BJS FY25 Census of Law Enforcement Training Academies (CLETA)

Total Amount To Be Awarded Under This Funding Opportunity: $750,000

Anticipated Award Ceiling: Up to $750,000

Anticipated Period of Performance Duration: 36 months

Funding Opportunity Number: O-BJS-2025-172532

Deadline to submit SF-424 in Grants.gov: **February 12, 2026, by 11:59 PM Eastern Time**

Deadline to submit application in JustGrants: **February 19, 2026, by 8:59 PM Eastern Time**

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 FY25 Census of Law Enforcement Training Academies (CLETA)
Announcement Type	Initial
Funding Opportunity Number	O-BJS-2025-172532
Assistance Listing Number	16.734

Executive Summary

This funding opportunity seeks to administer the 2026 Census of Law Enforcement Training Academies (CLETA). This collection will provide national statistics on recruits, staff, training curricula, equipment, and facilities from training academies that are responsible for administering mandatory basic training to newly appointed or elected law enforcement officers. These academies are operated by state, county, and municipal agencies and by universities, colleges, and technical schools. 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 21, 2026
SAM.gov Registration/Renewal	N/A
Step 1: Grants.gov Application Deadline	11:59 a.m. Eastern Time on February 12, 2026
Step 2: JustGrants Application Deadline	8:59 a.m. Eastern Time on February 19, 2026

Funding Details

Total Amount To Be Awarded Under This Funding Opportunity: $750,000

Anticipated Number of Awards: 1

Anticipated Award Ceiling: Up to $750,000
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: 36 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:

Elizabeth Davis, Statistician
Phone: 202-307-0765
Email: AskBJS@usdoj.gov (include "FY25 CLETA" as the subject line)

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

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

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)
    - Native American Tribal governments (other than 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
- **Individuals**
- **Other**

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.

Other Units of Local Government: For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state.

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.

Individual Entities: An "individual" applicant may apply for this funding opportunity. If you work on grant applications on behalf of a company; state, local, or Tribal government; academic institution; or other type of organization, then you are not an individual applicant. See the Application Contents, Submission Requirements, and Deadlines section for information on how to apply as an individual.

Limit on Number of Applications

An applicant may submit only one application in response to this 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 Census of Law Enforcement Training Academies (CLETA) provides national statistics on recruits, staff, training curricula, equipment, and facilities from training academies that are responsible for administering mandatory basic training to newly appointed or elected law enforcement officers. These academies are operated by state, county, and municipal agencies and by universities, colleges, and technical schools. The Bureau of Justice Statistics (BJS) has conducted five waves of data collection with law enforcement training academies. This notice of funding seeks to administer the next wave of data collection. This 36-month program includes (1) instrumentation, (2) frame development, (3) fielding the 2026 CLETA in 2027 and (4) data cleaning, analysis, and delivery of raw and final datasets.

State and local law enforcement training academies are responsible for administering mandatory basic training for newly appointed or elected law enforcement officers as required by federal or state law, depending upon the agency hiring the new officer. According to the 2022 CLETA, there were 747 academies that provided instruction to 60,200 recruits that year. BJS conducted its first CLETA in 2002 and administered four more waves in 2006, 2013, 2018, and 2022.

The 2022 survey instrument contains questions about the program content of basic training, including curricula areas, teaching methods, equipment, and facilities. Additional items cover information about basic training and instructors employed by academies. More information on CLETA can be found on the BJS website.

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

Goal 1: Provide accurate and timely national statistics about the recruits, instructors, training subject areas and methods, facilities, and the resources of state and local law enforcement training academies.

Objective 1: Review and update CLETA questionnaire

Objective 2: Update the existing frame of training academies

Objective 3: Field CLETA data collection in 2027

Objective 4: Conduct data cleaning, analysis, and delivery of raw and final datasets

How Awards Will Contribute to Program Goals/Objectives

This award supports the sixth wave of CLETA data collection, through which BJS will provide updated trend data on state and local law enforcement training academies, along with providing information on new and emerging topics relevant to training academies.

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. The recipient of funds will complete all work associated with successfully fielding and delivering data for this collection according to the timeframes BJS establishes. The specific tasks for this collection are described below. Tasks include instrument development; frame development; Office of Management and Budget (OMB) clearance; survey administration procedures, including mixed mode as necessary; data collection and verification; sample maintenance and assessments of bias in responses; research and development on state level estimation; weighting and imputation; and data-set preparation and delivery, including codebooks and documentation.

The key target dates are:

- Begin questionnaire review by March 2026
- Begin frame development by August 2026
- Finalize questionnaire by December 2026
- Finalize frame by March 2027
- Begin data collection by April 2027
- Conclude data collection by November 2027
- Final data received by May 2028

Task 1: Program Management (all years)

A. **Program timeline:** Within two weeks of the award start date, the recipient of funds will meet 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, delivery date for each deliverable and status report, and dates for scheduled meetings.

B. **Communications strategy:** Applications should include a communications strategy that addresses how the recipient of funds will keep BJS informed about program planning, development, and management.

C. **Meetings:** Applicants should plan for virtual meetings, including:
    1. A kickoff meeting with BJS to discuss plans and schedule activities for the project period.
    2. A wrap-up meeting at the end of the project period to present findings and recommendations to BJS.

D. **Progress reports:**
    1. Provide semi-annual reports on the status of the award, deliverables, and expenditures uploaded into the Department of Justice (DOJ) JustGrants system.
    2. Provide quarterly financial reports uploaded into JustGrants.

3. Provide monthly written reports that update the status on areas such as tasks, timeline, and expenditures.
4. During data collection, provide reports on the status of sample collection and paradata, such as response rates, field costs, etc.

E. **Data management plan:** The recipient of funds is required to develop and maintain a data management plan (DMP) that describes how the data collected under BJS's authority for the program will be handled, processed, maintained, and disposed. The DMP should provide general program information and describe the specific procedures that will be used to handle and process the data 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 controls in place to protect data confidentiality. A model DMP is available on the BJS website at Human Subjects Protection, Confidentiality, and Data Management Plan Requirements.

The recipient of funds will complete the DMP in collaboration with the BJS Program Manager and submit it to BJS for review and approval no later than 60 days after the award start date. The award recipient will maintain an updated version of its DMP throughout the program period and receive written BJS approval prior to making changes to the approved plan. The award recipient must submit an updated copy of the DMP for review with its semi-annual progress reports and at any time upon the request of BJS.

Required deliverables:

1. A written timeline for the entire program (all tasks) with the design and program tasks more fully specified
2. Biweekly program meetings
3. Semi-annual reports as required by OJP
4. Quarterly financial reports as required by OJP
5. Progress reports due within 15 business days after the end of each month or at a time determined mutually between BJS and the successful applicant
6. A DMP due within 60 days of the award start date

Task 2: Instrumentation

The recipient of funds will work with BJS to finalize the CLETA instrument so that data collection may begin in early 2027. The 2022 CLETA had an overall response rate of 81%. The survey was administered through the web and on paper. The recipient of funds will be expected to evaluate unit and item performance, including nonresponse bias, from the 2022 CLETA to inform recommendations on the retention or modification of survey items. The recipient of funds should also review current literature to inform suggestions for new items that should be included to better understand law enforcement basic training policies and practices.

BJS will provide key indicators for the questionnaire development and work with the recipient to ensure that the final survey items are constructed so that estimates can be compared to those from past CLETA questionnaires. The final questionnaire will be approved by BJS prior to administration. The awardee will format the approved instrument for web-based administration

and design a system for capturing metadata. Applicants should also recommend additional mode(s) of administration and strategies to increase response rates.

BJS provides the 2022 survey instrument and key indicators for core questionnaire development.

Required deliverables:

1. Draft and final survey instruments
2. Program specifications, including data checks

Task 3: Frame Development

As this is a nationwide census of law enforcement training academies, maintaining an up-to-date frame is critical for meeting the goals of the project. The recipient of funds should plan for outreach and maintenance updates to the frames that may be necessary to produce reliable national estimates given the unit and item response rates. The recipient of funds should also plan to evaluate the types of academies that will be considered in scope.

The recipient of funds will update the frame for CLETA. BJS will provide the recipient of funds with the development materials and dataset from the 2022 CLETA. BJS expects the recipient of funds to develop an outreach plan that includes a timeline and examination of extant data sources to compile updated contact information for training academies, including existing BJS data sources, state Peace Officer Standards and Training (POST) lists, and other data sources as determined by the project team. The recipient must also ensure that point-of-contact (POC) information is current. Applicants should propose how the frame update can be achieved. *Required deliverables:*

1. Documentation on frame development, including data sources, case inclusion and exclusion
2. Final 2026 CLETA frame

Task 4: OMB Clearance

The recipient of funds will work with BJS to prepare and provide draft materials for any OMB clearances necessary for CLETA. At minimum, this will involve materials for the full data collection, including the 30- and 60-day notices, Form 83i, the supporting statement, the justification memorandum, and copies of all survey documents, including but not limited to questionnaires, all instructions and follow-up documents, and any telephone scripts. In addition, a generic clearance may be required for frame development or cognitive testing (if significant updates to the 2022 instrument are needed). BJS will provide sample documents as needed. Applicants should plan on a period of 6 months to obtain clearance, which includes BJS internal review.

Full OMB clearance must be obtained by February 2027.

Required deliverable: Draft materials for any necessary OMB clearances.

Task 5: Census Administration and Data Collection Procedures

Applicants should provide a detailed plan on the census protocols to be implemented, including quality control procedures, administration techniques to ensure data quality and completeness to minimize bias in the estimates, and recommended mode(s). The plan should anticipate a

data collection period of up to 8 months in length and include development of all survey administration materials, such as notification and invitation letters and emails, training materials for telephone interviews and non-response follow-up reminder calls, and a list of frequently asked questions for respondents. Applicants should also describe the methods used to ensure high response rates, including nonresponse follow-up procedures and marketing plans.

The recipient of funds will develop the proposed data edits, data conversion, nonresponse adjustment procedures, and data documentation for BJS review. Data edits and processing must be documented thoroughly for verification.

The recipient of funds must have a system in place to verify the consistency, accuracy, and nonresponse of completed surveys and should conduct verification throughout the process to minimize nonresponse bias. The recipient should present a plan to describe nonresponse bias and data quality procedures. The awardee also will prepare and administer an adaptable nonresponse protocol (if needed to increase the length of the fielding time to increase the response rate).

The recipient of funds also will monitor the data collection costs and participation rates and produce biweekly paradata reports (e.g., contacts by mode: telephone, mail, email; phase within the nonresponse follow-up protocol; time it takes to complete the survey; and summary reports on the status of the collection, including the overall response rate, response rate for selected subsets (such as types of academies), assessment of nonresponse bias, and other information to be determined in conjunction with the BJS Program Manager. While the 2022 CLETA achieved an 81% response rate, past CLETAs achieved over 90% response rates. BJS aims to achieve a high response rate (over 90%) and to minimize bias in attaining national representation. The recipient must minimize bias in unit- and item-response rates, subject to cost and time constraints. Applicants should provide a plan to identify and minimize bias, including a discussion of nonresponse bias analysis plans if unit-nonresponse rates fall below 80%, and imputation procedures for items that are missing.

Required deliverables:

1. Operational electronic data collection method
2. Written documentation of data processing procedures and data cleaning
3. Field progress reports of any problems with data collection activities and the corresponding remedial action, along with a written report of findings from the survey administration, including unweighted counts, based on the data
4. Weekly reports to assess response rates, data quality, and nonresponse bias
5. Marketing plan and materials
6. Preliminary raw data in a commonly used statistical software package (SPSS; SAS; or Stata) following BJS specifications when 50% and 75% response rates are reached
7. Detailed documentation of all modifications to the raw data file

Task 6: Research and Development: State-level Estimate Production

BJS would like to investigate the viability of producing state-level estimates for many of the key tables. The recipient of funds should review the data and develop a methodology for producing state-level estimates. The applicant should consider different options, including but not limited to modification of the data collection approach or statistical adjustments to the data after data collection. However, the proposed approach should be cost effective and not negatively impact

the overall success of the program. The recipient of funds will be expected to investigate prior data collections to help inform this proposal.

If, after consultation with BJS, the approach is deemed feasible, the recipient of funds will be asked to implement the methodology and produce the agreed-upon estimates.

Required deliverables:

1. A comprehensive feasibility report for producing state-level estimates that details proposed structural and methodological adaptations from the current design
2. Any OMB materials required for testing and implementing the proposed approach (if deemed necessary), and if the final methodology requires separate data and/or statistical methods
3. A preliminary and final cleaned dataset with any necessary information to allow BJS to produce the required estimates.

Task 7: Final Verification and Dataset

The recipient of funds must conduct final verification procedures before delivering a final dataset to BJS. Data issues must be reported to BJS for resolution. The recipient of funds must provide a well-developed and justified approach to addressing item-specific missing or incomplete data, including any proposed data allocation, imputations, or nonresponse adjustments. The recipient of funds will deliver to BJS a clean, verified data file and documentation necessary to replicate variables calculated included in the data file. The data will be delivered in a commonly used statistical software package (SPSS; SAS; or Stata) following BJS specifications. The recipient will also provide supporting documentation, including a final report, analysis file, and codebook documentation that meet the NACJD standards and formatting requirements, and the awardee will work directly with the archive staff to answer questions and ensure that the data and documentation are sufficient. Documentation should also describe the frame development, ineligible academies, description of weighting procedures if applicable, and codes that identify aspects of data quality from the collection (such as missing data and imputed values) that allow users to appropriately analyze the data. Final dataset delivery should occur by May 2028.

The awardee should plan for close coordination with BJS on the final report, which is expected to be a public document. The goal of this final report is to provide data users with the details of the project administration and information that will encourage use of the final data.

Required deliverables:

1. Documentation of any data challenges and resolution
2. Raw file and final cleaned dataset
3. Final study report and codebook documentation

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	Performance Measures	Data Recipient Provides
Provide comprehensive and timely overall project management	Percent of deliverables completed on time, as determined by BJS. Percent of deliverables that meet expectations, as defined by BJS.	The applicant should provide timely deliverables that meet the outlined expectations for program management. Deliverables include: 1. Semi-annual reports reflecting program activities, deliverables met, and expenditures to date uploaded into JustGrants 2. Quarterly financial reports ensuring program funds are being used proportionately uploaded into JustGrants 3. Timeline of all activities 4. Monthly progress reports reflecting activities and expenditures in each area of the program 5. Data Management Plan
Develop and test survey, contact strategy, and marketing plan	Number of deliverables completed on time, as determined by BJS. Number of deliverables that meet expectations, as defined by BJS.	The applicant should provide timely deliverables that meet the outlined expectations for survey development, testing, and contact and marketing strategies. Deliverables include: 1. Draft survey 2. Draft contact and marketing plans 3. Generic OMB clearance (if needed) 4. Revised survey, contact, and marketing plan
Develop frame, conduct data collection, provide raw and final data set, and documentation	Percent of data that is comprehensive and accurate. Percent of deliverables completed on time, as determined by BJS. Percent of deliverables that meet expectations as defined by BJS.	Complete frame provided. Conduct the data collection, implementing the contact plan and marketing strategy. Deliverables include: 1. Raw dataset 2. Final dataset. 3. Full Paperwork Reduction Act clearance from OMB 4. Data documentation, including an analysis file and codebook documentation 5. A final program report with a comprehensive overview of the program

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.

For Individual Applicants: SAM.gov registration is not required for a person applying as an "individual" and not on behalf of a company; state, local, territorial, or Tribal government; academic institution; or other type of organization. However, individuals should obtain an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) to use as their Tax Identification Number (TIN) during the Grants.gov registration process. Individuals should not apply using a Social Security Number. 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.

Individual Applicants: A person applying as an "individual" should use an IRS-issued Employer Identification Number (EIN) as their TIN in Grants.gov.

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).

See the Application Resource Guide for an example of a proposal abstract.

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 25 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: Clearly define the issue the project seeks to address. This section should include:

- A concise explanation of the need, gap, or challenge the project targets.
- Relevant data or evidence demonstrating the scale and impact of the issue on the agency and community.
- A description of how the identified need aligns with this funding opportunity.

2. Project Goals and Objectives: Describe how the proposed project will address the identified need and align with the NOFO's purpose. Include:

- High-level project goals (broad, strategic aims).
- Specific, measurable objectives to be achieved through the project.
- How proposed goals and objectives align with those outlined in this solicitation.

3. Project Design and Implementation: Explain how the applicant will implement the proposed project. This section should describe:

- Key activities to be undertaken and how they support the project's goals and objectives.
- The timeline and sequencing of activities.
- Roles and responsibilities of staff and partners involved.
- Identification of project beneficiaries.
- Expected deliverables or work products.
- Any proposed subrecipients, their roles, and how they will be selected (if not yet identified).

4. Capabilities and Competencies: Demonstrate the applicant's capacity to successfully execute the project. Include:

- A summary of organizational capabilities and systems to support implementation, including collection and reporting of performance data.
- Examples of similar or related projects the agency has implemented.
- Relevant qualifications and experience of key staff responsible for 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.

Additional Application Components
The applicant should attach the additional requested documentation listed below 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.

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

- **Human Subjects Protection:** BJS requires 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 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 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 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 (5%):** What critical issue or problem the applicant is proposing to address with this project.
- **Project Goals and Objectives (10%):** How the proposed project will address the identified need and the purpose of the funding opportunity.
- **Project Design and Implementation (45%):** 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 (30%):** The applicant's administrative and technical capacity to successfully complete this project.
- **Budget (10%):** 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.
- *S*emi-annual 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://designsystem.digital.gov/website-standards/. 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 Census of Law Enforcement Training Academies (CLETA)

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 or 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.