

**BUREAU OF JUSTICE ASSISTANCE (BJA)**

# **Fiscal Year 2022 Missing and Unidentified Human Remains Program Solicitation Webinar**

**This webinar will begin shortly**



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# Today's Webinar – BJA Panel Members

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# U.S. Department of Justice Disclaimer



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# Agenda



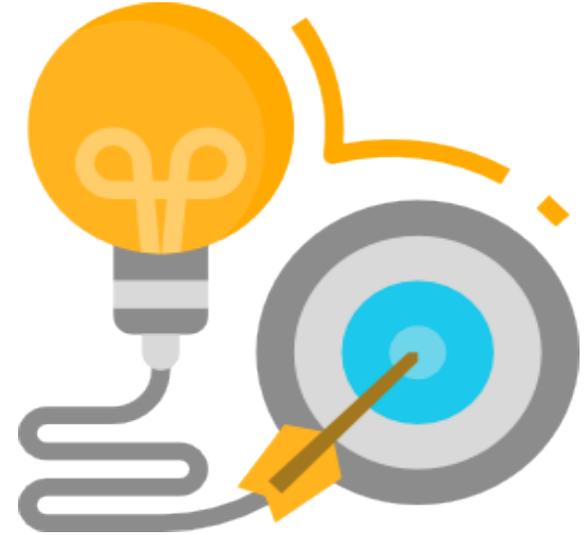
## PART I: Program Overview

- Important Date Information
- Program Background
- Program Summary
- Eligibility
- Purpose Areas - Award Information
- Goals and Objectives – Purpose Areas 1-3
- Deliverables - Examples
- Permissible Use of Funds
- Forensic Genetic Genealogy
- Family Reference Samples

## PART II: How to Apply

- Grants.gov and JustGrants Information
- Application Submission
- Application Review Process
- Merit Review Criteria
- Application Checklist
- Application Assistance and Support

## PART III: Questions and Answers Session



# PART I:

# PROGRAM OVERVIEW



# Program Background



- BJA's Missing and Unidentified Human Remains (MUHR) Program is authorized under Jennifer's Law that enables the Attorney General to increase state and local capacity through grant awards that improve the reporting of unidentified and missing persons.
- This new program was mandated by Congress for DOJ's administration beginning in Fiscal Year 2022. The MUHR Program is duplicative of the National Institute of Justice's - National Missing and Unidentified Persons System (NamUs) Program – in many respects but is a complimentary program to help the field.
- The MUHR Program is currently in the Fiscal Year 2023 budget mark of the House of Representatives in the amount of \$5.5M.

# Program Summary



- The MUHR Program provides funding to eligible applicants for services focused on reporting and identifying missing persons and unidentified human remains cases in the United States.
- The MUHR Program augments the existing services available under NamUs, which is a national centralized repository and resource center for locating and identifying missing persons, unidentified human remains, and repatriating unclaimed persons.
- <https://bj.a.ojp.gov/funding/opportunities/o-bja-2022-171404>

# Eligibility

- States
- Units of local government
- Accredited, publicly funded, Combined DNA Index System (“CODIS”) forensic laboratories
- Medical examiner offices
- Accredited, publicly funded toxicology laboratories
- Accredited, publicly funded crime laboratories
- Publicly funded university forensic anthropology laboratories
- Nonprofit organizations that have working collaborative agreements with State and county forensic offices, including medical examiners, coroners, and justices of the peace, for entry of data into CODIS or NamUs or both.



**Note:** For purposes of this solicitation, “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.

# Purpose Areas – Award Information



**Total Program Funding Availability = \$4,476,252**

Purpose Area	Est. Number of Awards	Award Amount (Per Category)	Performance Start Date	Award Duration
Purpose Area 1: Statewide Agencies	2	\$500,000 to \$1,000,000	October 1, 2022	36 Months
Purpose Area 2: Counties and/or Units of Local Government	Up to 6	\$100,000 to \$500,000	October 1, 2022	36 Months
Purpose Area 3: Services to Assist Small, Rural, and/or Tribal Entities	1	\$1,000,000	October 1, 2022	36 Months



**Note:** Proposals are expected to clearly identify the purpose area to which they are applying. If applicants are requesting funds from multiple purpose areas, a separate proposal must be submitted for each purpose area that they are applying.

# Goals and Objectives



## **Goals**

The goals of the MUHR Program are to establish and expand programs to improve the reporting, transportation, processing, and identification of missing persons and unidentified remains, including migrants.

## **Objectives**

Each applicant must stay within the scope of the purpose area for which they are applying (i.e., Statewide Agencies; Counties and/or Units of Local Government; or Services for Small, Rural, and/or Tribal Entities).

# Goals and Objectives



## Purpose Area 1: Statewide Agencies

Applicants must propose to implement a comprehensive approach to missing persons and unidentified human remains cases (including migrants) that directly achieves the goals of the program. Awardees under this purpose area shall:

- **Inventory**
- **Reporting**
- **Identification**
- **Repatriation of Human Remains**

# Goals and Objectives



## Purpose Area 2: Counties and/or Units of Local Government

Applicants must propose to implement a comprehensive approach to missing persons and unidentified human remains cases (including migrants) that directly achieves the goals of the program. Awardees under this purpose area shall:

- **Inventory**
- **Reporting**
- **Identification**
- **Repatriation of Human Remains**

# Goals and Objectives



## **Purpose Area 3: Services to Assist Small, Rural, and/or Tribal Entities**

The objective of Purpose Area 3 is to serve small, rural, and/or tribal entities by funding transportation, testing, and identification for missing persons and unidentified human remains, including migrants. The intent of this purpose area is to ensure that cases in these jurisdictions receive the critical resources to assist with resolution.

Applicants must propose to implement a comprehensive approach to missing persons and unidentified human remains cases (including migrants) that directly achieves the goals of the MUHR Program as it pertains specifically to assisting small, rural, and/or tribal agencies. Awardees under this purpose area shall:

- **Reporting**
- **Identification**
- **Repatriation of Human Remains**

# Deliverables - Examples



## **For Purpose Areas 1 and 2, Only – Inventory Requirements and Report to BJA:**

- The inventory must be completed within the first 6 months of the award.
- The inventory must capture (where possible):
  - Number of unidentified human remains/missing persons cases
  - Year the unidentified human remains were recovered/missing person(s) reported missing
  - Number of suspected border crossing cases
  - Number of unresolved unidentified human remains/unclaimed persons/missing persons cases in the applicant's jurisdiction
- Award recipients will have access to up to 25 percent of grant funds during the initial planning phase.

# Deliverables - Examples



## For Purpose Areas 3, Only:

- Establish successful outreach campaigns to promote the services your agency offers to small, rural, and/or tribal jurisdictions for missing persons and unidentified human remains cases.
- Routinely report the turnaround time and backlog for identification services agencies utilize.

# Permissible Use of Funds



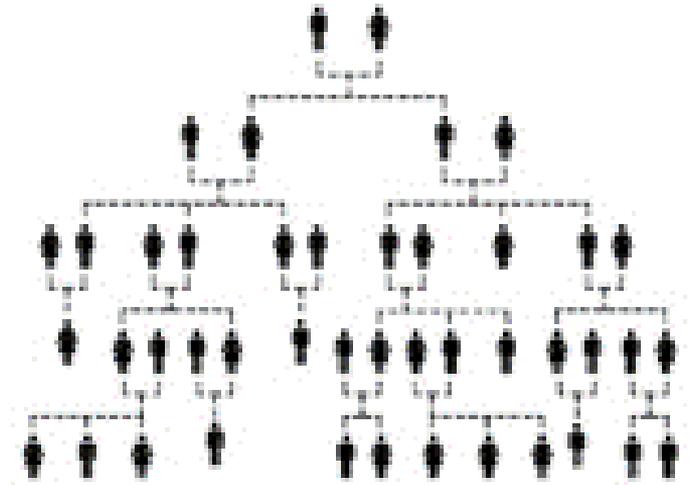
Supplanting is not permitted. Below are examples of permissible uses of funds that the applicant may utilize upon receipt of the grant award. However, other uses of funds may be allowable on an approved case-by-case basis.

- Exhumations of Human Remains
- Salary (full-time, part-time, and overtime) and Benefits for Personnel
- Supplies
- Transportation
- Processing and Identification
- Procure State of the Art Multi-modal, Multipurpose Forensic DNA Typing and Analytical Equipment

**Note:** Equipment for enhancing the laboratory's overall capacity, that is not specific solely for this project, is not allowable.

# Forensic Genetic Genealogy (FGG)

- In cases where DNA profiles from unidentified persons have not resulted in a CODIS association, agencies may use funds for FGG as another means to try and identify the decedent.
- Program activity involving forensic genetic genealogical DNA analysis and searching (FGGS) is subject to the DOJ “Interim Policy on Forensic Genetic Genealogical DNA Analysis and Searching” or to the final policy, when issued.



# Family Reference Samples



- For the collection and processing of family reference samples for upload to CODIS (to match and identify missing and unidentified person(s)), the applicant **must submit a letter of support with a relevant law enforcement agency and medical examiner/coroner.**
- Following FBI guidance and requirements, the relative of a missing person must voluntarily submit their DNA sample, per a consent form. Law enforcement must oversee and confirm that the relative is who they say they are via a form of identification.
- The reference sample can only be used for identification purposes. Once and if a match is made, the law enforcement agency overseeing the case must be notified, as well as the supporting medical examiner/coroner.
- FBI Guidance: <https://www.fbi.gov/services/laboratory/biometric-analysis/codis/codis-and-ndis-fact-sheet>
- Found on Pages 9-10 of the solicitation.

# PART II:

# HOW TO APPLY

## Two-Step Process

**Step 1**: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>

To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

**Grants.Gov DUE DATE: August 26, 2022; 8:59pm EDT**

## Two-Step Process

**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.

**JustGrants DUE DATE: August 29, 2022; 8:59pm EDT**

# Resource – Prior BJA Funding Webinar



 The Federal Funding Process: First Steps to Applying, How to Prepare Now, and Other Considerations Share

 **BJA**  
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## THE FEDERAL FUNDING PROCESS: THE FIRST STEPS TO APPLYING, HOW TO PREPARE NOW, & OTHER CONSIDERATIONS

Gregory Torain, BJA, Elizabeth Wolfe, BJA, and  
Lisa Hartman, JustGrants

 **BIA**    
MORE VIDEOS  
APPLICANT  
EDUCATION SERIES

January 26, 2022  
1:00 – 2:30 pm

▶ 🔊 0:01 / 1:29:22 CC HD YouTube +

<https://bj.a.ojp.gov/media/video/42231>



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

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## Learn About the Department of Justice's Grants and Payment Management Systems

[JustGrants Login](#)

<https://justicegrants.usdoj.gov>

## Basic Minimum Requirements

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

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

# Application Review Process



1. OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review.
2. Applications that meet the basic minimum requirements, will be evaluated for technical merit by a peer review panel(s).

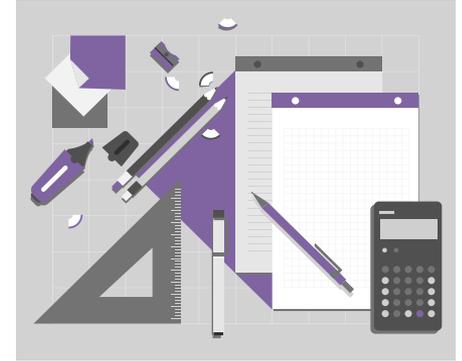
Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

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

# Merit Review Criteria



- **Statement of the Problem/Description of the Issue (15 Percent)** - Evaluate the applicant's understanding of the program/issue to be addressed.
- **Project Design and Implementation (40 Percent)** - Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
- **Capabilities and Competencies (30 Percent)** - Evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
- **Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 Percent)** - Evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- **Budget (10 Percent)** - Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).



**See Pages 17-19 and 22-23 of the solicitation for more detailed information.**

# Application Checklist



## FY 2022 BJA's Missing and Unidentified Human Remains Program (Sample Information – 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](#))

*To register in Grants.gov:*

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

## Grants.gov Information

- Provides information on available federal funding opportunities for various federal agencies
- Provides technical assistance with submitting the SF-424 and SF-LLL
  - Customer Support Hotline: (800) 518-4726 or (606) 545-5035
  - Operates 24 hours a day, 7 days a week, except on federal holidays
- Website and Email Information
  - <https://www.grants.gov/web/grants/support.html>
  - [support@grants.gov](mailto:support@grants.gov)

## JustGrants Technical Support

- Provides technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants)
- Customer Support Hotline: (833) 872-5175
  - Monday – Friday between 5:00 a.m. and 9:00 p.m. Eastern Time
  - Saturday, Sunday, and Federal holidays from 9:00 a.m.– 5:00 p.m. Eastern Time
- Website and Email Information
  - <https://justicegrants.usdoj.gov/user-support>
  - [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

# Application Assistance and Support



## OJP Response Center

- Provides solicitation support and general assistance
- Email Address -- [grants@ncjrs.gov](mailto:grants@ncjrs.gov)
- Web Chat -- <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>
- Toll Free at (800) 851–3420
- TTY at (301) 240–6310 (hearing impaired only)
- The Response Center hours of operation are 10:00 a.m. to 6:00 p.m. Eastern Time, Monday through Friday.

## Subscribe

- Subscribe to receive email notifications of new funding opportunities and other resources.
- Sign-up to receive the twice monthly **JUSTINFO** newsletter as well as the weekly **Funding News** email.
- Subscribe at <https://www.ojp.gov/subscribe> and be sure to select “Grants/funding” as an area of interest.

# Conclusion – Contact Information



**THANK YOU!**

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# PART III: QUESTIONS AND ANSWERS SESSION

We will now address your questions!

Enter your question in the [Q&A](#) box for BJA staff to address