

# BJS FY25 Survey of Public Defenders (SPD)

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Total Amount To Be Awarded Under This Funding Opportunity: \$1,000,000

Anticipated Award Ceiling: Up to \$1,000,000

Anticipated Period of Performance Duration: 36 months

Funding Opportunity Number: O-BJS-2025-172531

Deadline to submit SF-424 in Grants.gov: **March 2, 2026, by 11:59 PM Eastern Time**  
Deadline to submit application in JustGrants: **March 9, 2026, by 8:59 PM Eastern Time**



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## 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).

<b>Agency Name</b>	U.S. Department of Justice Office of Justice Programs Bureau of Justice Statistics
<b>NOFO Title</b>	BJS FY25 Survey of Public Defenders (SPD)
<b>Announcement Type</b>	Initial
<b>Funding Opportunity Number</b>	O-BJS-2025-172531
<b>Assistance Listing Number</b>	16.734

### Executive Summary

The purpose of the FY2025 Survey of Public Defenders (SPD), a nationally representative data collection of public defense attorneys, is to implement a full national collection of the SPD using the survey instrument and recommendations from the 2021 SPD pilot study and 2024 Census of Public Defender Offices (CPDO) frame as the universe for the sample. The goal of the FY2025 SPD is to collect and disseminate national statistics and data about the characteristics, activities, and workload of the estimated 15,000 public defenders in the United States. 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

<b>Funding Opportunity Release Date</b>	January 21, 2026
<b>SAM.gov Registration/Renewal</b>	N/A
<b>Step 1: Grants.gov Application Deadline</b>	11:59 a.m. Eastern Time on March 2, 2026
<b>Step 2: JustGrants Application Deadline</b>	8:59 a.m. Eastern Time on March 9, 2026

## Funding Details

**Total Amount To Be Awarded Under This Funding Opportunity:** \$1,000,000

**Anticipated Number of Awards:** 1

**Anticipated Award Ceiling:** Up to \$1,000,000

*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(c).

## Agency Contact Information

For assistance with the requirements of this funding opportunity:

**Rachel Seo-Park, Statistician**

Phone: 202-307-0765

Email: [AskBJS@usdoj.gov](mailto:AskBJS@usdoj.gov) (include “FY25 SPD” as the subject)

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](mailto: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](mailto: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:

- **Educational Organizations**
  - Independent school districts
  - 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

**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 only one application in response to this NOFO.

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 Survey of Public Defenders (SPD) is a data collection intended to capture information directly from attorneys about the provision of public defense, including their demographics, caseloads, clients, and access to resources. Although the Bureau of Justice Statistics' (BJS) history studying public defense has largely targeted public-defense offices, there are some questions about the provision of public defense best answered by attorneys. To accomplish this, in 2016, BJS launched a study to design the first attorney-level survey instrument, which was piloted in 2021. The pilot also tested various sampling and outreach strategies to optimize response rates. In 2024, BJS funded a Census of Public Defender Offices (CPDO) to construct a current frame and survey instrument with questions relevant to public defense. The purpose of this notice of funding opportunity (NOFO) is to implement a full national collection of the next SPD using the survey instrument and recommendations from the 2021 SPD pilot study and 2024 CPDO frame as the universe for the sample.

As the principal federal statistical agency in the Department of Justice (DOJ), BJS is responsible for the collection, analysis, publication, and dissemination of statistics on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This program furthers DOJ's mission by collecting information about attorneys representing clients charged with serious offenses in state courts, including defendants charged with violent crimes, juvenile offenders charged in juvenile courts, and clients involved in the post-conviction process.

### Program-Specific Information

BJS is seeking applications for the FY2025 SPD, a nationally representative data collection of public defense attorneys. The purpose of the SPD is to produce national statistics about the estimated 15,000 or more public defenders by fielding a national survey of public defenders. BJS began studying public defense in 1986 and, since then, has periodically updated and modernized its knowledge of the public defense field. In 1986, BJS looked more generally at criminal defense with the Criminal Defense System Study. BJS conducted targeted studies of public defense with the National Survey of Indigent Defense Systems (NSIDS), which was done via a probability sample in 1999 and a census in 2013. In response to lessons learned from the 1999 NSIDS, BJS conducted the 2007 CPDO and is currently collecting data for the 2024 CPDO, focusing on publicly funded defense offices.

Results of the earlier public defense office data collections indicated that some questions about the provision of public defense are best answered by public defenders. In 2016, BJS began design of a public defender-level survey with the Survey of Public Defenders: A Design Study (SPDDS) award, later renamed the [Design of the Survey of Publicly Appointed Defense Attorneys \(DSPADA\)](#).<sup>1</sup> While DSPADA included many types of attorneys providing indigent defense, the SPD will focus on public defenders.

From 2016 to 2018, BJS designed a DSPADA survey instrument with input from an expert panel of public defenders, appointed counsel, post-conviction attorneys, representatives of various attorney membership groups, and supervisors of managed counsel and public defender

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<sup>1</sup> <https://bjs.ojp.gov/library/publications/survey-publicly-appointed-defense-attorneys-design-study>

systems. The expert panel contributed questions to the survey, reviewed the final survey, recommended the use of incentives to achieve a higher response rate, and recommended that outreach to attorneys be conducted by organizations that support the work of indigent defense attorneys or persons known to the attorneys (e.g., local bar associations, supervisors, or judges). DSPADA was cognitively tested with eight publicly appointed attorneys. In addition, ten members of the expert panel contributed to the cognitive test. The survey developed in DSPADA took from 14 to 30 minutes to complete.

In addition to developing and cognitively testing the survey, BJS explored options for the DSPADA sampling frame. The study found that about half of the states have centralized management of indigent defense and those states indicated they could provide lists of all attorneys who provided indigent defense. The study also conducted a feasibility test for the other half of states where management was decentralized, finding that individual offices could be identified, sampled, and could provide current rosters of defense attorneys.

In 2021, BJS implemented many recommendations from DSPADA in a larger-scale test with the SPD pilot test. The recommendations included investigating sample design options, pilot testing the survey instrument, and experimenting with various options for respondent recruitment outreach. A primary difference with the SPD, however, is that it focused on public defenders and excluded other counsel providing indigent defense.

The SPD pilot test revealed some challenges and successes in achieving a nationally representative sample of public defenders. One challenge was compiling a complete roster of all public defenders. In some states a central office could provide a complete statewide roster of current public defenders; other states lacked the ability to produce a statewide roster. When no statewide roster was available, local offices needed to provide one. Some local offices could provide a current roster, while others could not. For the decentralized states, the SPD pilot test also tested a two-stage sample design by first sampling offices, then respondents, which was successful.

The SPD pilot test successfully tested the survey instrument developed in DSPADA and recommended changes based upon respondent feedback. For this funding opportunity, the awardee will be expected to incorporate recommendations and feedback from the pilot test when conducting the national SPD collection. A copy of the SPD survey instrument may be found in Appendix B of the [pilot test report](#).<sup>2</sup> The awardee will be expected to implement the survey instrument both in paper and electronic format. The SPD pilot test also successfully experimented with a variety of options for respondent outreach and recruitment. The experiment provided recommendations for modes of outreach to optimize respondent recruitment.

One of the recommendations from the SPD pilot included a two-stage sampling plan since no national list of public defender offices with current contact information exists. BJS's current list dates back to the 2013 NSIDS census. For this reason, BJS issued an award in 2024 for a new CPDO to update contact information, ask office-specific questions, and to inform the efficient selection of a first-stage office sample for the SPD. Results of the 2024 CPDO will be available to the FY2025 SPD awardee to use for sampling purposes.

With the current award, the recipient of funds will field the national collection of the 2025 SPD through a cooperative agreement. Applicants are strongly encouraged to review reports from

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<sup>2</sup> <https://bjs.ojp.gov/library/publications/survey-public-defenders-spd-pilot-report>



[DSPADA](#),<sup>3</sup> the [2021 SPD pilot test](#) (which includes a copy of the SPD instrument),<sup>4</sup> and the [CPDO federal register announcement](#).<sup>5</sup>

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.

<sup>3</sup> <https://bjs.ojp.gov/library/publications/survey-publicly-appointed-defense-attorneys-design-study>

<sup>4</sup> <https://bjs.ojp.gov/library/publications/survey-public-defenders-spd-pilot-report>

<sup>5</sup> <https://www.federalregister.gov/documents/2024/09/10/2024-20378/agency-information-collection-activities-proposed-ecollection-ecomments-requested-reinstatement-with>

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:** The goal of the 2025 SPD is to collect and disseminate national statistics and data about the characteristics, activities, and workload of the estimated 15,000 public defenders in the United States.

### Objectives

Using information gathered in the 2016 DSPADA, the 2021 SPD pilot study, and the 2024 CPDO, the recipient of funds will be responsible for the following objectives:

- Objective 1:** design a two-stage nationally representative sample of public defenders,
- Objective 2:** implement the data collection
- Objective 3:** produce interim and final datasets
- Objective 4:** communicate the results.

The primary tasks to achieve these objectives are to:

1. Provide comprehensive and timely overall project management
2. Design a sample of public defense attorneys
3. Develop a web survey portal
4. Implement the SPD data collection
5. Create SPD datasets
6. Communicate SPD results

## How Awards Will Contribute to Program Goals/Objectives

**Further details about SPD objectives and tasks are outlined below. While the details represent minimum BJS expectations of the recipient of funds, they are not necessarily comprehensive of all tasks necessary to successfully complete the SPD.**

### Task 1. Provide comprehensive and timely overall project management:

Effective, consistent communication between the recipient and BJS is paramount to SPD success. To do so, BJS maintains expectations surrounding documentation and communication with staff:

- a. **Program timeline:** Within three weeks of the award start date, the recipient of funds will meet virtually, or in person, with BJS for a kickoff meeting to review all phases of the work. 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 1.c.i.).
- 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.

c. **Meetings:**

- i. A **kickoff meeting** will be held 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.
  1. 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.
  2. 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.

d. **Progress reports:** Recipient of funds will provide—

- i. **Semi-annual reports** on the status of the award, deliverables, and expenditures uploaded into the OJP JustGrants System.
- ii. **Quarterly financial reports** uploaded into the OJP JustGrants System.
- iii. **Monthly progress reports** provided to the BJS PM that update the status on areas such as tasks, timeline, and expenditures.
- iv. **Reports** provided to the BJS PM on the status of sample collection and paradata, including the number of surveys received per reporting period, response rates, and field costs.

e. **Decision memos:** Project documentation and continuity are critical for any award, particularly for programs with concurrent tasks, awards that require multiyear planning strategies, and awards with funding dependent on performance. The recipient of funds shall provide detailed memos to the BJS PM at all key decision points in the award. These decision memos should be used to document milestones or changes made to the project plan. The memos should include documentation on the nature of the problem being addressed, the decision process, and the effect or result of the action taken. Examples of key decision points requiring a memo include, but are not limited to, results of frame cleaning, when a sample design is finalized, and when changes to planned work are required. The recipient of funds will be expected to keep an active log of all decision memos indicating their status (e.g., in preparation, under review, approved, and so forth).

f. **Data management plan:** The recipient of funds is required to develop and maintain a BJS-approved data management plan (DMP) for all data collected under BJS's authority for this program. The DMP should provide general program information and describe the specific procedures for how program data 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 PM 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 recipient of funds 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](#).

- g. **Internal Review Board (IRB) approval to conduct human subjects research:** Since the 2025 SPD is a national survey of individual attorneys, and due to the experiment for respondent incentives, this will be subject to IRB review and approval. The award recipient will draft IRB approval documents and obtain IRB approval for the project.
- h. **Full OMB request to request attorney rosters and implement data collection:** BJS and the recipient will jointly create a full OMB request to request attorney rosters from public defender offices and conduct the survey. The tasks will be combined into one request to allow the recipient to request rosters as close in time as possible to survey implementation. The applicant should plan 6 months for this task.

For the task to contact public defender offices, the recipient will develop materials that include a description of the sample, outreach documents, and a process to request and obtain the roster. For the task of conducting, the full survey, the recipient will develop materials that include a copy of the survey instrument, respondent outreach materials, a description of the sampling and survey procedures, logistics, and a timeline.

The full combined OMB package anticipates the public review period. If substantive feedback is given through the federal register during the public review period, BJS and the recipient will consider that feedback and make reasonable modifications to accommodate it. Any updating of the survey instrument is covered under Task 3.

**Task 2. Design a national sample of public defense attorneys:** Using recommendations from the pilot test and the frame collected from the 2024 CPDO, the award recipient will implement the SPD national sample. The recipient of funds will describe how they will create an unbiased and efficient sampling plan and final sample for survey implementation. Objectives in this task include:

- a. **Review 2024 CPDO frame and data:** The recipient will need to review the frame of public defender offices created by the CPDO and note how the data may be best used to construct a sample of public defender offices.
- b. **Create 2025 SPD sampling plan and draw the sample:** The recipient will need to review recommendations from the SPD pilot test for drawing a sample. Combined with information gathered from the 2024 CPDO and in collaboration with BJS, the recipient will design a two-stage nationally representative sample of public defenders. The sampling plan should address the type and construction of the sample, sample unit replacement due to ineligibility or non-response, weighting, and creation and estimation of standard errors.

The sample size should be guided by both budgetary and precision concerns. The recipient will design a sample with an anticipated coefficient of variation (CV) of the sampling distribution of 10 percent or less. Most measures from the SPD survey instrument are binary, so the sample plan and power calculations should anticipate outcomes with maximum variance. Different implementations of the broad, two-stage sample design may achieve similar precision for national estimates, so there will be value in exploring multiple implementation options.

BJS also has interest in unbiased estimates of certain subgroups, so proposed sample sizes should support that estimation. Subgroup national estimates would only be pursued if the CV of the sampling distribution is 10 percent or less. The subgroups of interest for the public defender population are related to office size, since workload and defender characteristics likely vary significantly depending upon the size and diversity of its client population.

Drawing the sample will involve three steps. The first will be to draw the first stage sample of public defender offices. BJS anticipates that the 2025 SPD sampling plan will include a dual-frame, multi-stage sample where the first stage is the statewide contact and drawing a sample of public defender offices for decentralized states. At least some of the offices will need to be contacted to provide a roster of public defenders; therefore, the sample of public defender offices is an important step to begin outreach.

The second will be to collect current public defender rosters. The recipient will implement the outreach plan detailed in the section of the full OMB request to reach out to the sampled public defender offices. The outreach plan is to inform the office of the forthcoming survey and to request a current roster of public defenders and their contact information.

The third will be to select a nationally representative sample of public defenders. The recipient will create a list of sampled public defenders from the collected rosters. Applicants should detail how they will draw a feasible and efficient nationally representative sample of attorneys in their response, given the project budget and parameters given from the 2007 CPDO and SPD pilot test (see below). In addition, applicants are encouraged to propose alternative designs that may affect estimator precision and survey costs. The proposed sample should clearly state assumptions, include power calculations, and report the anticipated CV.

Given that many offices have small numbers of attorneys, sample designs will need to select a broad set of offices in the first stage. For example, assume a potential binary measure of interest has a mean of 0.5. A population has infinite groups but 10 members per group, the intraclass correlation (ICC) is 0.10, and the CV of the estimator should be no more than 0.10. Two potential samples that achieve at least a CV of 0.10 is a sample of 150 groups with 2 members from each group, or a sample of 100 groups with 3 members from each group.

In the 2007 CPDO census, 22 statewide systems reported for 449 public defender offices. An additional 588 offices were reported for the remaining 28 states. Although the median number of attorneys for an office was 6, the distribution ranges from 1 at the 5<sup>th</sup> percentile and 71 at the 95<sup>th</sup> percentile. Although not collected in 2007, the frame of public defender offices will include the U.S. territories. Most measures from the SPD survey instrument are binary or categorical, and a typical ICC for measures collected in the SPD pilot test was roughly 0.10.

- c. **Imputation and nonresponse bias analysis plan:** Applicants should provide plans to identify and minimize bias, including an analysis plan for nonresponse bias if unit nonresponse rates fall below 80% and imputation procedures for missing items.
- d. **Design and test an incentives plan for public defender respondents:** One finding from the SPD pilot test is that respondents felt that incentives would increase public defender response rates. The recipient of funds and BJS will collaborate to create a plan to provide incentives to sampled respondents that is compatible with local, state, and federal labor laws. Additionally, the recipient of funds will be expected to design and conduct an experiment based on incentives. Applicants should detail their incentive experiment in the narrative, including experimental design, a minimum detectable effect from the incentive, and how the applicant will manage and disburse incentives. Any incentives will be funded through the project award and will be managed by the recipient.

Incentives should be used to reimburse attorneys for their time responding to the survey. In the pilot test, the average time to complete the SPD survey was 15 minutes. Applicants should assume incentives of not more than \$30 per respondent. The experiment can test any aspect of the incentive, such as timing, type, and amount. Experimental design should account for the possibility that members of the different treatment groups may communicate about the experiment. Multi-arm experiments may be possible depending upon the number of respondents.

**Task 3. Develop survey materials for data collection:** While the SPD pilot test resulted in a survey instrument for the national SPD data collection, the recipient of funds will have the responsibility of creating the final materials to implement the survey. This will include updating the instrument (if necessary), developing a web portal to deliver an electronic survey instrument, and distributing a paper survey instrument.

Objectives for this task include:

- a. **Create the web survey portal for respondent data collection:** The recipient of funds will construct a web survey portal that may be accessed by public defenders to respond to the survey. The portal should:
  - i. Have a user-friendly interface that minimizes respondent burden and provides simple modes of data submission. This includes less than a 2-second response time and supports the expected load of concurrent users.
  - ii. Work with Edge, Firefox, Safari, and Chrome browsers.
  - iii. Work on different devices (e.g., laptop, mobile phone, iPad, Chromebook).
  - iv. Provide respondents with clear and understandable instructions and descriptions of the key content areas of the survey.



- v. Allow respondents to download a copy of the paper version of the survey for reference.
  - vi. Allow respondents to easily save their progress and return to where they left off in subsequent visits.
  - vii. Provide respondents with a summary of their answers to verify before final submission, which the respondents can also save for their own records.
  - viii. Enhance the item response rate and internal validity of answers. For example, items listed with skip patterns should enforce skip pattern rules in the web form.
  - ix. Ensure the privacy of submitted questionnaires per the DMP.
  - x. Provide a means for secure and private sign-on for respondents.
  - xi. Be able to easily export all data elements in XLSX and CSV format to BJS.
  - xii. Be able to provide biweekly preliminary data files to BJS (in XLSX or CSV format) to track overall unit and item response rates and performance of questions.
- b. **Conduct a usability test of the web survey portal:** The recipient will conduct the usability test of the web survey portal. Both selected respondents and BJS staff should be able to participate in the usability test.
- c. **Ongoing formatting of the paper survey:** Although the SPD pilot test indicated that a large majority of public defenders will provide survey responses over the web, an important minority provided responses via paper. In addition, the web survey portal will need to produce a downloadable version of the finalized survey as a PDF file. The recipient should maintain and update a paper version of the survey.

**Task 4. Implement SPD data collection:** A complete nationally representative data collection of a sample of public defenders has never been completed, but results from the SPD pilot test indicate that it may be possible to raise the pilot test's overall response rate (73%) to one meeting OMB's requirements (80%) by using additional outreach strategies detailed in the pilot test report. Based on the results from the SPD pilot test, BJS anticipates that the survey will remain open to respondents for completion via paper or over the internet in the range of 6 to 10 months.

Objectives for this task include:

- a. **Survey administration:** The recipient will administer the survey according to the plan developed for the OMB package. This will include, but not be limited to, managing initial and follow-up outreach to selected respondents, managing respondent eligibility and response status, replacing selected respondents when someone is either ineligible or refuses to answer the survey, and providing incentives. Applicants should provide a detailed plan on the survey protocols to be implemented, including quality control procedures, administration techniques to ensure data quality and completeness to minimize bias in the estimates, and recommended modes. Applicants should also describe the methods used to ensure high response rates, including nonresponse follow-up procedures, marketing plans, and incentives.
- b. **Response quality assurance:** 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).

**Task 5. Create SPD data products:** During and after data collection, the recipient of funds will produce data products for internal BJS and recipient use and data products suitable for public use. Objectives in the creation of SPD data products include:

- a. **Periodic raw data extracts:** During data collection, BJS will request preliminary copies of the raw data to ensure that the responses to questions make sense and that data is being properly converted from survey to storage. The web survey portal should be designed to readily export all data elements in XLSX and CSV format. A possible schedule for file creation of interim datasets is biweekly for the first two months of data collection and monthly thereafter.
- b. **Paradata on survey administration:** 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 subgroups, assessment of nonresponse bias, and other information to be determined in conjunction with the BJS PM).
- c. **Survey weights, methodology, and software:** After data collection has concluded, the recipient should be prepared to create survey weights to merge to the data, provide written methodology for both weight creation and use (including estimates and standard errors), and provide sample programming code to create estimates and standard errors in a software package such as R, SAS, Stata, or SPSS, as determined by the recipient and BJS.
- d. **Imputation and nonresponse bias analysis:** The recipient will implement the imputation analysis and nonresponse bias analysis described from the imputation and nonresponse bias analysis plan in Task 2.
- e. **Internal-use data and documentation:** The recipient should produce an internal-use dataset that contains all survey responses, identification of all imputation, respondent information, survey weights and sample design, and any created variables for analysis. Documentation materials should include a description of data collection procedures, survey instrument annotated with variable names (in the event variable names do not coincide with question numbers), codebook, and programming code to create variable and value labels in a software package such as R, SAS, Stata, or SPSS, as determined by the recipient and BJS.
- f. **Public-use data and documentation:** The recipient will also produce a public-use datafile that removes identifying respondent sample information but still allows for independent researcher investigation and analysis. Documentation for the public use file should include weighting methodology and use, the sample programming code developed to produce estimates and standard errors, a description of data collection procedures, annotated survey instrument, codebook, and the programming code to create variable and value labels.

**Task 6. Communicate SPD project and results:** BJS anticipates several products to support the dissemination of results and recruitment of respondents.



- a. **Methodology report:** The recipient of funds will develop a methodology report that comprises details about data collection, sample construction, and weighting. Findings from this report can be used on their own and to improve future BJS data collections from public defenders or other types of attorneys.
- b. **Provide support for other publications, as directed by BJS:** The recipient should work in collaboration with BJS to provide support for additional publications, as the budget allows. The content of these products will be discussed post-award.
- c. **Presentation to support recruitment:** The SPD pilot test found some barriers to respondent recruitment. One way to remove those barriers is to show potential respondents the importance of the SPD data collection. In collaboration with BJS, the recipient should create presentation materials to present in an appropriate forum that reaches public defenders, such as a conference or professional membership association.
- d. **Presentation to disseminate results:** Results from the SPD should be disseminated in multiple forums to improve their reach. One way to do this is to create a presentation of results from the final report. In collaboration with BJS, the recipient should create a presentation using results from the final report. It should be presented in an appropriate forum that reaches public defenders and other criminologists with a vested interest in public defense.

## 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

Using the tools and methodology designed and collected through DSPADA, pilot test, and CPDO, the recipient of funds will implement the SPD survey. While tools and methodology are largely finalized, the implementation of the survey will be ongoing, iterative, and collaborative with BJS. Within three weeks of the award start date, the recipient of funds will meet with BJS to discuss the proposed tasks. The recipient will then develop a detailed timetable outlining the dates of completion of each task, the date of delivery of each deliverable and status report, and the dates of scheduled meetings. Within the outlined tasks, currently anticipated deliverables include:

Task	Deliverable	Deadline
<b>1. Provide comprehensive</b>	A written timeline for the entire program with the design and program tasks fully specified	Within 60 days of award start date

Task	Deliverable	Deadline
<b>and timely overall project management</b>	Kickoff meeting	Within 15 business days of award start date
	Biweekly program meetings to include agendas and meeting minutes	Ongoing – Biweekly - <i>Agendas</i> two days prior to call - <i>Meeting notes</i> within three days of the call
	Monthly progress reports	Ongoing – Within 15 business days from the end of each month
	Semi-annual progress reports	Ongoing – Semiannually in JustGrants
	Quarterly financial reports	Ongoing – Quarterly in JustGrants
	Biweekly data collection reports during data collection	Ongoing when applicable – Biweekly
	Decision memos that document key milestones met or changes to the program	Ongoing – Within 15 days of key decisions being made
	Data management plan	Within 60 days of award start. Revised as needed
	Draft full OMB clearance package to (1) contact public defender offices and implement survey, and (2) for conducting survey, including materials to conduct initial outreach and follow-up communication	According to the schedule in the work plan
	Draft IRB package and obtain IRB human subjects' approval	According to the schedule in the work plan
<b>2. Design a national sample of public defense attorneys</b>	Sample and weighting plan	According to the schedule in the work plan
	Sample and base sample weights	According to the schedule in the work plan
	Imputation and nonresponse bias analysis plan	According to the schedule in the work plan
	Design and test an incentives plan for public defender respondents	According to the schedule in the work plan
<b>3. Develop survey materials for data collection</b>	Create the web portal for respondent data collection	According to the schedule in the work plan
	Conduct a usability test of the survey portal	According to the schedule in the work plan
	Ongoing formatting of the paper survey	As determined with the BJS PM
<b>4. Implement SPD data collection</b>	Survey protocol plan	As determined with the BJS PM
	Nonresponse bias and data quality plan	Biweekly throughout survey period
<b>5. Create SPD data products</b>	Periodic raw data extracts in CSV format	Biweekly throughout first two months of survey period, monthly thereafter

Task	Deliverable	Deadline
	Paradata on survey administration	Biweekly throughout survey period
	Imputation and nonresponse bias analysis	As determined with the BJS PM after data collection has closed
	Survey weights, methodology, and software	As determined with the BJS PM after data collection has closed
	Internal identified dataset, codebook and other documentation	According to the schedule in the work plan
	Public-use deidentified dataset, codebook, and other documentation	According to the schedule in the work plan
<b>6. Communicate SPD project and results</b>	Methodology report	According to the schedule in the work plan
	Provide support for additional publications, as directed by BJS	According to the schedule in the work plan
	Presentation to support respondent recruitment	As determined with the BJS PM
	Presentation to disseminate results	As determined with the BJS PM

The recipient shall ensure that all deliverables meet performance standards in regard to technical quality, usefulness, and timeliness of the delivery. Deliverables will be defined in the project work plan along with corresponding timeframes and due dates.

### 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](http://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 Measure	Data Recipient Provides
Provide comprehensive and timely overall project management	Timeline completed on time	A written timeline for the entire program with the design and program tasks fully specified  Kickoff meeting  Biweekly program meetings to include agendas and meeting minutes  Monthly progress reports  Semi-annual progress reports
	Successfully hold kickoff meeting and provide notes/action items	
	Successfully hold biweekly meetings and provide notes/action items	
	Monthly progress reports submitted on time	

	<p>Semi-annual progress reports submitted on time</p> <p>Quarterly financial reports submitted on time</p> <p>Biweekly data collection reports provided</p> <p>Memos that meet BJS expectations</p> <p>Data management plan meets BJS expectations</p> <p>Draft request meets BJS expectations</p> <p>IRB request and approval meets BJS expectations</p>	<p>Quarterly financial reports</p> <p>Biweekly data collection reports during data collection</p> <p>Decision memos that document key milestones met or changes to the program</p> <p>Data management plan</p> <p>Draft full OMB clearance package to (1) contact public defender offices and implement survey, and (2) for conducting survey, including materials to conduct initial outreach and follow-up communication</p> <p>Draft IRB package and obtain IRB human subjects' approval</p>
Design a national sample of public defense attorneys	<p>Statistical Estimation</p> <p>Data that are comprehensive and accurate</p> <p>Plan meets BJS expectations</p> <p>Research into incentives plan</p>	<p>Sample and weighting plan</p> <p>Sample and base sample weights</p> <p>Imputation and nonresponse bias analysis plan</p> <p>Design and test an incentives plan to public defender respondents</p>
Develop survey materials for data collection	<p>Means to collection data electronically</p> <p>Report describing the usability test results</p> <p>Paper survey meets BJS expectations</p>	<p>Web survey portal for respondent data collection</p> <p>Result from the usability test of the web survey portal</p> <p>Ongoing formatting of the paper survey</p>
Implement SPD data collection	<p>Plan meets BJS expectations</p> <p>Plane meets BJS expectations</p> <p>Evidence of collected data</p> <p>Provide paradata generated from data collection activities</p>	<p>Survey protocol plan</p> <p>Nonresponse bias and data quality plan</p> <p>Periodic raw data extracts in CSV Or XLSX format</p> <p>Paradata on survey administration</p>
Create SPD data products	<p>Description of methodology and weighting programming code, electronic files of weights</p> <p>Report describing imputation and nonresponse bias analysis</p> <p>Data that is comprehensive and accurate</p>	<p>Survey weights, methodology, and software</p> <p>Imputation and nonresponse bias analysis</p> <p>Public-use de-identified dataset, codebook, and other documentation</p>

Communicate SPD products and results	Methodology report formatted for BJS publications	Methodology report
	Support meets BJS expectations	Support for additional publication, as directed by BJS
	Recipient performs conference presentation	Presentation to support respondent recruitment
	Recipient performs conference presentation	Presentation to disseminate results

## 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."

**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 at least 48 hours 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:** 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.

### **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](#).
- **Bibliography/References:** Provide bibliography/References which should not count toward the page limit.
- **List of Individuals in the Application:** To assist OJP in assessing actual or apparent conflicts of interest (including conflicts on the part of prospective reviewers), include a complete list of the individuals named or otherwise identified anywhere in the application (including in the budget or in any other attachment) who will or may work, advise, or consult on the proposed project. This applies to all individuals, including any proposed subrecipient, entities, contractors, and consultants.
- **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.
- Request To Use Incentives or Stipends:** Based on the results of the SPD pilot test, BJS would like to offer incentives of up to \$30 per respondent to test the effects on response rate. Additionally, the project narrative should include an experimental design based on incentives, including the design, the expected minimum detectable effect from the incentive, and how the applicant will manage and disburse incentives. Any incentives will be funded through the project award and will be managed by the recipient.
 

The experiment can test any aspect of the incentive, such as timing, type, and amount. Experimental design should account for the possibility that members of the different treatment groups may communicate about the experiment. Multi-arm experiments may be possible depending upon the number of respondents. For the full implementation, BJS and the recipient of funds will refine the experimental design.
- 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 American Indian tribe, tribal organization, or any other American 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](mailto:OJP.ResponseCenter@usdoj.gov) OR BJS at [AskBJS@usdoj.gov](mailto: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](mailto:OJP.ResponseCenter@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](mailto:OJP.ResponseCenter@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 Abstract (JustGrants)
  - 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 (35%):** 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 (40%):** 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.
- Semi-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 FY 2025 Survey of Public Defenders (SPD)

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](mailto:AskBJS@usdoj.gov) or the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto: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](mailto:JustGrants.Support@usdoj.gov). See the [Application Resource Guide](#) for additional information.