BJS FY25 National Corrections Reporting Program (NCRP) National Prisoner Statistics (NPS) Program, Reference Years (RY) 2025–2029

Total Amount To Be Awarded Under This Funding Opportunity: $4,600,000

Anticipated Award Ceiling: Up to $4,600,000

Anticipated Period of Performance Duration: 60 months

Funding Opportunity Number: O-BJS-2025-172528

Deadline to submit SF-424 in Grants.gov: **February 24, 2026, by 11:59 PM ET**

Deadline to submit application in JustGrants: **March 3, 2026, by 8:59 PM ET**

BJS Bureau of Justice Statistics

CONTENTS

BASIC INFORMATION

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Statistics (BJS) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

Agency Name	U.S. Department of Justice Office of Justice Programs Bureau of Justice Statistics
NOFO Title	BJS FY 2025 National Corrections Reporting Program (NCRP) National Prisoner Statistics (NPS) Program, Reference Years (RY) 2025-2029
Announcement Type	Initial
Funding Opportunity Number	O-BJS-2025-172528
Assistance Listing Number	16.734

Executive Summary

This funding opportunity seeks a data collection and analysis agent for the National Corrections Reporting Program (NCRP) and the National Prisoner Statistics program (NPS) for the data years 2025–2029. The goals and objectives of the NCRP and NPS are to measure the size and composition of state and federal prison populations on an annual basis by obtaining aggregate and detailed individual-level information on people incarcerated in state departments of corrections (DOCs) and the Federal Bureau of Prisons (FBOP). Eligible applicants are national, regional, state, or local public and private entities; nonprofit and for-profit organizations; faith-based and community organizations; institutions of higher education; and federally recognized American Indian tribal governments. Please see the Eligible Applicants section for the eligibility criteria.

OJP is committed to advancing work that furthers DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights. OJP provides federal leadership, funding, and other critical resources to directly support law enforcement, combat violent crime, protect American children, provide services to American crime victims, and address public safety challenges, including human trafficking and the opioid crisis.

Key Dates and Times

Funding Opportunity Release Date	January 15, 2026
SAM.gov Registration/Renewal	N/A
Step 1: Grants.gov Application Deadline	11:59 p.m. Eastern Time on February 24, 2026
Step 2: JustGrants Application Deadline	8:59 p.m. Eastern Time on March 3, 2026

Funding Details

Total Amount To Be Awarded Under This Funding Opportunity: $4,600,000

Anticipated Number of Awards: 1

Anticipated Award Ceiling: Up to $4,600,000
Note: Applicants may propose a budget that is less than the anticipated award ceiling amount. The budget should be reasonable to conduct the proposed project and be within the applicant's capacity to manage.

Anticipated Period of Performance Start Date: April 1, 2026

Anticipated Period of Performance Duration: 60 months

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this NOFO is intended to, nor does it, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States or its departments, agencies, entities, officers, employees, agents, or any other person.

Statutory Authority

BJS is authorized to issue this NOFO under 34 U.S.C. § 10132.

Agency Contact Information

For assistance with the requirements of this funding opportunity:

Rich Kluckow, DSW, Unit Chief
Phone: 202-307-0765
Email: AskBJS@usdoj.gov (include "FY25 NCRP NPS" as the subject)

For assistance with **SAM.gov** (registration/renewal):

SAM.gov Help Desk
Web: SAM.gov Help Desk (Federal Service Desk), except on federal holidays
Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

Grants.gov Customer Support Hotline
Phone: 800-518-4726, 606-545-5035
Email: support@grants.gov
Web: Grants.gov Customer Support
Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

JustGrants Service Desk
Phone: 833-872-5175
Email: JustGrants.Support@usdoj.gov
Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see Experiencing Technical Issues Preventing Submission of an Application (Technical Waivers).

Resources for Applying

OJP Grant Application Resource Guide: Referred to as the Application Resource Guide throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

JustGrants Application Submission Training Webpage: Offers helpful information and resources on the grant application process.

Note: If this NOFO requires something different from any guidance provided in the Application Resource Guide, the difference will be noted in this NOFO and the applicant should follow the guidance in this NOFO.

ELIGIBILITY

Eligible Applicants

The types of entities that are eligible to apply for this funding opportunity are listed below:

- **Government Entities**
    - State governments
    - County governments
    - City or township governments
    - Special district governments
    - Native American Tribal governments (federally recognized)
- **Educational Organizations**
    - Public and state-controlled institutions of higher education
    - Private institutions of higher education
- **Nonprofit Organizations**
    - Nonprofits having a 501(c)(3) status with the Internal Revenue Service (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
- **For-Profit Organizations**
    - Organizations other than small businesses
    - Small businesses

State Government Entities: For the purposes of this NOFO, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Small Businesses: Small business grants may be awarded to companies meeting the size standards established by the U.S. Small Business Administration (SBA) for most industries in the economy.

Limit on Number of Applications

An applicant may submit more than one application if each application proposes a different project in response to the NOFO.

Applications under which two or more entities (project partners) would carry out the federal award will be considered. However, only one entity may be the applicant for the NOFO; any others must be proposed as subrecipients. See the Application Resource Guide for additional information on subawards.

An entity may be proposed as a subrecipient in more than one application.

Cost Sharing/Match Requirement

This NOFO does **not** require cost sharing/match.

PROGRAM DESCRIPTION

General Purpose of the Funding

The NPS and NCRP are BJS's primary prisons corrections data collection efforts, measuring the size and composition of state and federal prison populations on an annual basis. The two collections complement each other by obtaining aggregate and detailed individual-level information on incarcerated individuals, which are used to describe and compare the prison population over time.

The NPS has been collected annually since 1926, and these data are used in BJS's Prisoners series and Corrections Populations in the United States series of bulletins. The NPS collects aggregate counts of males and females in custody and jurisdictional prison populations as of December 31 each year. DOCs and the FBOP use their administrative records to tally their prison populations by jurisdiction, types of prison admissions and releases during the past year, race and ethnicity, and capacity of the facilities that hold individuals in their custody.

BJS has collected NCRP data annually since 1983. BJS collects individual-level data on prisoners entering or leaving the custody of state prison systems and post-confinement community supervision programs (PCCS; formerly known as "parole"). NCRP data are derived from state prison and PCCS administrative records and currently consist of five separate files for each year: prison admissions, census of state prisoners on December 31, prison releases, entry to PCCS programs, and exits from PCCS programs. For the majority of states submitting data, individuals' prison and PCCS records are linked into "terms" across years. A term is defined as the period from admission to release for an individual. BJS uses these data to study a wide variety of special topics in corrections: recidivism of state prisoners (by linking the NCRP data to criminal history records), prisoner reentry, aging of the prison population, trends in state PCCS, outcomes of PCCS supervision, and other issues. BJS also uses these data to support its ongoing efforts to study changes in the demographic and offense composition of national corrections populations, movements and transitions between stages of the corrections process, and differences among states' correctional populations and practices.

National Prisoner Statistics Program

Collection of NPS "Summary of Sentenced Population Movement" data (NPS-1B) from the previous calendar year begins on January 1. Except for the total number of admissions and releases that occurred over the previous year, respondents are asked to provide counts of individuals incarcerated on December 31. The NPS-1B is administered to 51 respondents—50 states and the FBOP.

The NPS also collects an abbreviated set of prison population and capacity counts from the five permanently inhabited U.S. territories (American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands) using the NPS-1B (T) form.

Combined NPS data from 1978 through 2022 are archived for public use at the National Archives of Criminal Justice Data. NPS data also populate the Corrections Statistical Analysis Tool for Prisoners (CSAT – Prisoners) on the BJS website.

Data collection instruments used for the NPS can be found here. Data from the NPS collection are published in the annual Prisoners series of bulletins, available at here.

Further information on the NPS collection can be found in the most recent Office of Management and Budget (OMB) clearance package.

During the performance period, BJS will supplement the collection of future NPS-1B data with a one-time data collection on Opioid Use Disorder Screening and Treatment (OUDST) in state and federal prisons. These data have never been collected in state and federal prisons but will be similar to a data collection BJS conducted in local jails in 2019 and 2024. BJS will develop and test an instrument and secure OMB approval for this collection independent of this award, so the recipient of funds does not need to plan for this activity. Based on the results of that test, either an addendum to the regular NPS collection, or a standalone special collection will be fielded. The awardee will be responsible for advertising, fielding, and performing data quality and nonresponse follow-up for all 50 state DOCs and the FBOP.

National Corrections Reporting Program

Through the NCRP, BJS collects individual-level data on state prisoners during their admission to, custody in, and release from prison and entrance to and exit from PCCS programs. These data are crucial to BJS's efforts to study important issues in corrections, including recidivism and reentry, success and failure on PCCS, changes in the racial and offense composition of prison populations, aging of correctional populations and the implications for correctional healthcare costs, mortality in prisons and under community supervision, and factors affecting prison population growth (such as length of stay and admissions). As state correctional systems have evolved to deal with changes in state laws, budgets, and evidence-based rehabilitation practices, BJS has updated the NCRP to better capture the current state of corrections.

A critical goal for this funding opportunity is to enhance the timeliness and quality of the data products produced from the NCRP. BJS seeks a data collection agent that can handle the information system processing and database management tasks of the NCRP project, develop and implement procedures to streamline data processing tasks while maintaining high standards for data reliability, and bring substantive knowledge of corrections to help develop new statistical products from the NCRP.

The data collection agent is expected to solicit participation from the 50 states for all parts of NCRP data each year. The completeness of NCRP data, by type of data may vary in the variables for which data are provided and the types of records provided. For example, some states may not have provided data on the type of prison admission (e.g., new court commitment or PCCS violation) for a particular year, or they may have provided records for persons sentenced to less than one year.

To generate similar year-to-year distributions of individuals admitted to state prisons, incarcerated in prisons at yearend, released from state prisons, and entering and exiting PCCS supervision, BJS has prepared a set of processing standards for each data collection year. The standards have been designed and applied to the source data provided by state respondents to prepare a set of analytic tables for internal use that helps to assess the reliability of the data submissions over time and across responding states.

NCRP data are being used to expand the online CSAT-Prisoners. This data tool allows for more detailed analysis of state prison data.

A more complete description of the collection can be found in the collection documentation archived at the NACJD.

Applicants should refer to Application Contents, Submission Requirements, and Deadlines: Budget Detail Form for information on allowable and unallowable costs that may inform the development of their project design.

Agency Funding Priorities

In order to advance public safety and help meet its mission, OJP will provide priority consideration to applicants that propose (as applicable within the scope of this funding opportunity) projects designed to advance the goals listed below. Applicants seeking priority consideration should specify in the proposal narrative (and in the budget detail form, if applicable) which of the following goal(s) the project is intended to advance and how it will do so:

(a) Directly supporting law enforcement operations (including immigration law enforcement operations);

(b) Combatting violent crime;

(c) Supporting services to American citizens;

(d) Protecting American children; and

(e) Supporting American victims of trafficking and sexual assault.

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

Unallowable Uses of Funds

The following are certain unallowable costs and certain activities that are out of the program scope and will not be funded.

1. Out of program scope is any program or activity, at any tier that, directly or indirectly, violates (or promotes or facilitates the violation of) federal immigration law (including 8 U.S.C. § 1373) or impedes or hinders the enforcement of federal immigration law— including by failing to comply with 8 U.S.C. § 1373, give access to DHS agents, or honor DHS requests and provide requested notice to DHS agents.

2. Out of program scope is any program or activity, at any tier that violates any applicable Federal civil rights or nondiscrimination law. This includes violations that – (1) indirectly violate the law, including by promoting or facilitating violations; or (2) unlawfully favor individuals in any race or protected group, including on a majority or minority, or privileged or unprivileged, basis, within a given area, population, or sector.

3. As specified in the DOJ Grants Financial Guide, in Chapter 3.13 "Unallowable Costs" ("Legal Services for Aliens"), any obligations of funds, at any tier, under this award to provide (or to support the provision of) legal services to any removable alien or any alien otherwise unlawfully present in the United States shall be unallowable costs for purposes any award made under this notice, but the foregoing shall not be understood to

apply— (1) to legal services to obtain protection orders for victims of crime; or (2) to immigration-related legal services that may be expressly authorized or required by any law, or any judicial ruling, governing or applicable to the award.

Program Goals and Objectives

BJS views the NPS as its primary vehicle for obtaining an annual understanding of the movement and yearend status of the prison population at national and jurisdictional levels. The NCRP provides more detailed information that allows BJS to meet many of its statistical goals for reporting on state corrections population movements, especially prison admissions and releases and PCCS entries and exits. Consistent with BJS's mission and the principles and practices of federal statistical agencies, BJS intends to use the NPS and NCRP to enhance the information systems of state DOCs to foster their participation in national corrections statistical reporting programs. During this 5-year project, BJS will capitalize on the progress in improving the quantity, quality, and usability of NPS and NCRP data achieved during the previous decades.

Goal 1: Obtain and report on the movement and yearend status of the prison population at national and jurisdictional levels, and state corrections population movements—especially prison admissions and releases—and community supervision entries and exits.

- **Objective 1.1:** Collect, securely maintain, and process NPS and NCRP data each year throughout the collection period; provide statistical support to BJS through the preparation of ad hoc tables and datasets.

- **Objective 2.1:** Improve the quality and reliability of NPS and NCRP data.

- **Objective 3.1:** Provide final data files and documentation needed to support the dissemination of the NPS and NCRP.

Goal 2: Use the NPS and NCRP to enhance the information systems of state DOCs to foster participation in national corrections statistical reporting programs, and advance local and national research on corrections policies and practices.

- **Objective 2.1:** Encourage the use of NPS and NCRP data by external researchers through the development and dissemination of research.

- **Objective 2.2:** Expand linkage of NCRP to other administrative datasets.

- **Objective 2.3:** Conduct the NPS-Opioid Use Disorder Screening and Treatment special collection.

To achieve these goals, the data collection agent will be expected to provide an annual final NPS-1B dataset to BJS for archiving by September 30 of the calendar year in which the data collection began.

The general schedule for the NPS-1B and NPS-1B (T) is as follows:

- January 1: Send letter and instructions to jurisdictions to solicit data.

- March 21: Collect or impute 100% of jurisdiction and custody counts (items 1 to 5 on the NPS-1B).

- March 31: Deliver the jurisdiction/custody dataset to BJS.

- May 1: Collect or impute 100% of all NPS-1B and NPS-1B (T) data elements.

- May 15: Deliver the final complete dataset to BJS for use in the Prisoners bulletin and webtool.

- September 30: Submit the archival dataset to BJS.

The NCRP data collection begins on January 1 of the calendar year following the close of the data collection year. Because preparing the NCRP dataset is more involved than preparing the NPS counts, NCRP data have traditionally lagged the aggregate collection in date of submission. The data collection agent will be expected to encourage timely submission of the NCRP data so that annual files can be submitted to the archives prior to the beginning of the next collection year.

The general schedule for the NCRP is as follows:

- January 1: Data collection agent sends letter and instructions soliciting data.

- September 1: Achieve 90% data collection and processing.

- October to November: Data collection agent delivers final data files to BJS, including the linked prison-term record file, the linked PCCS-term record file, files of prison and PCCS records that could not be linked in term records, all records cut into annual files, the master ID file (for BJS only), and the facility name file (for BJS only).

- End of December: Data collection agent provides state-specific statistical tables that BJS can deliver via a web tool.

- By January of the following year: BJS archives data at NACJD and produces an internal dataset for BJS use.

How Awards Will Contribute to Program Goals/Objectives

Consistent with the use of a cooperative agreement, BJS will be substantially involved in the program. This includes direct oversight and involvement in implementing the program but does not involve day-to-day program management. Working closely with BJS through this cooperative agreement, the recipient of funds will complete the following specific tasks:

1. Provide comprehensive and timely overall project management.

    Effective, consistent communication between the recipient and BJS is critical to the success of the NCRP and NPS. To do so, BJS maintains expectations surrounding documentation and communication with staff:

    a. Program timeline: Within 3 weeks of the award start date, the recipient of funds will meet (virtually) with BJS to discuss the proposed tasks. The recipient of funds will then develop and propose, for BJS approval, a detailed timetable outlining the completion dates for each task, the delivery date for each deliverable and status report, and the dates for scheduled meetings. That timetable will be a topic for discussion at the kickoff meeting (see below).

b. Communications: Applications should include a communications strategy that addresses how the recipient of funds will keep BJS informed about program planning, development, and management. This strategy should define clear lines of authority on the project team to ensure successful management of complex tasks.

2. Meetings: Kick-off meeting with the BJS project manager (PM) and other relevant agency/program staff to clarify BJS's interests and objectives for the project, and may include a discussion on tasks, deliverables, timelines, budget estimates, methodologies to be employed, anticipated challenges, potential solutions, and other relevant topics.

   a. The recipient shall send a draft agenda and any relevant materials to the PM no less than 3 working days prior to the meeting and provide a final agenda that reflects PM feedback no less than 1 working day prior to the meeting. Agenda items may include introduction of the personnel (government and recipient), review of the project requirements, and channels of communication.

   b. Within 1 week after the meeting date, the recipient shall submit to the PM a memorandum summarizing major decisions reached and follow-up issues identified during the discussion. Based on feedback from the kickoff meeting, the summary memo, and consultation with the PM, the recipient shall refine and clarify the proposed work plan, including tasks, schedules, and deliverables.

   c. Stakeholder meeting(s) as directed by BJS.

3. Progress reports: Award recipients will provide—

   a. Semi-annual reports on the status of the award, deliverables, and expenditures uploaded into the OJP JustGrants System.

   b. Quarterly financial reports uploaded into the OJP JustGrants System.

   c. Monthly progress reports that update the status on areas such as tasks, timeline, and expenditures.

4. Data management plan: The recipient is required to develop and maintain a BJS-approved data management plan (DMP). The DMP should provide general program information and describe the specific procedures by which data collected under BJS's authority for the program will be collected or acquired, received, handled, processed, stored, transferred, and disposed during the award period. For programs including information identifiable to a private person or personally identifiable information (PII), the DMP should complement the information provided in the Privacy Certificate (28 C.F.R. § 22.23) to describe data security and confidentiality controls. The recipient will complete the DMP in collaboration with the BJS Program Manager and must submit it to BJS for review and approval no later than 60 days after the award start date. The award recipient must maintain an updated version of its DMP throughout the program period and receive written BJS approval before changing the approved plan. The award recipient must submit, as applicable, an updated copy of the DMP for review with its semi-annual performance reports and at any time upon BJS's request. A model DMP is available on the BJS website at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements](#).

5. Improve the timeliness of submitting and delivering NPS and NCRP data to BJS.

a. Reduce the lag time between a collection's end of reference year and the release of statistical data from the NPS. In the long run, achieve "real time" transmission, assessment, analysis, and dissemination of data. "Real time" refers to the shortest lag between the end of a reference year and the release of data.

b. Improve the timeliness for submitting NCRP data to BJS. Reduce the lag time between the end of a collection's reference year and the release of statistical data from the NCRP.

6. Enhance the reliability of NPS data.

a. Develop standards to provide reliable data that allow for comparisons across jurisdictions on key measures of correctional population movements. Timeliness is essential, but it is more important that data be reliable and of high quality. Challenges to reliability arise when BJS allows variability among states in submitting data elements around a common NCRP definition.

b. Develop a data collection website that is compatible with the Office of Justice Programs (OJP) environment. In helping to update the tool, the recipient should consult BJS's Data Tool Development Standards, which set out requirements for the architecture framework, data security, technology stacks, and technical documentation. The recipient may be required to manage some information and communications with OJP staff using systems hosted on the OJP network.

c. Achieve 100% participation in NPS each year.

d. The data collection agent must be flexible in the review and processing of the data, and work with state respondents to obtain the best-quality data over the long term. This includes a review of the data within 2 weeks of its receipt, statistical comparison with previous years' reported distributions, email and telephone conversations with the state respondent to discuss issues.

7. Enhance the reliability of NCRP data.

a. Develop a reliable and precise statistical adjustment that accounts for non-submitting states in the production of national statistics for all measures (e.g., custody counts by sex, race and ethnicity, age, offense, sentence length, education level, type of admission and release, recidivism, time served)

b. Maintain standard definitions to provide reliable data that allow for comparisons on key measures of correctional population movements across jurisdictions.

c. Reconcile NCRP data relative to other BJS data on correctional population movements, such as the NPS, the Annual Surveys of Probation and Parole (ASPP), and prisoner surveys. Further comparisons to data published by the state DOCs can also identify issues with reliability.

d. Update state-specific offense data. Data on state-specific offenses are received as part of the NCRP. The data collection agent is responsible for translating these data into standardized codes defined by BJS. Each year, some changes must be made to the crosswalk between state and BJS offense codes as states pass new legislation or alter existing codes and as new states submit data to the NCRP. Part of this task

is to provide feedback to BJS on how agency-wide offense categorization may affect the NCRP and how it might be improved. Each year, the BJS offense codes will be reassessed and evaluated by the data collection agent for any commonly used missing offenses.

e. Continue to assign government identification (GID) codes for prison facilities on the NCRP Part D records and include this field in the datasets provided to BJS each year. This will allow for easy linkage of the NCRP to the BJS prison facility census.

f. Improve the quality of rare sentence data. Using data from BJS and other external sources (e.g., state DOC websites and policy organizations), evaluate the quality of data submitted in the NCRP concerning sentences of death (i.e., capital punishment), life, life without PCCS, and life plus additional years. If there are differences, work with state data providers to ensure that NCRP data accurately capture the number of individuals serving these rare sentences and that the Part D record for that year and subsequent years reflects the new sentences if sentences are downgraded or changed while the individuals are in custody.

g. Suggest new data elements for BJS to consider collecting that would enhance the NCRP collection. These suggestions should reflect current topics in the field of corrections and include an explanation of the value such measures would add to the NCRP, whether most states could provide such data, whether the additional variables would cause a significant increase in burden, and anticipated issues with data quality or interpretation.

h. Propose methods to expand the use of geographic variables in the NCRP dataset, including the county of sentencing and the last known residential address. Proposals should assume that the results will be presented in a BJS special report or periodic statistical tables published on the BJS website.

i. Continue and enhance construction of prison and PCCS term records. Maintain and improve the construction of PCCS term records, linking prison and PCCS term records for prisoners, and testing ways to extend term records to years prior to 2000 in the NCRP, when the yearend custody records were not being collected.

j. The data collection agent must be flexible in the review and processing of the data, and work with state respondents to obtain the best-quality data over the long term. This includes a review of the data within 2 weeks of its receipt, statistical comparison with previous years' reported distributions, email and telephone conversations with the state respondent to discuss issues.

8. Enhance and expand the NCRP data collection.

a. Enroll nonparticipating states into the program and expand coverage of participating states to obtain complete participation in all five parts of the NCRP by all 50 states.

b. Encourage states that did not submit data in earlier years to backfill if possible and encourage states supplying a minimal number of key variables to expand their submission to include all NCRP variables.

c. Encourage states to submit unique state and federal (FBI) ID numbers and Social Security numbers if they are not already doing so.

d. Expand the submission of NCRP PCCS records.

e. Execute data use agreements (DUA) with state DOCs as required.

9. Enhance the quality of statistical reports based on the NCRP data.

   a. Incorporate NCRP data into other BJS reports at the state and national level. The content of the NCRP allows for research and reporting on a wide range of topics. BJS seeks to enhance the scope, content, and quality of reports derived from the NCRP.

   b. Use NCRP data to study transitions between stages of the corrections process, to decompose these changes by state and demographic group, to assess how sentence length and admissions contribute to changes in prison populations, and to produce other routine statistics on the movements of offenders. The data collection agent should have substantive expertise in corrections and in-depth knowledge of NCRP data so it can assist BJS in developing statistical products from the NCRP. Specific deliverables required each year include—

      i. national and state standard statistical tables of prisoner characteristics (sex, race, age, education, criminal history, sentence, and offense) that can be released via the BJS CSAT-Prisoners web tool.

      ii. national and state estimates of time served and expected time served for all incarcerated individuals (not only release cohorts), stratified by offense, sex, race, age, and type of admission.

10. Foster strong working relationships with state corrections research units and data providers, and encourage the use of NCRP data in appropriate comparisons between states.

    a. Enhance BJS working relationships with state DOCs by building effective partnerships based on sharing data and information. The data collection agent should establish and maintain strong working relationships with data providers, demonstrate knowledge and understanding of their system, and provide technical assistance as needed in solving related problems.

    b. The data collection agent will assist in developing the programmatic aspects of a data providers' meeting to be held every 12 to 18 months either virtually or in-person. BJS has held NCRP meetings that helped foster better relationships with the states, encouraged participation in NCRP and other BJS collections, and allowed state DOCs to exchange research and best practices.

    c. BJS aims to improve partnerships with data providers by developing online data analysis tools to share NCRP data with providers to help meet some of their needs for comparative data.

    d. Encourage external researchers' knowledge and use of NCRP and NPS data through dissemination of NCRP and NPS products. BJS expects data collection agents to promote products using NCRP or NPS data whether authored by BJS or

the data collection agent. This includes proposing presentations for professional or academic conferences and BJS-facilitated meetings of NCRP data providers (discussed below).

11. Prepare datasets for delivery to BJS each year.

12. Prepare NPS dataset for delivery to BJS each year. Per BJS specifications, the data collection agent will prepare an annual dataset and all accompanying documentation for the NPS collection. Produce a 508-compliant NPS form in PDF format for each year.

    a. Prepare NCRP datasets and all accompanying documentation per BJS specifications, including data solicitation instructions, variable crosswalks, and code to divide and analyze the NCRP data. (See the NCRP archive resource guide for a list of documentations the data collection agent currently provides.) The annual datasets will include:

        i. NCRP prison term records for the entire data period that can have linked data;

        ii. NCRP PCCS term records for the entire data period that can have linked data;

        iii. records for states or years in which term records cannot be constructed;

        iv. annual extracts of the data (one file per year that includes all record types);

        v. a master ID file that includes the link between state and FBI ID numbers, names, and the NCRP-specific ID number;

        vi. an annual file of ID numbers and prison facilities from the prison yearend custody file.

13. Expand linkage of NCRP data to other administrative data. The data collection agent will help BJS further expand this goal by preparing NCRP datasets for linkage, performing linkage in some cases, and if requested by BJS, analyzing the resulting linked data. Tasks under this objective will include:

    a. Assist in the linkage of NCRP data with data housed at the U.S. Census Bureau. BJS has an interagency agreement with the Center of Economic Studies at the U.S. Census Bureau to link NCRP data under secure conditions to other federal administrative datasets, including the U.S. Census Bureau's Master Address File, Death Master Index, and insurance, employment, and demographic data. BJS may ask the data collection agent to obtain special sworn status at the U.S. Census Bureau or obtain access through an intergovernmental personnel agreement to perform analysis behind the U.S. Census Bureau's firewall or to identify and hire researchers to perform this work.

    b. Prepare NCRP data for use in BJS recidivism cohort studies. Data from release cohorts were linked through the FBI's Interstate Identification Index to historical arrest and prosecution data (rap sheets) to form the basis of BJS's most recent recidivism study. BJS expects to repeat this study in the future using more recent NCRP data.

14. Perform ad-hoc analysis of NPS/NCRP data, as requested by BJS.

    a. BJS may request special analysis of NPS data as needed, to include the production of up to 25 tables per year or the provision of tailored datasets.

    b. BJS may request special analysis of NCRP data as needed, to include the production of up to 25 tables per year or the provision of tailored datasets.

15. Assist BJS in the preparation of OMB clearance packages.

    a. The NPS will require OMB clearance twice during the contract period (January 31, 2026, and January 31, 2029).

        i. In collaboration with the BJS program manager, the data collection agent will compile a first draft of the 2029 package 6 months ahead of the expiration date, including background research on how external researchers use the NPS and documentation of changes proposed to the instrument, if any, to include reporting on the implementation of past changes.

        ii. Assist in drafting any changes proposed to the NPS in years between the 3-year cycle of OMB clearances requiring a modification application.

    b. Assist BJS in the preparation of OMB clearance packages for the NCRP twice during the contract period (October 31, 2027, and October 31, 2030).

        i. In collaboration with the BJS program manager, the data collection agent will compile a first draft of the 2027 and 2030 packages 6 months ahead of the expiration date, including background research on how external researchers use the NCRP and documentation of changes proposed to the instrument, if any, to include reporting on the implementation of past changes.

        ii. The data collection agent will assist BJS in drafting a document for any changes proposed to the NCRP in years between the 3-year cycle of OMB clearances which require a modification application.

    c. The data collection agent will assist BJS in obtaining OMB clearance under the BJS generic package to conduct guided conversations with contacts in selected states on special topics, for example in jurisdictions with a civil commitment law to determine the ability of states to provide aggregate information on their civil commitment population, or Opioid Use Disorder Screening and Treatment (OUDST) practices.

16. Conduct OUDST supplement to the National Prisoner Statistics Program.

    a. BJS will supplement the collection of a future NPS-1B data with a one-time data collection on OUDST in state and federal prisons.

    b. BJS will develop, test, and obtain OMB clearance for the NPS-OUDST survey instrument independent from this award and the recipient does not need to plan for this activity. The awardee, however, will be responsible for advertising, fielding, and performing data quality and nonresponse follow-up in preparation for delivering a final dataset to BJS. The supplemental survey is intended for all 50 state DOCs and the FBOP.

    c.   For the NPS-OUDST collection, deliver an overall project plan, including a detailed timeline and plan for dealing with nonrespondents or slow respondents.

    d.   For the NPS-OUDST collection, deliver to BJS for review and approval—

        i.   survey pre-notification letter signed by BJS director to include POC form

        ii.   survey launch letter

        iii.   data collection reminder letter

        iv.   data collection close-out letter

        v.   data submission thank-you letter

        vi.   fillable PDF data collection instrument.

        vii.   Keep BJS informed of NPS-OUDST progress through monthly progress reports as well as informal weekly data collection nonresponse status emails.

        viii.   Deliver preliminary and final datasets for the NPS-OUDST survey.

17. Adhere to BJS Data Use and Confidentiality Standards

    a.   Maintain a secure file transfer platform website for data submissions to the NPS and NCRP, and for transfer of data to and from BJS.

    b.   Meet BJS data security requirements and data collection tool development standards. The recipient will maintain data securely and confidentially in accordance with 28 C.F.R. Part 22. At BJS's request, the recipient will provide a copy of the data security procedures and copies of forms signed by staff indicating their compliance with 28 C.F.R. Part 22. Applicants should demonstrate their capacity to meet this requirement. Data transfers between BJS and the recipient will be carried out using the DOJ's secure Justice Enterprise File Sharing tool.

    c.   Officially consult with an internal institutional review board on an annual basis to review the NPS and NCRP data collections to ensure protection of human subjects.

Expected Outcomes: Deliverables and Performance Measures

To achieve the goals and objectives of this funding opportunity, OJP has identified expected deliverables that must be produced by a recipient. OJP has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives previously identified. Recipients will need to collect and report this performance measure data to OJP.

OJP will measure success by reviewing a recipient's submission of performance reports and data and the extent to which project implementation reflects progress toward the goals and objectives of this NOFO.

Deliverables

Award recipients will be expected to develop and submit the deliverables listed below in the course of implementing their proposed project. Data or deliverables the recipient will submit to BJS include:

- Monthly and semi-annual progress reports, quarterly financial statements, and regular communication with PM

- Regular updates on response rates

- Project plan

- Verification and quality control checks on data received into the NCRP project; checks of changes or additions made by data providers that result in an error rate whereby follow-up by BJS is required must be limited to no more than 3% of the total number of variables for that agency

- Estimates of yearend prison population counts using BJS-approved statistical approaches for states that respond late to NPS

- Completion of NPS collection by May each year

- Recruit new and lapsed states to participate in the NCRP

- Completion of NCRP collection by September each year. Currently, the NCRP consists of five parts, each representing a cohort of incarcerated persons:

  o Part A records contain data on persons admitted to state prison during a calendar year.
  o Part B records contain data on persons released from state prisons during a calendar year.
  o Part D records contain data on persons incarcerated in state prison at yearend. The Part D records were collected beginning in 1999.
  o Part E records contain information on entries into PCCS programs during a calendar year.
  o Part F records contain data on persons released from PCCS programs during a calendar year. These records are equivalent to the old Part C records but include other PCCS programs not traditionally counted under the standard definition of parole.

- Evaluation on quality of NCRP rare sentence data; work with states to improve, if necessary

- Construct term records files and incorporate the PCCS records into existing term records

- Link individual prisoners' admission, stock and release recors through unique state or federal prisoner ID numbers

- Assist BJS in obtaining permission from state DOCs to collection Social Security numbers and FBI ID numbers to allow for linkage of data within the NCRP collection and potentially to other data collections

- Complete GID coding of prison facilities in NCRP Part D records

- Evaluate ability of sheets to capture reimprisonment data

- Complete documentation that data files meet BJS expectations for accuracy and completeness and that project tasks have been completed within the 12-month time frame specified in the project period

- Final reports, special reports or statistical tables, and other grantee documents authored/co-authored with BJS

- Ad hoc tables and datasets

- Fillable PDF of data collection instruments

- Final roster of POCs with contact information and weekly nonresponse tracker

- Preliminary and final data files

- Maintain and verify the BJS CSAT – Prisoners web tool

- Develop mechanism for weighting of NCRP data to the state-level prison population control totals obtained from the NPS and provide to BJS

- Data submitted to the archive at NACJD and for use in the BJS CSAT - Prisoners web tool

Performance Measures

OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in Program Goals and Objectives. Applicants can visit OJP's performance measurement page at ojp.gov/performance for more information on performance measurement activities.

Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

Objective One of the results-oriented objectives of the grant initiative that reflects the desired outcomes.	Performance Measure Indicator of how the recipient meets the objective. There should be a method defining this based on quantifiable or qualifiable information provided by the recipient.	Data Recipient Provides Data or deliverables the recipient will submit to OJP.
Collect, securely maintain, and process NPS and NCRP data each year throughout the collection period; provide statistical support to BJS through the preparation of ad hoc tables and datasets.	Quality of project management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs were maintained within approved funds.	Monthly and semi-annual progress reports, final datasets for archiving, project plans, regular communication with BJS, quarterly financial statements, and ad hoc analysis results.
	Number of states that complete surveys on time and adhere to data quality standards.	Number of states submitting data in a timely fashion. Number of states with prison and PCCS term records constructed.

	Percentage of records in the database that are complete and accurate.	Number of ad hoc tables and datasets provided.
	Error rate of 3% or less on variables per response agency, item response rate for critical NCRP items.	Verification and quality control checks on data received into the NCRP project; checks of changes or additions made by data providers that result in an error rate whereby follow-up by BJS is required must be limited to no more than 3% of the total number of variables for that agency.
	Number of scheduled data collections series and special analysis to be conducted.	Completion of NPS collection by May each year. Number of standard and single requested datasets on schedule to BJS each year.
Improve the quality and reliability of NPS and NCRP data.	Data requests completed on time and adhered to data quality standards.	Number of states with updated NCRP offense crosswalks. Number of other BJS or external datasets to which data in NPS or NCRP counts can be reconciled.
	Raw data converted to standardized format.	Evaluate quality of NCRP rare sentence data; work with states to improve, if necessary.
		Complete GID coding of prison facilities in NCRP Part D records. Evaluate ability of sheets to capture reimprisonment data.
Provide final data files and documentation needed to support the dissemination of the NPS and NCRP.	Number of quality records reported in the CSAT - Prisoners web tool.	Complete documentation that data files meet BJS expectations for accuracy and completeness and that project tasks have been completed within the 12-month time frame specified in the project period.
	Percentage of deliverables (including final reports and data files) that meet BJS expectations for depth, breadth, scope, quality of study, and pertinence.	All applicable deliverables, including final reports and grantee statistical documents authored/co-authored with BJS.
	Percentage of deliverables (including	Final datasets submitted to BJS, and data

	final reports and data files) that are completed on time.	submitted to the archive at NACJD and for use in the BJS CSAT - Prisoners web tool.
Encourage the use of NPS and NCRP data by external researchers through the development and dissemination of research.	Number of times BJS data are used or referenced in academic journals, publications, and mass media outlets.	Number of times NPS or NCRP data are used in published papers (both BJS and external publications).
	Number of documents published.	Number of presentations at professional or academic conferences. Number of published proposals, drafts of papers, final articles, or presentations. Number of uses of the BJS CSAT-Prisoners web tool. Number of uses of state correctional policy fact sheets.
Expand linkage of NCRP to other administrative datasets.	Number of records in the database that are complete and accurate	Number of datasets to which NCRP can be linked.
	Number of deliverables that meet expectations.	Special reports or statistical tables using linked data
Conduct the NPS-Opioid Use Disorder Screening and Treatment special collection and quality assurance follow-up.	Quality of project management as measured by whether deadlines were met, and costs stayed within budget.	Project plan, monthly status report, regular communication with PM, fillable PDF of data collection instrument, final data file.
	Number of POCs identified prior to data collection launch and respondents that complete on time.	Final roster of POCs with contact information and weekly non-response tracker.
	Percentage of records that are complete and accurate.	Preliminary and final data files.

Funding Instrument

OJP expects to make awards under this funding opportunity as cooperative agreements, which allow 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 a brief discussion of important statutes, regulations, and award conditions.

APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

Unique Entity Identifier (UEI) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the System for Award Management (SAM.gov). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

First-time Registration: Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

Renewing an Existing Registration: Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline.** Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

For Small Businesses: In addition to SAM.gov registration, a small business applicant may need to obtain an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). The person applying for an award should submit the EIN value as the Tax Identification Number (TIN) during the SAM.gov registration process. The applicant should not submit their Social Security Number. For additional information, including the steps to obtain an EIN, see the IRS Apply for an Employer Identification Number (EIN) online webpage.

Submission Instructions: Summary

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See Basic Information: Key Dates and Times for the Grants.gov and JustGrants application deadlines.

- **Step 1:** The applicant must submit the required Application for Federal Assistance SF-424 by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see JusticeGrants.usdoj.gov).

Submission Step 1: Grants.gov Submission of SF-424

Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov Quick Start Guide for Applicants to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

Submission of the SF-424

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the Application Resource Guide for additional information on completing the SF-424.

Section 8F – Applicant Point of Contact: Please include the name and contact information of the individual **who will complete the application in JustGrants.** JustGrants will use this information (*i.e.*, email address) to assign the application to this user in JustGrants.

Section 19 – Intergovernmental Review: This funding opportunity is not subject to Executive Order (E.O.) 12372 (Intergovernmental Review). Applicants should answer section 19 by selecting, "Program is not covered by E.O. 12372."

An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline. If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from "In Progress" to "Submitted." Applicants will also receive a series of four Grants.gov email notifications. Refer to the DOJ Application Submission Checklist for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information). They do not need to submit an update in Grants.gov.

Submission Step 2: JustGrants Submission of Full Application

Access/Registration

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 email address 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 confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:
1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.

3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 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. Applicants can find additional information on JustGrants registration in the DOJ Grant Application Submission Checklist.

Preparing for Submission

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, enter, and upload all the requirements of the application.

Applicants may save their application 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. After the application deadline, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants <u>at least 48 hours</u> prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the "How To Apply" section 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 can make whatever edits are needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A proposal abstract (no more than 2,000 characters) summarizing the proposed project must be completed in the JustGrants web-based form. The text from abstracts will be made publicly available on the OJP.gov and USASpending.gov websites if the project is awarded, so this section of the application should not contain any personally identifiable information (*e.g.,* the name of the project director).

The abstract should be in paragraph form without bullets or tables and written in the third person (*e.g.*, they, the community, their, themselves, rather than I or we). The abstract should include the following information:

- The name of the applicant's proposed project.
- The purpose of the proposed project (*i.e.*, what the project will do and why it is necessary).
- Where the project will take place (*i.e.*, the service area, if applicable).
- Who will be served by the project (*i.e.*, who will be helped or have their needs addressed by the project).
- What activities will be carried out to complete the project.

- The subrecipient(s)/partner organizations or entities, if known.
- Deliverables and expected outcomes (*i.e.,* what the project will achieve).

Data Requested With Application

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 what financial management and internal control systems the applicant has in place, whether these systems would be sufficient to maintain a funding award, 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 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.

Agency Funding Priorities Inventory

Applicants seeking priority consideration under the Agency Funding Priorities section should answer the inventory questions in their entirety in the web-based form in JustGrants.

Proposal Narrative

Format of the Proposal Narrative: The Proposal Narrative will 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; have numbered pages; and should not exceed 100 pages. If the Proposal Narrative does not comply with these restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

Tables, charts, and graphic that are single-spaced or smaller than 12-point size font are permissible. Applicant should make certain they are legible.

Sections of the Proposal Narrative: The Proposal Narrative must include the four sections listed below. If the applicant seeks priority consideration, the Proposal Narrative must state which priority goal(s)the applicant's project will advance and describe how (see section, Agency Funding Priorities under Program Description).

1. Description of the Need: What critical issue or problem is the applicant proposing to address with this project? Please include:

- A brief explanation of the need, gap, or issue to be addressed by the proposed project.
- Supporting information, data, or evidence to demonstrate the need's existence, size, and impact on the target population and community.
- How the need relates to the purpose of the NOFO.

2. Project Goals and Objectives: How will the proposed project address the need identified and address the purpose of the NOFO? Please include:

- Project goals (goals are broad, visionary statements on what the applicant hopes to accomplish).

- Project objectives (objectives are specific outcomes the applicant plans to achieve through project activities).
- How the applicant's goals and objectives relate to the goals and objectives of the NOFO.

3. Project Design and Implementation: How will the applicant implement project activities that meet the goals and objectives? Please include:

- What activities the applicant will conduct to achieve the proposed goals and objectives.
- How the applicant will deliver or complete those activities.
- When the activities will take place.
- Who in the applicant's organization will staff the activities, including key staff.
- Who will participate in and benefit from the activity.
- What deliverables, reports, and other items will be produced as part of the project.
- If the applicant plans to use subrecipients to help conduct the project, please name them (if they are known) or describe how the applicant will identify them. Please describe their role in conducting project activities.

4. Capabilities and Competencies: What administrative and technical capacity and expertise does the applicant bring to successfully complete this project? Please include:

- A short description of the applicant's capacity to deliver the proposed project and meet the requirements of the award, including collecting and reporting the required performance measure data. Who will be responsible for this task, and how will the applicant collect the data? Refer to Program Description: Performance Measures for additional details on performance measures for this funding opportunity.
- A description of projects or activities the applicant organization has conducted, or is currently conducting, that demonstrate the applicant's ability to undertake the proposed project activities.
- A summary of relevant experience of team members with key responsibilities for implementing the project.

Project Evaluations: An applicant that proposes to use award funds to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the Application Resource Guide.

Budget and Associated Documentation: Budget Detail Form

The applicant will complete the JustGrants budget detail form. The form collects the individual costs under each cost category needed to implement the proposed project. Applicants should ensure that the name/description of each cost is clear and provide the detailed calculation (*e.g.*, cost per unit and number of units) for the total cost. Applicants should enter additional narrative, as needed, to fully describe the cost calculations and connection to the project goals and objectives (including, if applicable, describing connections to OJP priority goals).

Budget proposals should include the funding needed to implement the proposed activities. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the project funded under the federal award and when they comply with the funding statute and agency requirements, including the conditions of the award and the cost principles set out in 2 C.F.R. Part 200, Subpart E and the DOJ Grants Financial Guide.

Costs Associated With a Conference/Meeting/Training: An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should review the Application Resource Guide for information on prior approval, planning, and reporting costs for a conference/meeting/training.

Costs Associated With Language Assistance and Access: 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 in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the Application Resource Guide for information on costs associated with language assistance.

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.

Budget and Associated Documentation: Budget/Financial Attachments

Indirect Cost Rate Agreement (if applicable): An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. 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. See the DOJ Grants Financial Guide and the OJP Grant Application Resource Guide for additional information on indirect cost rate agreements.

Consultant Rate (if applicable): OJP has established maximum rates for consultants; see the "Listing of Costs Requiring Prior Approval" section of the DOJ Grants Financial Guide for more information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

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, the 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. Applicants may request a waiver from this requirement by submitting the appropriate form. 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):

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the Application Resource Guide for information.

Memorandum of Understanding (MOU) (if applicable)

For each named partner involved in the project (whether as a subrecipient that will receive federal funds to carry out part of the federal award, or otherwise), applicants should include a signed Memorandum of Understanding (MOU) or a letter of intent that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. MOUs or letters of intent demonstrate the commitment of partner organizations to participate in the project. An MOU is a formalized commitment of staff and/or resources that is signed by authorized representatives of both partner organizations. A letter of intent indicates the organizations' intention to partner, but the details of the commitment have not been fully worked out and officially agreed to.

Each MOU should include the following:

- Names of the organizations involved in the agreement.
- What service(s) and other work will be performed under the agreement by what organization.
- Duration of the agreement.

MOUs should be submitted as one separate attachment to the application.

Unsigned draft MOUs may be submitted with the application, but the applicant should describe in a cover page to the attachment why it is unsigned.

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 or a description of the experience and skills of key personnel necessary to implement the project.

- **Tribal Authorizing Resolution (if applicable):** An application in response to this NOFO may require inclusion of Tribal authorizing documentation as an attachment. If applicable, the applicant will upload the Tribal authorizing documentation as an attachment in JustGrants. See the Application Resource Guide for information on Tribal authorizing resolutions.

- **Research and Evaluation Independence and Integrity Statement (if applicable):** 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 funding recipients 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. 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 that 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 BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of, and agreement to comply with, the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the project period sign a Privacy Certificate. Additional information about BJS's privacy certification requirements, including a model Privacy Certificate, is available at Human Subjects Protection, Confidentiality, and Data Management Plan Requirements. Applicants should attach the completed Privacy Certificate in JustGrants.

- **Timeline:** Provide a timeline listing key activities and milestones, and the months during which they will take place.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities: JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of $100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an

employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. 1352) to complete and submit a lobbying disclosure, should enter "No." By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

Disclosure of Duplication in Cost Items: To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants 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: Review the DOJ document Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies. An applicant must review and sign the certification document in JustGrants. See the Application Resource Guide for more 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 recipient 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 that is otherwise not responsible. See the Application Resource Guide for additional information.

Submission Dates & Times

Refer to Basic Information: Key Dates and Times for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the Certify and Submit feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

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

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. OJP will only consider requests to submit an application via alternative methods or after the deadline when the applicant can document that there is a technical issue with a government system that was beyond their control and that prevents submission of the application via the standard process prior to the deadlines. Issues resulting from circumstances within the applicant's control, such as failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time, will not be considered.

Requests and documentation must be sent to the OJP Response Center at OJP.ResponseCenter@usdoj.gov or AskBJS@usdoj.gov. Applicants should follow these steps if they experience a technical issue:

1. **Contact the relevant help desk to report the issue and receive a tracking number.**

   See Basic Information: Contact Information for the phone numbers, email addresses, and operating hours of the SAM.gov, Grants.gov, and JustGrants help desks. Reports of technical issues to the help desk must occur **before** the application deadline.

   If an applicant calls the help desk and experiences a long wait time, they can also email the help desk to obtain a tracking number. Tracking numbers are generated automatically when an applicant emails the applicable service desk, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

2. **If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at OJP.ResponseCenter@usdoj.gov or AskBJS@usdoj.gov within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. The applicant's request will need to include:**

   - A description of the technical difficulties experienced (provide screenshots if applicable).
   - 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).
   - An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
   - The applicant's unique entity identifier (UEI).
   - Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.

3. **If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at OJP.ResponseCenter@usdoj.gov or AskBJS@usdoj.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline. See step 2 for the list of information the applicant must provide as part of its request.**

As a reminder: 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. 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 previously listed), 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 Technical Issues" section in the Application Resource Guide.

APPLICATION REVIEW

Responsiveness (Basic Minimum Requirements) Review

OJP screens applications to ensure they meet the basic minimum requirements (BMR) prior to conducting the merit review. Following are the basic minimum requirements for this funding opportunity. If OJP determines that an application does not include these elements, it will not proceed to merit review and will not receive any further consideration.

- The application is submitted by an eligible applicant.

The requested award amount does not exceed the award ceiling.

- The application is responsive to the scope of the NOFO.
- The following application elements are included:
  - SF-424 (Grants.gov)
  - Proposal Narrative (JustGrants)
  - Budget detail form, which includes the budget items, their calculations, and explanation (JustGrants)

Applicants whose application fails to meet the BMR are provided notice (including an appropriate point of contact for questions) within a few weeks after the submission due date.

Merit Review Criteria

Peer Review Criteria

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

- **Statement of the Problem/Description of the Issue (10%):** What critical issue or problem the applicant is proposing to address with this project.
- **Project Goals and Objectives (25%):** How the proposed project will address the identified need and the purpose of the funding opportunity.
- **Project Design and Implementation (25%):** The strength of how the applicant will implement activities, including the soundness of the project design and how the activities align to the stated goals and objectives.
- **Capabilities and Competencies (20%):** The applicant's administrative and technical capacity to successfully complete this project.
- **Budget (20%):** Completeness and cost effectiveness.

Programmatic and Financial Review Criteria

After the peer review, applications undergo additional programmatic and financial reviews. OJP staff may reach out to applicants during the programmatic or financial review if a submitted form is incomplete or needs to be updated. Note that OJP staff are not authorized to provide information on peer review scores or comment on programmatic, risk, or budget/financial reviews while the merit review is in progress.

In addition to BMR and peer review criteria, other important considerations for OJP include geographic coverage, strategic priorities (including, but not limited to, the priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the budget detail form accurately explains project costs that are reasonable, necessary, and

otherwise allowable under federal law and applicable federal cost principles. If cost sharing/match is not required for this opportunity, applicants will not receive higher consideration by proposing a voluntary match contribution in their budget.

Risk Review

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to applicant risk. OJP assesses whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, including by (among other things) checking whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

Depending on the severity and nature of the risk factors, the risk assessment may result in the removal of an applicant from consideration or selection for award, or it may result in additional post-award conditions and oversight for an awarded applicant.

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.

Selection Process

All final award decisions will be made by the Assistant Attorney General, unless a statute explicitly authorizes award decisions by another official or there is written delegation of authority to another official. This official may consider not only peer review ratings and program office recommendations, but also other factors as indicated in the "Application Review" section to make final award decisions. For additional information on the application review process, see the Application Resource Guide.

AWARD NOTICES

Federal Award Notices

For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. The Authorized Representative for the entity should accept or decline the award within 45 days of the notification. See the Application Resource Guide for information on award notifications and instructions.

Applicants not selected for an award will receive notification after all award recipients have been notified. OJP also provides unsuccessful applicants with a summary of peer reviewer comments.

Future Funding Opportunities

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. When making continuation award decisions, 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.

Applications submitted under this FY 2025 funding opportunity may be funded in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

POST-AWARD REQUIREMENTS AND ADMINISTRATION

Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Monthly performance reports.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the Application Resource Guide for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Future awards and fund drawdowns may be withheld if reports are delinquent, and in appropriate cases, OJP may require additional reports.

Performance Measure Reporting

Award recipients are required to submit performance measure data and performance reports in JustGrants on a semi-annual basis. Applicants selected for an award will receive further guidance on post-award reporting processes.

Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (*e.g.*, programmatic or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

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 the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail on OJP's Legal Overview—FY 2025 Awards webpage under the

"Civil Rights Requirements" section. Additional resources are available from the [OJP Office for Civil Rights](#).

Compliance with Federal civil rights and nondiscrimination laws is material to the government's decision to make any award and payment under this program, including for purposes of the False Claims Act, and each recipient will be required to certify (in its acceptance of the conditions of the award) that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws.

See OJP's [Partnerships with Faith-Based and Other Neighborhood Organizations webpage](#) for specific information for faith-based organizations applying under this NOFO.

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 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 System Security and Privacy Requirements

Award recipients and subrecipients that serve as BJS data collection agents to complete statistical activities under BJS's authority in conjunction with the funded activities, including collecting, receiving, processing, analyzing, storing, transferring, or disseminating information, must maintain the appropriate administrative, physical, and technical safeguards to ensure that the appropriate data management processes are followed. Award recipients must operate information systems that are adequately secured and protected against unauthorized disclosure, in accordance with applicable federal laws, regulations, and other authorities.

BJS requires special data-handling controls and procedures to protect confidential BJS data, which includes information identifiable to a private person (as defined in 28 C.F.R. Part 22.2), direct PII, (e.g., names, Social Security numbers, last-known addresses, or FBI, state, or department of corrections (DOC) ID numbers), and other non-public data.

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

- Comply with the data security and confidentiality provisions detailed in 28 C.F.R. Part 22.
- Adhere to National Institute of Standards and Technology (NIST) guidelines and Office of Management and Budget guidance to categorize the sensitivity of all data collected or maintained on behalf of BJS.
- Once the system has been categorized, secure data in accordance with the most updated Risk Management Framework specified by NIST guidelines.
- Maintain data security controls comparable to the Federal Information Security Modernization Act (FISMA) Moderate security level for projects that collect, store, transfer, or disseminate information identifiable to a private person.
- Employ adequate controls to ensure data are not comingled with any other data set or product without the express written consent of BJS.
- Reduce the volume of PII collected, used, or retained to the minimum necessary.
- Restrict access to identifiable data to individuals who must have such access.
- Restrict use of identifiable data to approved purposes.

- Follow BJS's established security incident notification procedures, including notifying BJS and the appropriate DOJ officials, within 1 hour of discovery, of all security incidents involving PII or other sensitive information collected or maintained in conjunction with BJS-funded activities.
- Log all computer-readable data extracts from databases holding sensitive information and ensure that each extract including sensitive data has been erased within 90 days or that its use is still required.
- Ensure all contracts involving the processing and storage of PII comply with DOJ policies on remote access and security incident reporting.
- Comply with BJS's data disposition requirements to return all identifiable and nonpublic data to BJS upon project completion, digitize paper copies of surveys and data collection materials saved on other physical media, and securely destroy identifiable data after receiving BJS's permission to do so.
- Complete data security and confidentiality trainings, as applicable.
- Employ formal sanctions for anyone failing to comply with DOJ policy and procedures, in accordance with applicable laws and regulations.

Further, award recipients that receive funding for projects that involve completing statistical activities under BJS's authority are required to develop and maintain a BJS-approved DMP that describes how the data collected under BJS's authority for the program will be collected or acquired, received, handled, processed, stored, transferred, and disposed. A model DMP template is available on the BJS website at Human Subjects Protection, Confidentiality, and Data Management Plan Requirements.

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

BJS encourages prospective applicants to review the relevant data security, confidentiality, and privacy provisions of the BJS Data Protection Guidelines, which summarize the federal statutes, regulations, and other authorities that govern data collected and maintained under BJS's authority.

Standards for Providing Information Technology and Publishing Support to BJS
The following sections describe BJS standards grantees and contractors should take into consideration when proposing and pricing information technology and publishing support to BJS, as well as in associated project planning and project management.

Ownership and Hosting of BJS-Funded Data Systems and Applications
All BJS-funded systems or applications built for managing, processing, or publishing data absent an express agreement otherwise, shall be owned by BJS. Master databases of record shall be located on, or regularly replicated to, the OJP network. Public-facing applications shall be deployed and hosted on the OJP network and accessed via a .gov domain. The grantee should plan for these outcomes from the start of projects. For example, application developers will need to have access to the OJP network to participate in the configuration and deployment of public-facing applications.

Use of OJP Systems and Platforms by Grantees and Contractors

BJS grantees and contractors building BJS-funded systems or applications for managing, processing, or publishing data are required to work on the OJP network using OJP tools and systems. The OJP network is accessed using an OJP provided laptop and a Personal Identity Verification (PIV) card. To obtain this access, grantees and contractors will need to fill out a personnel onboarding form soon after award that will be forwarded onward by BJS contracting officer representatives (CORs) and cooperative agreement monitors to OJP security personnel. This access should be requested soon after award for all personnel who may need access to the OJP network.

Use of OJP systems, tools, and networks, along with compatibility and compliance with OJP systems and policies, must be accounted for in budgets and planned for from the start of the performance period.

Any projects or tasks that will involve the OJP network and/or coordination with OJP support teams should be described in detail as soon as possible and submitted to the chief of the BJS technology and data management unit to ensure arrangements are made that support the milestones and deliverables of the contract or agreement.

Adherence to federal standards
All systems and applications developed for BJS must adhere to federal, DOJ, OJP, and BJS processes, practices, standards, policies, and mandates. Grantees and contractors must collaborate with and regularly update BJS technology staff on the progress of application and system development.

21st Century Integrated Digital Experience Act
Any website that is developed, modernized, enhanced, maintained, or otherwise delivered as a result of this agreement must comply with the website standards of the Technology Transformation Services of the General Services Administration at https://standards.digital.gov. The U.S. Web Design System (USWDS) shall be adopted incrementally over the life of the project or requirement and the awardee shall prioritize implementation to align with the priorities identified within the agreement.

Additional key BJS information technology policies, practices, and standards may be found at: https://bjs.ojp.gov/technology-and-publishing-requirements-bjs-contractors-and-grantees.

Information Technology Security Clauses
An application in response to this NOFO may require inclusion of information related to information technology security. See the Application Resource Guide for more information.

Other Reporting Requirements
Applicants and recipients are required to notify OJP if you know that you or any of your organization's principals for the award transaction are presently excluded or disqualified (*i.e.*, debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. 180.335. Recipients must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient's award includes a federal share of more than $500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See the Reporting Requirements page for more information.

OTHER INFORMATION

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this NOFO. For additional information on what should be included in the application, see the Application Resource Guide section "Information Regarding Potential Evaluation of Programs and Activities."

Freedom of Information and Privacy Act

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

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

Provide Feedback to OJP

See the Application Resource Guide for information on how to provide feedback to OJP.

APPLICATION CHECKLIST

BJS FY25 National Corrections Reporting Program (NCRP) National Prisoner Statistics (NPS) Program, Reference Years (RY) 2025-2029

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.

SAM.gov Registration/Renewal

- Confirm that your entity's registration in the System for Award Management (SAM.gov) is active through the NOFO period. Submit a new or renewal registration in SAM.gov, if needed (see Application Resource Guide).

Grants.gov Registration

- 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).

Grants.gov Opportunity Search

- 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 under "OJP Application Submission Steps" in the Application Resource Guide).
- Sign up for Grants.gov email notifications (optional) (see Application Resource Guide).

Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see Eligibility: Eligible Applicants).
- Confirm your proposed budget is within the allowable limits (see Basic Information: Funding Details), includes only allowable costs (see Application Contents, Submission Requirements, and Deadlines: Budget Detail Form), and includes cost sharing if applicable (see Eligibility: Cost Sharing/Match Requirement).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on this data (see Program Description: Performance Measures).
- Review the "Legal Overview—FY 2025 Awards" in the OJP Funding Resource Center and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under "Listing of Costs Requiring Prior Approval" in the DOJ Grants Financial Guide or see the Application Resource Guide.

Submission Step 1: Grants.gov

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

- Complete and submit the SF-424 by the deadline.

- Confirm Section 8F of the SF-424 lists the name and contact information of the individual **who will complete the application in JustGrants.**
- Confirm that, within 48 hours of your submission in Grants.gov, you 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 at AskBJS@usdoj.gov, the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or support@grants.gov regarding technical difficulties (see the Application Resource Guide section on "Experiencing Unforeseen Technical Issues").
- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

Submission Step 2: JustGrants

- Complete the following information:
  - Entity and User Verification (first-time applicants)
  - Standard Applicant Information
  - Proposal Abstract
  - Financial Management and System of Internal Controls Questionnaire (see Application Resource Guide)
  - Agency Funding Priorities Inventory
- Upload the Proposal Narrative.*
- Complete the budget detail form.*
- Upload other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
- Complete the required disclosures and assurances:
  - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
  - Disclosure of Duplication in Cost Items
  - DOJ Certified Standard Assurances
  - Applicant Disclosure and Justification – DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

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.

JustGrants Review, Certification, and Application Submission

- Address any validation errors displayed on screen after attempted submission, then return to the "Certify and Submit" screen to submit the application.

- Note the confirmation message at the top of the page. Users will also receive a notification in the "bell" alerts confirming submission.
- If you do not receive an application submission confirmation email or validation from JustGrants, or if you receive an error notification, please contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. See the Application Resource Guide for additional information.