plan to be informed and refined during year 1 of the project.

Category 2:

- Address in detail how the applicant proposes to undertake and accomplish each of the objectives and tasks outlined in the solicitation.
- Provide a complete description of all the requested deliverables and the methods for their delivery (e.g., adult learning principles, development sources, distance learning, process for information assessment, and revision), including coordination of deliverable timelines for training approval.
- Applicants may propose other items/deliverables, in addition to the ones listed in this grant announcement, and should provide detailed information of those items, if applicable.
- Inclusion of a timeline/project plan that identifies the major tasks and deliverables of the proposed project and who is responsible for each activity will contribute to scoring under this criterion.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project

(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services for communities that have been historically underserved, marginalized, and adversely affected by inequality.

a. Capabilities and Competencies

Category 1:

- Describe how the entity anticipated to lead the project has authority to engage agencies and localities in Justice Counts and is positioned to ensure all branches of the state derive value from the metrics. For example, a legislative budget board is part of the Legislative branch, provides information to both the majority and minority parties, and is accessible to state and local jurisdictions.
- Provide examples of interbranch collaboration using data. Discuss how the Legislative, Executive, and/or Judicial branches have taken steps to encourage state and local agencies to provide data for specific purposes and then made use of the same.

Category 2:

- Propose a hub-and-spoke model to complete the objectives and deliverables by convening and managing a group that represents expertise in all subjects relevant to the goals, objectives, and deliverables.
- Describe the roles, responsibilities, and qualifications of the applicant, its partners, and each organization's role. Demonstrate the capability of the lead organization and any collaborative partners to implement each component of the project.
- Describe the management structure, staffing, and in-house or contracted capacity to complete each component. Describe how the proposed management structure and staffing of the project will facilitate the delivery of those components. The management and organizational structure described should match the staffing needs necessary to accomplish the tasks outlined in the timeline/project plan. Information regarding the personnel assigned to these tasks included in the résumés and position descriptions, as well as the work product examples, will contribute to the assignment of points relative to this criterion.
- Provide specific examples of the applicant's expertise in:
 - Data collection, analysis, reporting, and use in policymaking.
 - Developing, managing, and onboarding government agencies to open-source and hosted data platforms. Developing uniform protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up.
 - Developing and disseminating publications, teleconferences, webinars, peer-to-peer consultations, and onsite technical assistance, and providing ongoing offsite technical assistance by phone, email, and publications.
 - Communicating and conducting outreach to tribes and tribal organizations to participate in and benefit from TTA services.
 - Developing culturally competent curricula based on adult learning theory.
 - Working collaboratively with different types of agencies (law enforcement, prosecution, defense, courts, jails, prisons, community corrections) at different levels of government (state and local agencies) and engaging a range of stakeholders (agency leadership, policymakers).

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

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

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

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

Category 1: 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.”

BJA will require award recipients to submit performance measure data and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award. An example of potential measures can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/Semiannual-Narrative-Questions.pdf>.

Category 2: In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act (GPRA) of 1993 (GPRA), Public Law 103–62, and the GPRA Modernization Act of 2010, Public Law 111–352, OJP will require any award recipient, post-award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP’s performance measurement page at www.ojp.gov/performance to view the specific reporting requirements for this grant program.

BJA will require award recipients to submit performance measure data in the TTA Reporting Portal and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award. A list of performance measure questions for this program can be found at <https://bja.ojp.gov/funding/performance-measures/bja-training-and-technical-assistance-providers>.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, 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 in the “Note on Project Evaluations” section in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the Justice Counts Implementation Program's goals, objectives, and deliverables in the JustGrants web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

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

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30% of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the Capabilities and Competencies section of the application.

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it 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)

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

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading

the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

Category 2 only:

- Timeline/Task Plan
- Position Descriptions
- Documentation of Proposed Subrecipients and Procurement Contracts (if any, complete the table in Appendix A)
- Résumés of Key Personnel
- Work Product Examples
- Applicant Disclosure of Pending Applications
- Letter(s) from Partner(s): Provide letters of support from key partners demonstrating commitment to the project.

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

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 submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

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

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

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, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

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

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by June 21, 2022 8:59 PM.

The **full application** must be submitted in JustGrants by June 27, 2022 8:59 PM.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

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

- Grants.gov — Contact the [Grants.gov Customer Support Hotline](#).
- SAM.gov — Contact the [SAM Help Desk \(Federal Service Desk\)](#).
- JustGrants — Contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175.

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit their application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the Grants.gov Customer Support Hotline within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's Unique Entity Identifier (UEI), any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

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

1. Statement of the Problem/Description of the Issue (15 percent) - evaluate the applicant's understanding of the program/issue to be addressed.

2. Project Design and Implementation (40 percent) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30 percent) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10 percent) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for [insert PO] include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned), available funding, past performance, [insert any additional programmatic review criteria that will be used to make funding decisions], and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

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

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

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with 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 such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA 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 the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the "Administrative, National Policy, and Other

Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology (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, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

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

Federal Awarding Agency Contact(s)

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

Other Information

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

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

Provide Feedback to OJP

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

Application Checklist

BJA FY 2022 Justice Counts Implementation

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to registering in Grants.gov:

- Confirm your Entity’s [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

To register in Grants.gov:

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

To find the funding opportunity:

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID **[insert if applicable]**

- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (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 2022 Awards](#)” in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$350,000 for Category 1 and \$4,000,000 for Category 2.

Review Eligibility Requirement:

Category 1: State governments

Category 2:

- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits having a 501 (c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Public and state-controlled institutions of higher education

Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Submit Intergovernmental Review
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

After the 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 if error notifications are received:

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants:

- Proceed to complete application in JustGrants

Content of Application Submission: Critical Application Elements

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

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

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](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

Additional Application Components:

- Tribal Authorizing Resolution (if applicable)(see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Category 2 only:

- Timeline/Task Plan
- Position Descriptions
- Documentation of Proposed Subrecipients and Procurement Contracts (if any, complete the table in Appendix A)
- Résumés of Key Personnel
- Work Product Examples
- Applicant Disclosure of Pending Applications
- Letter(s) from Partner(s): Provide letters of support from key partners demonstrating commitment to the project.

Disclosures and Assurances:

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

If no JustGrants application submission, validation, or if error notifications are received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.

