

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



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## Local Law Enforcement Crime Gun Intelligence Center Integration Initiative FY 2022 Competitive Grant Solicitation

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Grants.gov Opportunity Number:	O-BJA-2022-171021
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Application JustGrants Deadline:	May 23, 2022 8:59 PM

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding to address firearm-related crime and forensics through the establishment of Crime Gun Intelligence Centers ( [CGICs](#)). This initiative is a partnership with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) to utilize intelligence, technology, and community engagement to swiftly identify crime guns and their sources, and effectively prosecute perpetrators.

The program furthers the DOJ's mission by assisting state, local, and tribal law enforcement with enhancing their investigative and prosecutorial resources to improve their ability to hold violent gun offenders accountable and reduce violent crime. To learn more, view the ATF CGIC Fact Sheet at: <https://crimegunintelcenters.org/wp-content/uploads/2017/07/5-THINGS-CGIC.pdf>.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications 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

- State, local, and tribal law enforcement agencies
- Governmental non-law enforcement agencies
- Native American tribal governments (federally recognized)

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](mailto: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](mailto: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](mailto: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>.

Beginning April 4, 2022, the Federal government will cease using the Data Universal Numbering System (DUNS) number to uniquely identify entities. At that point, entities doing business with the Federal government will use a Unique Entity Identifier (UEI) created in SAM.gov. If your entity is currently registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. This includes inactive registrations. If you are a new entity registering in SAM.gov, you will continue to register in SAM.gov using the DUNS number assigned by Dun and Bradstreet (D&B) until April 4, 2022. Upon completing your registration in SAM.gov, you will be assigned a UEI. For additional information, see the [Unique Entity Identifier Update](#) and the [OJP Grant Application Resource Guide](#).

**IMPORTANT:** Grants.gov will transition to UEI at 11:59 p.m. eastern time (ET) on March 31, 2022.

To support this transition, DOJ will update all posted Grants.gov funding opportunity packages to reflect the use of UEI.

All entities applying for DOJ funding opportunities that have a Grants.gov close date after March 31, 2022, must take one of the following actions:

1) Complete and submit the SF-424 and SF-LLL **no later than March 30, 2022, at 8:00 p.m. ET.**

- If the SF-424 is not completed and submitted by this time, any information contained in the SF-424 will be lost during the transition.
- If this occurs, applicants will need to re-enter their data in the new SF-424 form upon returning to Grants.gov on April 1, 2022.

2) Wait until April 1, 2022, to begin and submit the Grants.gov application.

**Step 2:** The applicant must then submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.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 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative, administered by BJA in partnership with ATF, is a competitive grant program that provides funding to state, local, and tribal government entities that are experiencing precipitous increases in violent gun-related crime.

The purpose of this initiative is to support local and tribal jurisdictions' capacity to work with their ATF partners to utilize intelligence, technology, and community engagement to swiftly identify unlawfully used firearms and their sources, and effectively prosecute perpetrators engaged in violent crime.

### **Statutory Authority**

Funding for this program is anticipated under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The JAG Program authorization provides that up to 5 percent of the funds available to carry out subpart 1 of Title I, Part E of the Omnibus Crime Control and Safe Streets Act of 1968 ("Omnibus") may be granted, among other reasons, for one or more of the purposes specified in 34 U.S.C. § 10152 upon a determination that it is necessary "to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime." 34 U.S.C. § 10157(b)(1). Any awards under this solicitation would be made under statutory authority provided by the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260, 134 Stat. 1182, 1260.

### **Specific Information**

The applicant must clearly identify how the funding will directly address a precipitous or extraordinary increase in violent firearm-related crime in its jurisdiction. This could be for the applicant's entire jurisdiction or for a specific area in the jurisdiction. The applicant must identify the following:

- Categories or types of firearm-related violent crime that have precipitously increased within the jurisdiction
- Period of time during which the categories/types of crime increased
- Number of criminal nonfatal shootings and homicides committed with the use of a firearm
- Volume of firearm violence in the target locality or region

The applicant must clearly state whether funding will be used to develop a new CGIC or to expand an existing CGIC.

Award recipients will work with ATF to collaborate on the immediate collection, management, and analysis of crime gun evidence such as shell casings and test fires of unlawfully used firearms recovered in real time to identify criminal shooters, disrupt criminal activity, and prevent future violence. If selected, the applicant will be required to

develop a memorandum of understanding (MOU) with ATF outlining the development of a new CGIC or expansion of existing work. The applicant must include a letter of support from the local ATF field office with its application. The list of ATF Field Divisions can be found at <https://www.atf.gov/contact/atf-field-divisions>.

This collaboration will use both ATF's eTrace (Electronic Tracing System), run by the National Tracing Center, and ATF's National Integrated Ballistics Information Network (NIBIN), and, if available, the NIBIN National Correlation and Training Center (NNCTC). NIBIN is the only national network that allows for the capture and comparison of ballistic evidence to aid in solving and preventing violent crimes involving firearms. NIBIN technology compares images of submitted ballistic evidence from shooting scenes and recovered firearms and produces a list of possible similar results. Trained NIBIN technicians then conduct a correlation review of these results, identifying NIBIN leads or potential links or associations from the same firearm. eTrace is an internet-based system that allows participating law enforcement agencies to submit firearm traces to the ATF for identification. To learn about eTrace, contact ATF's National Tracing Center at 1-800-788-7133, extension 01540, or visit the eTrace homepage at <https://etrace.atf.gov/etrace/>.

A key component of a CGIC is collaborative meetings with local, state, and federal partners to review intelligence and information on recent shootings and NIBIN leads. One of these routine meetings should be dedicated to GunStat, which measures core strategies and benchmarks that lead to an overall reduction in violent gun-related crime. The GunStat meeting should include parole and probation and the juvenile supervision agency as additional partners, and its focus should be to prioritize warrant service, improve compliance of those gun offenders under supervision, and enforce all relevant gun laws. The partners should also follow up on those gun offenders who have been previously identified and discuss any new offenders identified through the most recent NIBIN leads. Note that awardees will receive training and technical assistance provided by BJA at no cost to the grantee on the GunStat process and should indicate a willingness to implement it.

In August 2018, ATF's National Crime Gun Intelligence Board released a crime gun best practices guide that can be found at <https://crimegunintelcenters.org/wp-content/uploads/2018/09/CGI-Manual-Best-Practices-ATF-27-AUG-18.pdf>. Also, to learn more about the initiative generally, visit [Crime Gun Intelligence Center \(CGIC\) Initiative | Overview | Bureau of Justice Assistance \(ojp.gov\)](#).

#### **Goals, Objectives, Deliverables, and Timeline**

##### Goals

The primary goal of a CGIC is to develop leads that will identify armed violent offenders for investigation and prosecution.

##### Objectives

The objective is to adhere to the BJA-ATF CGIC model as outlined in the deliverables

section below, which includes intensive, timely, ongoing collaboration with ATF, local and tribal police, local crime laboratories, probation and parole, prosecuting attorneys, U.S. Attorneys' Offices (USAOs), crime analysts, community groups, and academic organizations.

### Deliverables

Awardees are required to provide the following deliverables at the conclusion of their grants, in accordance with the BJA–ATF CGIC model:

1. A **collaborative working group**, the CGIC integration team, including representatives from ATF, local/tribal police, probation and parole, prosecuting attorneys, USAO, local crime laboratory, crime analysts, community groups, and academic organizations. This working group will be formed using an MOU detailing partner roles and responsibilities.
2. A **Crime Gun Intelligence Center business process** utilizing NIBIN and crime gun tracing through eTrace, including purchasing appropriate technology, if necessary. This process includes developing policy that governs a crime scene response and delivery of forensic evidence to the crime laboratory in a timely fashion, as well as prioritizes NIBN cases for prosecution. This process should also incorporate the use of GunStat to support reductions in violent crime and recidivism by identifying repeat gun offenders and gun-related cases. With GunStat, law enforcement, prosecution, and community supervision agencies prioritize these cases through shared data and intelligence as a way to disrupt the shooting cycle and keep violent offenders off the street.
3. **Effective investigations and prosecutions of violent crime** involving feloniously used firearms.
4. **Ability to train** new staff and criminal justice partners to develop the skills necessary to effectively investigate and prosecute gun crime.
5. **Violent crime prevention strategies** in collaboration with community and nongovernmental organizations.
6. Improved **response to gun shots fired**.
7. **Collection of performance data** that reinforce the CGIC goal.
8. A **final analysis report** describing the CGIC's implementation and outcomes.

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.”

**Priority Areas**

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

Priority consideration will be given to jurisdictions with:

- High volume of nonfatal shootings
- High volume of firearm-related homicides
- Demonstrated strong partnerships, including with tribes and sheriffs’ offices

To receive priority consideration, applicants must provide data demonstrating the high volume of nonfatal shootings and/or firearm-related homicides. To receive priority consideration for demonstrating strong partnerships, including with tribes and sheriffs’ offices, applicants must include a detailed description in the proposal narrative.

BJA may also give priority selection consideration to those jurisdictions that have never received CGIC funding in previous years.

**Federal Award Information**

**Solicitation Categories**

This solicitation does not include Solicitation Categories.

**Awards, Amounts and Durations**

<b>Anticipated Number of Awards</b>	<b>Anticipated Maximum Dollar Amount of Awards</b>
7	\$700,000.00
<b>Period of Performance Start Date</b>	<b>Period of Performance Duration (Months)</b>
10/1/22 12:00 AM	36
<b>Anticipated Total Amount to be Awarded Under Solicitation</b>	
\$4,900,000.00	

**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 progress of award funded work, 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 grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

#### **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 [OJP Grant Application Resource Guide](#) for additional information.

#### **Budget Information**

The applicant must clearly delineate the amount of funding requested for personnel and CGIC integration. The personnel cost could include, but is not limited to, analysts, investigators, detectives, lab staff, prosecutors, and project coordinators.

A limited amount of funds may be used for technology and equipment such as, but not limited to, test-fire equipment, NIBIN machines, analytic software, data collection software, and gunshot detection systems and for costs to implement the NIBIN Enforcement Support System (NESS).

At least 20 percent of grant funding should be allocated to support the work of local/tribal prosecutors to ensure they are able to track and prioritize CGIC cases. This funding could be used for technology or tools for data collection and analysis, because it is critical to track the final outcome of cases generated from both NIBIN and eTrace leads.

#### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

#### **Unmanned Aircraft Systems**

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

#### **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 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 title 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 submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Detail Worksheet and 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 that is nonresponsive to the scope of the solicitation.

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

The SF-424 will 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 F of the SF-424, please include the name and contact information of the individual who will complete the application in JustGrants. JustGrants will use this

information (email address) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation (“funding opportunity”) is subject to Executive Order 12372. An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. If the applicant’s State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State’s process under E.O. 12372. In completing the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting the response that the: “Program is subject to E.O. 12372 but has not been selected by the State for review.”

#### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's 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, and intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. Proposal abstracts should be:

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

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

#### **Description of the Issue**

The applicant must demonstrate it is experiencing a precipitous increase in violent firearm-related crime. The applicant must:

- I. Identify a firearm-related violent crime or type(s) of violent crime that has precipitously increased within the jurisdiction.
- II. Identify the period of time during which the relevant category of crime increased.

Provide sources such as statistics, research findings, or other objective evidence, as appropriate, substantiating the claimed increase. The applicant must document both Uniform Crime Report (UCR) and population data. The applicant must describe how its jurisdiction has experienced a precipitous increase in violent crime and the challenges associated with said increase.

### Program Design

The applicant must detail how it will dedicate resources to implement the objective and essential elements of the [CGIC model](#) to create a comprehensive approach to addressing violent crime and felonious firearm use in its jurisdiction. Additionally, the applicant must detail how it will implement the deliverables listed in the Program Description section. The applicant should detail how it will work with specific law enforcement entities, probation and parole, crime laboratory, community organizations, and other stakeholder groups within the jurisdiction to ensure new policies and procedures are implemented that ensure the immediate collection, management, and analysis of illegal gun-related evidence, such as shell casings, in real time in an effort to identify shooters, disrupt criminal activity, and prevent future violence.

The applicant should specifically describe how its jurisdiction will meet the following criteria:

- Use a NIBIN machine that would support timely entry of all firearm-related evidence casings and test-fire casings, correlations, lead generation, and lead notification (or if the jurisdiction has a preexisting lab, please refer to it).
- Utilize the ATF NNCTC to review NIBIN entries and determine NIBIN hits, if available. Requests to join NNCTC must be made through the applicant's local ATF field office.
- All CGIC-participating local or tribal law enforcement agencies are expected to detail a task force officer (TFO) to the local ATF field office for assignment to ATF enforcement groups or, if the ATF is the primary CGIC coordinator, directly to the CGIC. The TFO should partner with ATF agents to conduct NIBIN- and eTrace-related investigations, target NIBIN/eTrace offenders, develop and analyze NIBIN/eTrace intelligence, and assist ATF with firearms trafficking and straw purchase investigations.
- Prioritize NIBIN through GunStat.
- Establish an ATF eTrace account(s) to trace recovered crime guns. (If the applicant does not have an existing account, please contact the local ATF field office to establish an account.)

- Develop a process for comprehensive crime gun tracing.
- Demonstrate a partnership with the appropriate district attorney's office (or office responsible for prosecuting criminal cases in the proposed CGIC area) and work with ATF to get a commitment from the USAO to strategically accept and prosecute cases coming from the CGIC program. (Letters from these offices indicating their commitment to participate in CGIC will strengthen the application and can be included as attachments.) Also, a reminder that 20 percent of the budget should be focused on prosecution.
- Through an MOU, demonstrate commitment to process firearm evidence with the appropriate crime lab following the required timeframes consistent with the CGIC model.

The applicant must describe specifically how the project will be accomplished by providing the expected objective and the performance measures applicable to this initiative. Include a comprehensive timeline (as an attachment) that identifies milestones, numerically lists deliverables, and identifies who is responsible for each activity.

The application should clearly describe how the CGIC will accomplish the following:

- Comprehensive collection of evidence
  - Evidence from all shooting incidents accepted for entry and correlation.
  - Routine NIBIN entries must be free from fee-for-service restrictions.
  - Policies and procedures must be in place to minimize latent print and DNA demands on routine submittals for NIBIN entry only.
- Timeliness
  - Streamline NIBIN-only cases to allow for lead notifications to be issued within 24–48 hours from evidence submission by using:
    - Evidence intake procedures that minimize the administrative time required for submitting evidence.
    - Technician input of shooting evidence and test fires prior to full firearm examination.
    - Release of unconfirmed NIBIN leads to the CGIC team.
  - Establish the following priority of evidence submissions into NIBIN:
    1. Current/recent fired cartridge casing evidence
    2. Current/recent test fires of crime guns
    3. Backlogged fired cartridge casing evidence
    4. Backlogged test fires of crime guns
- Follow-up

- Establish policies and procedures that ensure notifications are effectively disseminated in a timely manner. Ideally, they could be fed to a single liaison who would ensure all interested parties are notified.
- Establish policies and procedures that ensure accountability for follow-up investigations and working with prosecutors.
- Feedback loop
  - Conduct monthly review meetings with stakeholders.
  - Establish a means of feedback to the NIBIN site.
  - Establish a policy requiring successes to be communicated to the NIBIN site for dissemination.

Technological devices, artificial intelligence, predictive analytics, and other data-driven solutions (“Technological Enhancements”) are increasingly used to augment crime reduction strategies and efforts. Care must be taken to assess and address any potential harm that could be activated by these solutions to ensure privacy, civil rights, and civil liberties are protected. Applicants proposing to utilize grant funds to support technological enhancements directly or via training and technical assistance may receive priority consideration if their proposal addresses the tenants of digital trust such as:

- How the technology will be carefully implemented through training of personnel and the setting and enforcement of policies governing its use to ensure that it contributes to positive outcomes for public safety, the community and/or the criminal justice system.
- How the applicant will safeguard privacy, civil rights, and civil liberties throughout the duration of the project period.

### Capabilities and Competencies

The applicant must clearly detail the expected or established structure of the collaborative team. Include a list of the key team members and describe the role of each. The applicant should identify the lead agency for this effort and outline its role and the plan for coordination among agencies. The applicant must also designate and discuss the responsibilities of the team lead for this project who will serve as the central point of contact.

The applicant must fully describe its capabilities and competencies to achieve the program objective and deliverables. The applicant must demonstrate capacity to develop and implement new policies and procedures within its jurisdiction and collaborate with various stakeholders from forensic, law enforcement, and community organizations to improve law enforcement’s management of, and response to, violent crime involving a firearm.

Describe the level of agency executive support for the project and the nature and extent of involvement by command staff in the project.

Describe the capabilities and competencies of the individual(s) responsible for tracking the performance measures and overall program accomplishments.

### Plan for Collecting the Data

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

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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at: [Local Law Enforcement Crime Gun Intelligence Center Integration Initiative \(ojp.gov\)](http://www.ojp.gov/performance).

BJA will require award recipients to submit performance measures data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for an award.

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance under "Note on Project Evaluations" in the [OJP Grant Application Resource Guide](#).

#### **Goals, Objectives, Deliverables, and Timeline**

Applicants will submit the CGIC goals, objectives, deliverables, and timelines in the JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **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)**

Applicants will submit their indirect cost rate agreement by uploading the agreement 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 additional information.

**Disclosure of Process Related to Executive Compensation**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this solicitation are not required to provide this disclosure.

**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.

**Letters of Support**

**Letter from ATF Field Office**

The letter must outline how the applicant will work with the local ATF field office to expand upon its work and indicate that an MOU between the grantee and ATF will be developed. The applicant will submit the letter by uploading the document as an attachment in JustGrants.

**Letter from Chief Executive of the Law Enforcement Agency and Partner Agencies**

Attach a letter signed by the chief executive of the applicant law enforcement agency stating their support of the program and including support from the following agencies: local/tribal prosecutor, parole and probation, and the lab director. The applicant will submit the letter by uploading the document as an attachment in JustGrants.

**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. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

#### Disclosures and Assurances

Applicants will complete 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; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See [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: applicant must submit an **SF-424** and an **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 at [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 8:59 PM ET on May 19, 2022.

**(IMPORTANT:** Please carefully review UEI Transition details under Step 1. of the *Submission Information* section above).

The **full application** must be submitted in JustGrants by 8:59 PM on May 23, 2022.

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](mailto: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](mailto: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 Grants.gov Customer Support Hotline within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced;

Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and

resubmit; and what date and time did support representatives respond)

- Include an attachment(s) of the complete grant application and all required documentation and material; 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**

Applications that meet 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 (25%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (25%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (15%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (20%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

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, a good partnership with ATF, 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 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 stated review criteria above.

OJP screens applications to ensure they meet the basic minimum requirements prior to

conducting peer review. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- 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 that has 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 any 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 take into account 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 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, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. 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 measures data.

#### **Federal Awarding Agency Contact(s)**

For OJP contact(s), see cover page.

For contact information for Grants.gov and JustGrants.gov, see 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 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.

#### **Performance Measures**

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under “Goals, Objectives, and Deliverables.”

Applicants can also visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measures data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for an award. A list of performance measure questions for this program can be found at: [Local Law Enforcement Crime Gun Intelligence Center](#)

[Integration Initiative \(ojp.gov\)](#).

#### Application Checklist

### Local Law Enforcement Crime Gun Intelligence Center Integration Initiative

#### Application Checklist

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](#))
- Acquire a SAM Unique Entity Identifier (UEI)
  - If applying before April 4, 2022, obtain or confirm your Data Universal Number System (DUNS) number at [www.dnb.com](http://www.dnb.com).
  - On April 4, 2022, the Federal government will stop using DUNS and start using the [new SAM UEI](#)

*To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

*To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access 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, reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (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](#).

*Scope Requirement:*

- The federal amount requested is within the allowable limit(s) of \$700,000.

*Eligibility Requirement:*

- State, local, and tribal law enforcement agencies
- Governmental non-law enforcement agencies
- Native American tribal governments (federally recognized)

**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
- Intergovernmental Review
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

*After 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 Error Notifications are Received:*

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto: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:**



The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- **Proposal Abstract**
- **Proposal Narrative**
- **Budget Detail Worksheet and Budget Narrative**

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### **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

### **Additional Application Components**

- 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](#))
- Project Timeline
- Letter from ATF Field Office
- Letter from the Chief Executive of the Law Enforcement Agency and Partner Agencies

### **Disclosures and Assurances**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (Pending Applications) (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (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 error notifications are received:

- Contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties