

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



Solicitation Title: BJA FY24 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative

Assistance Listing Number: 16.738

Grants.gov Opportunity Number: O-BJA-2024-172175

Solicitation Release Date: June 6, 2024

Step 1: Application Grants.gov Deadline: 08:59 p.m. Eastern Time on July 17, 2024

Step 2: Application JustGrants Deadline: 08:59 p.m. Eastern Time on July 24, 2024

Contents

Synopsis.....	4
Program Description Overview	4
Funding Category	4
Eligibility	4
Agency Contact Information	5
Pre-Application Information Session.....	5
Application Submission Information.....	5
Registration	5
Submission.....	5
Program Description.....	6
Program Description Overview	6
Statutory Authority	6
Specific Information	6
Solicitation Goals and Objectives	9
Goals.....	9
Objectives	9
Priority Areas	9
Federal Award Information	10
Awards, Amounts, and Durations.....	10
Continuation Funding Intent.....	10
Availability of Funds	10
Type of Award	10

Cost Sharing or Matching Requirement	10
Eligibility Information	10
How To Apply	11
Application Resources	11
How To Apply	11
Registration	11
Submission.....	11
Submission Dates and Time	12
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)	12
Application and Submission Information.....	13
Content of Application Submission and Available Surveys	13
Content of the SF-424 in Grants.gov	13
Content of the JustGrants Application Submission	14
Application Review Information	21
Review Criteria.....	21
Review Process	22
Federal Award Administration Information.....	22
Federal Award Notices.....	22
Evidence-Based Programs or Practices	22
Information Regarding Potential Evaluation of Programs and Activities	22
Administrative, National Policy, and Other Legal Requirements.....	22
Civil Rights Compliance	23
Financial Management and System of Internal Controls	23
Information Technology Security Clauses.....	23
General Information About Post-Federal Award Reporting Requirements	23
Federal Awarding Agency Contact(s).....	24
Other Information.....	24
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).....	24
Provide Feedback to OJP	24
Performance Measures	24
Application Checklist.....	25
Pre-Application.....	25
Application Step 1	25
Application Step 2	26

Review, Certify, and Submit Application in JustGrants27
Standard Solicitation Resources.....28

Synopsis

Program Description 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 and expansion 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 those who commit firearm-related crimes. This initiative furthers DOJ's mission by assisting state, local, and tribal law enforcement with enhancing their investigative and prosecutorial resources to address gun violence and reduce violent crime. To learn more, view the CGIC fact sheet at <https://crimegunintelcenters.org/wp-content/uploads/2017/07/5-THINGS-CGIC.pdf>. Samples of previous, successful applications can be found at <https://crimegunintelcenters.org/bja/>.

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

With this solicitation, BJA seeks to support state, local, and tribal jurisdictions as they develop or expand their ability to utilize crime gun intelligence by equipping them with the tools and personnel they need.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Funding Category

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2024-00063-PROD	Category 1: CGIC Expansion Sites	3	\$300,000	October 1, 2024	24
C-BJA-2024-00064-PROD	Category 2: CGIC New Implementation Sites	3	\$700,000	October 1, 2024	36

Eligibility

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

BJA will consider applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only) or email grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) 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 is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Pre-Application Information Session

BJA will hold a webinar on this solicitation on June 18, 2024, at 3:00 p.m. ET. This call will provide a detailed overview of the solicitation and allow interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link https://policinginstitute.zoom.us/webinar/register/WN_uIXI7anSfuWHVIRe792SA and following the instructions. The session will be recorded and available on the BJA [Funding Webinars](#) page.

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description 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 and expansion 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 those who commit firearm-related crimes. This initiative furthers DOJ's mission by assisting state, local, and tribal law enforcement with enhancing their investigative and prosecutorial resources to address gun violence and reduce violent crime. To learn more, view the CGIC fact sheet at <https://crimegunintelcenters.org/wp-content/uploads/2017/07/5-THINGS-CGIC.pdf>. Samples of previous, successful applications can be found at <https://crimegunintelcenters.org/bja/>.

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

With this solicitation, BJA seeks to support state, local, and tribal jurisdictions as they develop or expand their ability to utilize crime gun intelligence by equipping them with the tools and personnel they need.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

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)).

Specific Information

For both categories 1 and 2, 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 increase could be for the applicant's entire jurisdiction or for a specific area in the jurisdiction. Specifically, the applicant must provide:

- Applicant's violent crime rate based on its population.
- The number of nonfatal shootings for the past 2 years.
- The number of homicides resulting from illegal firearms for the past 2 years.
- The population of the jurisdiction.
- Period of time during which firearm-related crime increased.
- The number of total firearm violence in the target locality or region.

The applicant must clearly state which category of funding they are applying for: (1) expansion of an existing CGIC or (2) implementation of a new CGIC. Both categories could include a regional approach, which is strongly recommended for smaller jurisdictions to demonstrate the need.

For Category 1, "Expansion of an Existing CGIC," the applicant should demonstrate:

1. The current successes of CGIC, which could include:
 - An explanation of their existing CGIC business process that is in line with ATF's minimum operating standards;
 - The number of casings inputted into the National Integrated Ballistics Information Network (NIBIN) in a timely manner;
 - The number of acquisitions;
 - The number of NIBIN leads;
 - The number of recovered firearms test fired;
 - The number of firearms submitted to eTrace;
 - The number of arrests based on intelligence from a NIBIN lead;
 - The number of convictions based on intelligence from a NIBIN lead; and
 - Success stories that had a positive impact on the community.
2. The need for the additional resources to improve or expand their CGIC, which could include:
 - Additional personnel such as, but not limited to, investigators, analysts, firearm examiners, prosecutors, law clerks, and lab personnel.
 - Equipment and technology such as, but not limited to, microscopes, license plate readers, Cellebrite, bullet detection systems, NIBIN, acquisition machines, tools needed for DNA testing, and analytic software or tools.
 - Training needs for the CGIC team.
 - Implementation of ATF's National Integrated Ballistics Information Network (NIBIN) Enforcement Support System (NESS) plus record management system (NESS+ RMS). NESS is a web-based investigative tool that overlays NIBIN data with local law enforcement shooting and crime gun recovery information on one platform. ATF provides free NESS access to law enforcement agency personnel, and NESS+ RMS allows local law enforcement to automatically transfer record management system (RMS) data to NESS. Additional information on NESS can be found at <https://crimegunintelcenters.org/wp-content/uploads/2022/08/NIBIN-Enforcement-Support-System.pdf>.
 - Integration with eTrace DIRECT. eTrace is a web-based application used to trace the origin of firearms used in crimes. The system, available in both English and Spanish, is key in generating investigative leads to help solve violent crimes across the country. By leveraging the new eTrace DIRECT service, law enforcement agencies can fully automate the electronic exchange (submission and retrieval) of firearm trace-related data between an existing RMS and ATF's National Tracing Center Division. eTrace DIRECT is a comprehensive solution, which eliminates the need for manual entry of individual trace requests and search/retrieval of trace results, improves timeliness and data quality through standardization, and allows participating agencies to ingest trace results data back into the source Records Management System (RMS) for storage,

use, and authorized dissemination. Law enforcement agencies may incur some preliminary costs from their RMS vendor related to the RMS/Application Programming Interface integration. Additional information can be requested by contacting the eTrace DIRECT customer service team at etracedirect@atf.gov.

For Category 2, "Implementation of a New CGIC," the applicant should demonstrate the following:

1. The plan to 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 that have been recovered. If selected, the applicant will be required to develop a memorandum of understanding (MOU) with ATF outlining the development of a new CGIC. The applicant must include a letter of support from the local ATF field division approved by ATF Firearms Operations Division (FOD) with its application. The list of ATF Field Divisions can be found at <https://www.atf.gov/contact/atf-field-divisions>.
2. The plan to use ATF's National Integrated Ballistics Information Network (NIBIN) and, if applicable for the site, 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. Currently, NIBIN utilizes Integrated Ballistic Identification System (IBIS) technology to compare 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. Additional information about NIBIN can be found at <https://www.atf.gov/firearms/nibin-training-outline-and-guidelines>.
3. The plan to use ATF's Electronic Tracing System (eTrace), run by the National Tracing Center, which is an internet-based system that allows participating law enforcement agencies to submit firearm traces to ATF for identification. The use of eTrace is critical for investigating and identifying firearm trafficking as well as straw purchases. Applicants should include how they will develop strategies working with their partner agencies to identify the trafficking of crime guns, straw purchasers, and federal firearm licensees engaged in illegal practices. As reported by ATF, virtually every crime gun in the United States starts off as a legal firearm, making the prevention of illegal firearm trafficking a crucial part of a comprehensive approach to reducing firearm-related crime. To learn about eTrace, please go to [Fact Sheet – eTrace: Internet-Based Firearms Tracing and Analysis | Bureau of Alcohol, Tobacco, Firearms and Explosives](#) or contact ATF's National Tracing Center at 1-800-788-7133, extension 01540.
4. The plan to hold regular collaborative meetings with local, state, and federal partners to review intelligence and information on recent shootings and NIBIN leads, which is another key component of a CGIC. One of these routine meetings should be dedicated to GunStat, which measures core strategies and benchmarks that lead to an overall reduction in violent firearm-related crime. In addition to the CGIC partners, the GunStat meeting should include parole and probation agencies as well as the juvenile supervision agency. The focus of the meeting should be to prioritize warrant service, improve compliance by those under supervision for firearm offenses, and enforce all relevant firearm laws. The partners should also follow up on those who have previously been identified as having committed firearm offenses, and they should

discuss any new individuals identified through the most recent NIBIN leads. Note that awardees will receive training and technical assistance provided by BJA at no cost to them on the GunStat process and should indicate a willingness to implement it.

Additional requirements for both category 1 and 2:

1. A letter of support from the applicant's local ATF Field Division is required for both category 1 and 2. If the applicant is proposing to purchase a NIBIN machine or utilize the grant funds to implement NESS+ RMS or eTrace DIRECT, the letter of support should reference ATF's support for those projects and highlight the ongoing collaboration of crime gun intelligence (tracing and NIBIN), and/or the local ATF field office partnership with the applicant agency. For a NIBIN machine or NESS+ RMS, the letter should also include coordination with and concurrence from ATF's Firearms Operation Division. Contact information for applicants' local ATF Field Division can be found at <https://www.atf.gov/contact/local-atf-offices>.
2. If the applicant's jurisdiction is utilizing a community violence intervention program, applicants should outline how they will work with their partner agencies to coordinate on efforts to prevent firearm-related crime through this approach. Information on CVI can be found at <https://bja.ojp.gov/program/community-violence-intervention/overview>.

Solicitation Goals and Objectives

Goals

The primary goal of a CGIC is to develop leads to swiftly identify unlawfully used firearms and their sources and to effectively prosecute individuals engaged in violent crime.

Objectives

Projects must adhere to the BJA–ATF CGIC model as outlined in the 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), intelligence research specialists, crime analysts, community groups, and academic organizations.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#).

Priority Areas

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

The Inventory of Federal Priorities for Policing will help the U.S. Department of Justice evaluate the possibility for priority consideration, where appropriate, and identify potential gaps in training and technical assistance. To receive this additional priority consideration, applicants will complete the Inventory as a survey within JustGrants. For additional information, see the [Data Requested with Application](#) section.

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

Federal Award Information

Awards, Amounts, and Durations

Total Amount to Be Awarded: \$3,000,000

Anticipated Number of Awards:

Category 1: 3

Category 2: 3

Anticipated Maximum Dollar Amount per Award:

Category 1 Anticipated Maximum Amount: \$300,000

Category 2 Anticipated Maximum Amount: \$700,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months):

Category 1: 24

Category 2: 36

Continuation Funding Intent

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

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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.

Type of Award

OJP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [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 July 17, 2024 8:59 PM ET
The **full application** must be submitted in JustGrants by July 24, 2024 8:59 PM ET

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

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

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant’s submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant’s Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](#).

Application and Submission Information

Content of Application Submission and Available Surveys

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:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

Content of the SF-424 in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [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 funding opportunity is subject to [Executive Order \(E.O.\) 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/2023/06/SPOC-list-as-of-2023.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. On 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 “Program is subject to E.O. 12372 but has not been selected by the State for review.”

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant Information

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their 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 its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

Inventory of Federal Priorities for Policing

The Inventory of Federal Priorities for Policing will help DOJ determine eligibility for priority consideration, where appropriate, and identify potential gaps in training and technical assistance. Applicants seeking priority consideration related to Federal Priorities for Policing should answer the Inventory questions in their entirety in the web-based form in JustGrants. The questions included in the Inventory are available in the [Standard Forms & Instructions: Inventory of Federal Priorities for Policing](#).

[Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

[Brief Applicant Entity Questionnaire](#)

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

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 size font; have no less than 1-inch margins; and should not exceed 15 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions. Tables, charts, and graphs included in the program narrative can be created in a legible font smaller than 12-point, and they will count toward the page limit. Specifically, the applicant should address the information outlined in the Specific Information section found on pages 6–9.

The Proposal Narrative must include the following sections:

a. **Description of the Issue**

Describe why this project/these proposed activities are necessary (significance/value) or address a need. Include supporting information and required data that is outlined in the [Specific Information](#) section.

b. **Project Design and Implementation**

Describe the strategy to address the needs identified in the Description of the Issue. List the activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program's objectives and reach the program's goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when the activities or program milestones are to be accomplished.

c. **Capabilities and Competencies**

Describe the capabilities and competencies required to accomplish the goals and objectives of the project. Also, as referenced earlier, please list any of the law

enforcement priorities here for which DOJ has already issued policies, guidance, and/or best practices:

- Participation in the collection and reporting to DOJ of data on law enforcement use of force and deaths in custody.
- Participation in the collection and reporting to DOJ of data on officer suicides and officers killed and assaulted.
- Restrictions on unannounced entries and neck/carotid restraints.
- Restrictions on the possession and use of militarized equipment.

d. Plan for Collecting the Data Required for This Solicitation’s Performance Measures

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 project’s impact. Describe the process to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award’s reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work’s results. The performance data directly relate to the solicitation goals and objectives identified in the “[Goals and Objectives](#)” section. Applicants can visit [OJP’s performance measurement page](#) at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this program can be found [here](#). Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.

[Note on Project Evaluations](#)

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

[Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#)

The applicant will submit the project’s goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project’s intent to change, reduce, or eliminate the problem noted in the proposal narrative.

- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Deliverables Expected by Successful Applicants

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, and community groups that may be working with law enforcement to support victims of gun violence or the suppression of illegal guns, and academic organizations that are assisting law enforcement with data collect and/or evaluations of their CGICs. This working group will be formed using an MOU detailing partner roles and responsibilities.
2. A CGIC 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, processing of ballistic evidence in a timely fashion, and prioritizing NIBIN cases for prosecution.
3. Coordination with ATF to address firearm trafficking and straw purchases.
4. Effective investigations and prosecutions of violent crime involving feloniously used firearms.
5. Ability to train new staff and criminal justice partners to develop the skills necessary to effectively investigate and prosecute firearm-related crime.
6. Violent crime prevention strategies in collaboration with community and nongovernmental organizations such as CVI.
7. Enhanced services for victims of firearm-related crime or individuals at risk of becoming victims of firearm-related crime.
8. Improved responses to firearm-related calls for service and gunshot detection reports.
9. Investment in/development of a tracking system for NIBIN leads and subsequent cases in coordination with the BJA TTA provider.
10. The use of GunStat to support reductions in violent crime and recidivism by identifying individuals that are regularly involved in firearm-related violent crime. 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 effectively prosecute individuals engaged in firearm-related violent crime. GunStat is a nationally recognized, data-driven management strategy that focuses on reducing gun crime through the targeted identification and prosecution those who commit felony gun offenses.
11. Investment in investigative follow-up on eTrace outcomes.
12. Collection of performance data that reinforce the CGIC goal.
13. 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.

Budget and Associated Documentation

Funding Restrictions

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

Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the "[Application Resource Guide](#)" section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

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.

Budget/Financial Attachments

Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the "Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver."

Disclosure of Process Related to Executive Compensation (if applicable)

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

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants. Please note, applicants should be sure to correctly title the attachments listed below as such: Resumes; Letters of Support, etc. This is to properly distinguish each attachment/file for proper tracking purposes.

Curriculum Vitae or Resumes (if applicable)

Provide resumes of key personnel who will work on the proposed project. Applicants should not include personal identifying information on the resumes such as personal addresses, social security numbers, etc.

Tribal Authorizing Resolution (if applicable)

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

ATF CGIC Certification

CGIC's who have successfully received funding under this grant solicitation must apply for and received CGIC certification from ATF's Firearms Operation Division (FOD) to demonstrate the dedication and understanding of the effective use for Crime Gun Intelligence in a violent crime reduction strategy. For additional information please go to: <https://crimegunintelcenters.org/wp-content/uploads/2024/03/ATF-Crime-Gun-Intelligence-Center-CGIC-Certification-Form-V1-2024-03-20-002.pdf>.

Letters of Support (if applicable)

Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting for the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity; (2) a description of the need and what benefits would be gained from the project; (3) a description of the applicant's capacity to complete the proposed project. Letters of support should be signed and then submitted as one separate attachment to the application.

Letters of support are required from the ATF field division. The letter should include coordination with and concurrence from ATF's FOD and should also reference the support for any and all the items previously referenced.

Research and Evaluation Independence and Integrity Statement (if applicable)

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

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

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

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

Applicant Disclosure and Justification – DOJ High-Risk Grantees

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; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Application Review Information

Review Criteria

Basic Minimum Review Criteria

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 requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements, which includes the project narrative, a budget, and a letter of support from ATF.

Merit Review Criteria

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

- Description of the Issue (25%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (25%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (15%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- 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.
- Budget (20%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for OJP include geographic diversity, strategic priorities, available funding, past performance, a good partnership with ATF, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

Risk Criteria/Factors

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 of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov 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.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

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. 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

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

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 (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

Administrative, National Policy, and Other Legal Requirements

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

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)” under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <http://www.ada.gov> or contact OJP.

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

Information Technology Security Clauses

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

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 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 [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), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

A list of performance measure questions for this program can be found at [Local Law Enforcement Crime Gun Intelligence Center Integration Initiative](#).

Application Checklist

BJA FY24 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

Register in Grants.gov

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

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID: O-BJA-2024-172175
 - Category 1: C-BJA-2024-00063-PROD
 - Category 2: C-BJA-2024-00064-PROD
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#)).

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements – FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$300,000 for category 1 and \$700,000 for category 2.

Review Eligibility Requirement

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

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

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review (if applicable).

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

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

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#)).

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

Application Step 2

Submit the following information in JustGrants:

Application Components

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

Budget and Associated Documentation

- Budget Detail Narrative and web-based form*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Letters of Support from Partner Agencies (ATF is required)
- ATF CGIC Certification
- Resumes of key personnel

Disclosures and Assurances

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

****Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

Review, Certify, and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received—

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.