

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



BJA FY22 Forensics Training and Technical Assistance Program

Assistance Listing Number #	16.044
Grants.gov Opportunity Number:	O-BJA-2022-171336
Solicitation Release Date:	May 12, 2022 8:00 AM
Grants.gov Deadline:	June 22, 2022 8:59 PM
Application JustGrants Deadline:	June 27, 2022 8:59 PM

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications to fund a Forensics Training and Technical Assistance program. This program furthers DOJ's mission by improving state and local jurisdictions' capacities to respond to violent crime through the use of DNA and related forensics programs. This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

Other

Other

- For-profit organizations
- Nonprofit organizations (including tribal nonprofit or for-profit organizations)
- Faith-based and community organizations
 - Institutions of higher education (including tribal institutions of higher education)
 - Consortiums with demonstrated experience providing national and local-level training and technical assistance

For-profit organizations must agree to waive any profit or fees for services.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

BJA may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

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

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

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

Submission Information

Applications will be submitted to DOJ in two steps:

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

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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Program Description

Overview

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

The Forensics Training and Technical Assistance (TTA) Program will be the first administered by OJP that directly supports state and local site-based grantees awarded under various forensic science grant programs, comprised of an estimated 500-plus active grantees. The program will support and enhance the capacity and program outcomes of active and existing BJA forensic grantees through a range of TTA services.

Statutory Authority

Department of Justice Appropriations Act, 2021 (Pub. L. No. 116-260, 134 Stat 1182, 1264); see also 28 U.S.C. 530C(a).

Specific Information

The Forensics TTA Program will provide support to the 7 forensic science grant programs administered by BJA (an estimated 500-plus grantees). These programs provide states and localities with various resources and tools to improve the quality of their forensic science services in order to meet the challenges of crime and justice and improve overall public safety. The seven formula- and competitive-based forensic science programs covered under this TTA solicitation include the following:

1. DNA Capacity Enhancement for Backlog Reduction (formula)
2. Paul Coverdell Forensic Science Improvement Program (formula)
3. Paul Coverdell Forensic Science Improvement Program (competitive)
4. Prosecuting Cold Cases Using DNA (competitive)
5. Postconviction DNA Testing Assistance (competitive)
6. Sexual Assault Forensic Evidence — Inventory, Tracking, and Reporting (competitive)
7. Strengthening the Medical Examiner-Coroner System Program (competitive)

The BJA Forensics TTA Program will be modeled and based on the exemplary success of BJA's Sexual Assault Kit Initiative (SAKI) TTA Program, which provides direct assistance to SAKI grantees to establish evidence-based and sustainable practices.

The program will provide a range of TTA resources and services that will improve the quality and practice of forensic science through innovative solutions that support development, technology, information exchange, and the development of training/best practices resources for the criminal justice community. The program will also highlight real-time success and transparency for BJA program dollars across its forensic science portfolio.

The TTA services that will be administered to BJA's forensic program grantees will further DOJ's mission and the Attorney General's priorities of reducing violent crime, improving public safety, and supporting law enforcement agencies. In addition, these services will provide resources for prosecutors to address violent crime cold cases and improve the field's use of technology and application of forensic science.

The new Forensics TTA Program will provide critical support for infrastructure, training, staffing, and operationalizing new technologies into practice on a national scale, including validations.

The priorities of the Department's support of forensic (<https://www.justice.gov/olp/forensic-science>) are outlined as follows:

1. Facilitating coordination and collaboration on forensic science within the Department, across the federal government, and with state, local, and tribal entities.
2. Increasing the capacity of forensic service providers so that evidence can be processed quickly and investigations can be concluded without delay.
3. Improving the reliability of forensic analysis to enable examiners to report results with increased specificity and certainty.

BJA is dedicated to continuing to improve and support DOJ's priorities on forensic science, a critical element of the overall criminal justice system. BJA supports the nation's forensic science efforts by providing funding, coordination, and collaboration to states, units of local government, and other forensic service providers to increase capacity and efficiency; improve services; obtain the necessary resources to meet workload demands; and advance the reliability and consistency of forensic science services across the country, ultimately better serving justice.

Goals, Objectives, Deliverables, and Timeline

Goals and Objectives

The goal of the Forensics TTA Program is to support and enhance the capacity and program outcomes of active and existing BJA forensic grantees through a range of TTA services. These will consist of awards made under the seven forensic science programs that BJA manages and administers. Services will include training and educational sessions developed and conducted by relevant subject matter experts, onsite or remote guidance on forensic-related issues, assistance in increasing site capacity, and efforts to translate lessons to the field.

Deliverables

BJA considers the following to be the four priority areas/deliverables for the Forensics TTA Program. These priority deliverables should be addressed initially during the development of the program: 1) Subject Matter Experts; 2) Advisory Board Development; 3) Website Development, and (4) Annual Grantee Meeting.

- **Subject Matter Experts:** Recruit, maintain, and use a cadre of subject matter experts to assist agencies with technical assistance needs through developed training and educational sessions surrounding various disciplines of forensic science and criminal justice.
- **Advisory Board Development:** Develop and include an advisory board or steering committee, consisting of experts from the field, to help identify TTA priorities and learning objectives to better inform the various BJA forensic grant programs, and as general needs of the field evolve.
- **Website Development:** Design and support a website that provides a dashboard design for BJA's forensic science programs that captures a general view of all engagements with grantees.
 - The website will also house model policies, protocols, research, publications, best practices, training materials, and other relevant web-based resources.
 - The website should serve as a one-stop shop for information on topics as agreed to by the TTA awardee and BJA. In addition, the website will consistently highlight real-time successes of BJA programs and its grantees and will provide transparency for BJA forensic program dollars.
- **Annual Grantee's Meeting:** Assist BJA in conducting an annual national grantee conference, national and/or regional meetings, or other educational sessions for existing grantees and other agencies during the 36-month project period (these may include in-person and/or remote convenings). This includes attendance at national meetings, conferences, and other events to highlight the BJA forensic portfolio and disseminate available resources to grantees and the criminal justice field.

Applicants should provide a detailed plan to address these additional deliverables under the current award and as supplemental funding resources potentially become available. BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award. These additional deliverables include the following:

- Assign technical assistance coaches to support the seven individual forensic science programs. These TA coaches will monitor and report on the grantee's TTA needs, including a summary of the findings for the grantee and recommended next steps to improve program performance. The TTA awardee must provide follow-up information regarding the grantee's implementation of the recommendations that were provided.
- Deliver a wide range of ongoing, direct, and targeted TTA services to BJA forensic science grantees (both remote and onsite), throughout the duration of the grant awards, as resources allow. Given the complexity and diversity of the tasks, TTA applicants should collaborate with other relevant providers (including other private training vendors, etc.).
 - The applicant should include and identify those collaborative partners within the proposal. Work will be conducted on projects specifically defined and/or approved by BJA, as well as those identified in the National Institute of Justice (NIJ) Needs Assessment of Forensic Laboratories and Medical Examiner/Coroner Offices

Report to Congress.

- The applicant should outline contingency plans in case the COVID-19 pandemic persists in addition to preparation for the need to move to a virtual platform to address TTA needs, deliverables, etc., as needed. As part of these service deliveries, the applicant should ensure that resources are provided and made available to rural and tribal jurisdictions.
- Examples of these general services will include, but are not limited to, the following:
 - Contribute to achieving and maintaining professional certification and other related continuing education and professional development opportunities.
 - Schedule and organize training events and/or training series.
 - Market trainings and recruit participants, as well as administer and oversee implementation of the trainings.
 - Assist grantees in implementing evidence-based activities to address existing forensic/criminal justice challenges related to their projects awarded under the seven BJA forensic programs listed above.
- Due to ongoing concerns about the pandemic, convene virtual Working Groups comprised of grantee members from the individual BJA forensic science grant programs (to occur in Year 1) — in order to help develop ideas and acquire needs assessment information from grantees — for tailored trainings to be delivered at future dates of the TTA project (end of Year 2 and Year 3).
- Host webinars related to forensic site-based grant programs, including orientation webinars for each grant program to onboard new grantees within 60 days of their receiving awards, and fieldwide webinars to market new funding opportunities.
- Engage proactively with grantees to monitor progress toward achieving their programmatic goals and identify lessons learned.
- Communicate regularly with BJA to assess the impact of TTA services on program goals and individual sites' progress.
- Partner with organizations as needed whose expertise and experience can best meet grant recipients' needs when subject matter expertise is not present within the primary TTA provider's organization.
- Collaborate with ongoing efforts underway at OJP, DOJ, and stakeholder organizations that assist in the development, implementation, and dissemination of best practices, policies, technologies, and protocols for addressing forensic science challenges.
- Develop uniform TTA requests and response protocols for all active grantees seeking assistance. Provide education and proactive, comprehensive, user-friendly TTA via teleconferencing, peer-to-peer consultations, onsite assistance, web-based assistance, and follow-up TTA, as required by phone and/or email.
- Develop resource tools specific to additional or enhanced firearms and toolmark examiner training and in partnership collaboration with the Justice Department's Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) and the Federal Bureau of Investigation (FBI).

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$2,800,000.00

Period of Performance Start Date

10/1/22 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$2,800,000.00

Additional Information

BJA may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Continuation Funding Intent

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

Availability of Funds

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

Types of Awards

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

Financial Management and System of Internal Controls

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

Budget Information

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

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

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

Costs Associated with Language Assistance (if applicable)

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

Eligibility Information

For eligibility information, see the solicitation cover page.

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

Application and Submission Information

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

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

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

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

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

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

Proposal Narrative

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

The main body of the proposal narrative should describe the proposed project in depth. The following sections must be included as part of the proposal narrative:

Description of the Issue OR Statement of the Problem if Research Is Involved

- Describe generally the need for TTA among local jurisdictions in an effort to achieve reform as described in this grant announcement.
- Provide an overview of the current extent of TTA available to local jurisdictions.
- Describe generally the challenges local jurisdictions face with acquiring training and technical assistance, and the impact that has on the respective organization and their stakeholders.

Project Design and Implementation

- Detail how the applicant will implement the priority deliverables and the additional deliverables – See the previous “Deliverable” section for more information.
- Describe how the applicant will design and support a fully functional website for BJA’s forensic programs and grantees.
- Describe how the applicant will identify, assess, and deliver TTA needs for BJA’s multiple forensic programs grantee sites.
- If the applicant proposes a formal partnership or TTA consortium with one or more external organizations, fully describe how this partnership will be implemented to provide a diverse array of TTA services and subject expertise as outlined in this solicitation.
- Identify methods to promote the results of BJA’s multiple forensic program grantees.

Capabilities and Competencies

- Fully describe the capabilities and competencies of the staff (all individuals that will be significantly involved in substantive aspects of the proposal) assigned to develop and deliver TTA nationwide as outlined under Project Design and Implementation above.
- Demonstrate the ability and experience of the applicant organization to manage the effort and provide technical assistance services on a range of forensic science issues.
- The applicant must demonstrate its capacity to deliver TTA services on a national basis, and for all of BJA’s forensic science programs.
- Describe the experience, subject expertise, and management competencies of each proposed formal partner organization.
- Describe how the applicant will leverage the expertise not only to provide services but also to identify and respond to emerging issues and the needs of BJA’s multiple forensic science grantees.

Plan for Collecting the Data Required for this Solicitation’s Performance Measures

Note: applicants are not required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that show the completed work’s results. The performance data directly relate to the goals, objectives, and deliverables identified under “Goals, Objectives, and Deliverables” section.

Applicants can also visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measure data in the TTA Reporting Portal and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award. A list of performance measure questions for this program can be found at Training and Technical Assistance (TTA) Reporting Portal TTA and Deliverable Performance Metrics Extract from Data Dictionary (ojp.gov).

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the program’s goals, objectives, and deliverables in the JustGrants Web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

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

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

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

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Tribal Authorizing Resolution

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

Timeline Form

Proposed project timeline and expected milestones. Attach this as a separate PDF file titled “Project Timeline.”

Letters of Support

Letters of commitment or cooperation/support or administrative agreements from organizations collaborating in the project (if applicable). Attach this as a separate PDF file titled “Letters of Commitment.”

Research and Evaluation Independence and Integrity Statement

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

List of Individuals in the Application

- Organizational Chart — Of the applicant agency and all proposed collaborators involved in the project. Include project-related staffing plans and narratives for each organizational chart, proposed new hires, and any anticipated staffing changes.
- Position Descriptions and Résumés — Curriculum vitae, résumés, or biographical sketches for key personnel. Attach this as a separate PDF file titled “Curriculum Vitae or Resumes.”
- List (to the extent known) of All Proposed Project Staff Members — Including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Attach this as a separate PDF file titled “Proposed Project Staff.”

Work Product Examples

To further demonstrate its capabilities and competencies, the applicant should provide drafted work product examples for the following:

- Website design structure
- Training curricula

- Technical assistance reports with program/grantee recommendations

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

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

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

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

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

How to Apply

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

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

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by June 20, 2022 8:59 PM.

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

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

Experiencing Unforeseen Technical Issues

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

deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.

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

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

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

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond)
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's DUNS number (or Unique Entity Identifier if applying after April 4, 2022), any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

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

Application Review Information

Review Criteria

A. Merit Review Criteria

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

1. Statement of the Problem/Description of the Issue (15 percent) - evaluate the applicant's understanding of the program/issue to be addressed. See "Description of the Issue" located on Pages 9-10 for more information.
2. Project Design and Implementation (40 percent)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables. See "Project Design and Implementation" located on Page 9 for more information.
3. Capabilities and Competencies (30 percent) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives. See "Capabilities and Competencies" located on Page 9 for more information.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures 5 percent) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data. See "Plan for Collecting the Data Required for This Solicitation's Performance Measures" on Page 9 for more information. **Demonstrate a plan for collection of the performance measures data as described in the solicitation.**
5. Budget (10 percent) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
 - Provide a budget in alignment with proposed activities for the entire project period that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities)
 - The budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures.
 - The budget narrative should demonstrate the use of existing resources and overall cost effectiveness in relation to the objectives of the project.
 - The applicant should budget for administering an annual national grantee conference, national and/or regional meetings, or other educational sessions (i.e., workshops, etc.) for existing grantees — as listed in the Deliverables. The annual national grantee conference will be held in the Washington, D.C., area.

B. Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

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

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

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

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

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports,

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

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

Federal Awarding Agency Contact(s)

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

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

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

Other Information

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

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

Provide Feedback to OJP

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

Application Checklist

Forensics Training and Technical Assistance Program

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

What an Applicant Must Do:

Prior to registering in Grants.gov:

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

To register in Grants.gov:

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

To find the funding opportunity:

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

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$2,800,000.

Review Eligibility Requirement:

- For-profit organizations
- Nonprofit organizations (including tribal nonprofit or for-profit organizations)
- **Other:**
 - Faith-based and community organizations
 - Institutions of higher education (including tribal institutions of higher education)
 - Consortiums with demonstrated experience providing national and local-level training and technical assistance

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

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

After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

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

Receive email notification to complete application in JustGrants:

- Proceed to complete application in JustGrants

Content of Application Submission: Critical Application Elements

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

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

Budget and Associated Documentation:

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation(see [OJP Grant Application Resource Guide](#))

Additional Application Components:

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Work Product Examples
- List of Key Personnel
- Timeline
- Letters of Commitment

- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances:

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

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

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

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