



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications to implement data sharing that will improve the effectiveness of background checks for the purchase of firearms. This program furthers the Department's mission by preventing and deterring acts of violent crime perpetrated through the use of illegally purchased firearms by enhancing the reliability and accuracy of the nation's background check process.

Improving the Completeness of Firearm Background Checks through Enhanced State Data Sharing FY 2013 Competitive Grant Announcement

Eligibility

This solicitation includes two funding categories with unique eligibility requirements. See "Eligibility" on page 4 for complete details.

BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 23.) All applications are due by 11:59 p.m. eastern time on May 13, 2013. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov.

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail at JIC@telesishq.com, or via live web chat at www.justiceinformationcenter.us. The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2013-3544

Release date: March 22, 2013

Contents

Overview	3
Deadlines: Registration and Application	4
Eligibility	4
Program-Specific Information	4
Performance Measures	11
Notice of Post-Award FFATA Reporting Requirement	15
What an Application Should Include	16
Information to Complete the Application for Federal Assistance (SF-424)	
Abstract	
Program Narrative	
Budget Detail Worksheet and Budget Narrative	
Indirect Cost Rate Agreement (if applicable)	
Additional Attachments	
Other Standard Forms	
Selection Criteria	21
Review Process	22
Additional Requirements	22
How To Apply	23
Provide Feedback to OJP on This Solicitation	26
Application Checklist	27

Improving Completeness of Firearm Background Checks through Enhanced State Data Sharing (CFDA #16.738)

Overview

Through the Bureau of Justice Statistics (BJS) and with the support of Congress, OJP funds the National Criminal History Improvement Program (NCHIP) and the NICS Act Record Improvement Program (NARIP). Both of these programs provide essential support and guidance to improve reporting of criminal history and related records used for background checks conducted through the Federal Bureau of Investigation's (FBI) National Instant Criminal Background Check System, or NICS, for individuals seeking to purchase certain firearms. Recent acts of violence have focused national attention on the urgent need to close several persistent information gaps remaining in the background check process. Closing these information gaps will promote more effective enforcement of our nation's existing gun laws.

BJA, in close coordination with BJS and the FBI, is releasing this competitive grant opportunity to improve and expand the data accessible to NICS at the time of a firearm background check to ensure lawful purchases. Funding priority will be directed to agencies whose proposals would achieve the most significant gains in (1) reporting completeness; (2) accuracy of information; and (3) inclusion of disqualifying data sets which are currently under-reported in the system. Specifically, successful applications will include improved sharing of mental health information, domestic violence protection orders, warrants, and felony court dispositions. In addition, the program will enable expanded use of techniques for positive identification, including biometric identifiers such as fingerprints, to promote more effective identity matching and record linking. This one-time grant program will complement the ongoing NCHIP and NARIP programs by providing expanded resources and onsite support to address these priority issues, while sustaining existing operations and enhancement activities.

This program is funded under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The JAG Program (42 U.S.C. 3751(a) et seq.) is the primary provider of federal criminal justice funding to state, local, and tribal jurisdictions, and JAG funds support all components of the criminal justice system. The JAG Program has been used historically to address a wide range of criminal justice challenges, including gun violence, and has resulted in the development of numerous products and case studies consistent with the goals of this solicitation, and from which recipients of funding will benefit. Some of those resources have been identified and are listed on page 6. The JAG Program authorization also 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 Section 501 of Title I, Part E, Subpart 1 of Omnibus 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" (42 U.S.C. 3756(b)(1)).

Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 13, 2013. See “How To Apply” on page 23 for details.

Eligibility

Eligibility to apply is determined by the specific funding category. In this solicitation, there are two funding categories:

Category 1 (Implementation Grants): Eligible applicants are state agencies with the ability and authority to implement data sharing and reporting as described in this solicitation. The preferred applicant is the BJA State Administering Agency (SAA). However, other state-level agencies may apply with the inclusion of a letter of support or other documentation from the SAA's office that demonstrates a commitment to coordinate activities statewide. BJA anticipates receiving no more than one application from each state in order to promote comprehensive strategies and multi-agency coordination.

Category 2 (Technical Assistance): Eligible applicants are for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

Prospective applicants should verify which funding category is being applied for and confirm that the associated eligibility requirements are met. For information on SAAs and to obtain contact information, visit the [OJP SAA web page](#).

Program-Specific Information

The name-based background check process employed prior to purchase of certain firearms (including state or local purchase permits requirements) is a critical step in preventing sales to those individuals prohibited by law from purchasing. At the time of sale, Federal Firearms Licensees (i.e., firearm dealers) are required to initiate a background check by contacting the FBI NICS or other designated state or local Point of Contact to determine whether or not the buyer is legally permitted to purchase a firearm based on federal, state, or local law. The reasons for denial are delineated by the Gun Control Act and are listed on the [ATF web site](#).

An NICS background check includes information accessed through a query to the National Crime Information Center (NCIC), the Interstate Identification Index (III), and the NICS index directly. These systems are populated in part by transmission of state, local, and tribal data to the FBI or to systems immediately accessible to the FBI. The background check is only as accurate as the data available to NICS or is otherwise accessible at the time of the query. There are often legal, policy, and technology barriers preventing this data from being shared with NICS. In addition, some information required by NICS does not come from traditional criminal justice sources, meaning that reporting to the FBI introduces operational and technical challenges.

BJA administers the National Criminal History Improvement Program and the NICS Act Record Improvement Program, which have resulted in improvements to the capacity of state and territorial agencies to collect, administer, and report data in a timely manner. However, recent acts of violence have focused national attention on the urgent need to close the information gaps in the background check process, especially those involving mental health adjudication and commitment records. For this program BJA will partner with BJS and the FBI, and will collaborate on a state by state basis to address the particular obstacles preventing the sharing of data, while ensuring coordination with current and planned federal investments in these areas.

This solicitation leverages a unique partnership to significantly advance the background check process and quality through targeted federal investment. BJA's intention and priority is to focus on jurisdictions and record sets that constitute significant gaps in data and provide the resources and technical assistance support required to overcome longstanding obstacles to sharing information pertinent to background checks. The competitive selection process is designed to identify jurisdictions that are committed to significant, measurable improvements in data sharing; can articulate the challenges and opportunities and provide concrete plans to address both; and address key records representing the most serious gaps in the national background check process.

BJA is placing priority on projects that seek to improve data sharing efforts at the state, territory, and tribal levels that address critical and debilitating gaps in the current background check process. These identified gaps include mental health adjudications and involuntary commitments, as well as:

- Domestic violence protection orders
- Complete and timely court dispositions
- Felony and misdemeanor warrants

Applicants may propose alternative data sharing needs for consideration, but such proposals must include extensive justification, including empirical measures of reporting challenges that convey the rationale for focusing on alternatives to the stated solicitation priorities.

BJA is concerned not only with the availability of records, but also the quality of existing records. In this context, quality refers to accuracy, timeliness, and completeness of information. Therefore, applications, regardless of specific focus, must include an analysis of reporting gaps and needs that addresses both the availability and the quality of data available to NICS. Priority consideration will be given to applications that not only address the critical areas above, but also would most significantly increase the availability of quality records to the background check process. The contribution to the overall completeness of the data available to the national background check system will be the most important criteria when assessing proposals submitted in response to this solicitation.

Permissible use of funds may cover a wide range of activities that are deemed appropriate and sufficient to achieve the goals above. To be included as part of the project, proposed activities must carry specific justification regarding the precise impact those activities will have on bolstering data sharing for improved background checks, and may not be included for any other purpose. Such activities may include:

- Development and execution of agreements to share data with NICS or other agencies that result in demonstrable improvements to background checks.
- Development of privacy policies to ensure personal data is protected as required, resulting in new data becoming available to the background check process.
- Operation of multi-jurisdictional governance groups or task forces to oversee and execute project objectives.
- Implementation of information sharing technology to share, report, or otherwise make accessible data that is required for the conduct of a background check.
- Adoption of methodologies that enable positive identification and/or record matching to improve the reliability of background checks as individuals move across jurisdictional boundaries.
- Purchase of equipment or technology that enables any of the above or related activities to improve the data available to NICS.
- Evaluation of the impact of implemented solutions to demonstrate return on investment and enable replication of successful strategies.

The program will also employ a technical assistance (TA) component through a second funding category. A single TA service provider will be selected with expertise in information sharing, collaboration, executive mentoring, policy development, and data privacy protection. First and foremost, this provider will be responsible for deploying experts to conduct site visits and offer remote assistance to grant recipients in order to accelerate multi-agency information sharing efforts. These advisors will act to convene stakeholders across jurisdictions to provide legal and policy guidance to include law enforcement and Attorneys General, leverage judicial and executive leadership in the courts, and collaborate with mental health and substance abuse partners to holistically address obstacles to sharing data and focus on reaching achievable goals where efforts may have stalled in the past. The provider will also be responsible for promoting the sharing of ideas, proven strategies, and mutual challenges across sites, as well as building upon successful work to date. It is imperative that the provider be capable of delivering onsite services nationwide, without restrictions to particular geographic areas or jurisdictions, and that the proposed budget reflects adequate resource allocation to accommodate such services.

To avoid duplication and promote cost effectiveness, applicants are expected to leverage existing tools and resources where applicable. Such resources include, but are not limited to, the following:

- [FBI NICS Section](#)
- [BJS NCHIP](#)
- [BJS NICS Act web site](#)
- [BJA Criminal Justice and Mental Health Consensus Project](#)
- [BJA Warrants and Disposition Management Toolkit](#)
- Recommendations and Guidelines of the FBI CJIS Warrant and Disposition Task Forces
- [DOJ's Global Information Sharing Toolkit](#)

As indicated above, there are two funding categories for this solicitation. These categories are described in detail below. Applicants must clearly indicate on their proposal to which category they are applying, and ensure they meet the corresponding eligibility requirements and objectives.

CATEGORY 1: IMPLEMENTATION GRANTS. COMPETITION ID: BJA-2013-3545

BJA expects to make approximately 11 awards of no more than \$1,000,000 each. The project period should be 18 months beginning no earlier than October 1, 2013.

Eligible applicants are encouraged to apply for implementation grants to enhance state, territorial, or tribal data sharing in order to improve the accuracy of certain firearm-related background checks. Proposals must clearly identify the reporting challenges being addressed, with clear and measurable goals for how they will be overcome. Applicants should include an analysis of current reporting metrics with future targets to assist BJA in validating the approach and evaluating the potential impact of federal investment. As emphasized above, projects should focus on closing the gaps in data available to background checks with respect to information on persons prohibited from possessing firearms for reasons related to mental health, but should also include domestic violence protection orders, warrants, and criminal history, as warranted, or make a compelling case for an alternative focus that will achieve more significant improvements to background checks. Applicants selected will be those proposing the most significant gains in data availability during the project period and represent the most significant improvements to the completeness of background checks in the identified priority areas.

Project stakeholders should be identified and, where possible, include letters of support for the proposal. Engagement of existing multi-agency collaboration programs or governance groups is encouraged, but not required. However, all applications must include documentation of acknowledgement and support of the project by the SAA's office or other designated agency responsible for overseeing NCHIP and NARIP funds. If the primary applicant does not serve as the data owner or is not able to execute the pertinent information sharing agreements directly, then a letter must be included from involved data or system owners indicating their complete support for the proposal.

Grant recipients will be expected to collaborate with the chosen TA provider, and participate in national efforts to identify and promote the most effective strategies for improving background checks. Grantees will also be required to adhere to DOJ's Global Justice Information Sharing (Global) standards and guidelines for information sharing whenever applicable to promote interoperability of systems and enable interstate and national data sharing efforts for NICS and other purposes. For more information about Global, visit: www.it.ojp.gov.

Deliverables, at a minimum, will include:

1. A report that documents the pre-award status and post-award improvements in records reporting and data sharing, and articulates how the national background check process has been empirically enhanced.
2. Analysis of all available metrics regarding gun sale transactions, including immediate proceeds, immediate denials, and delayed transactions before and after implementation, and to the degree possible the impact to/from neighboring states or jurisdictions.
3. Publication of significant work products, including case studies, policy/governance agreements, design documents, and technical specifications in order to promote replication of successful strategies in other jurisdictions; the TA provider will assist in identifying the appropriate publication deliverables within each site.

CATEGORY 2: TECHNICAL ASSISTANCE. COMPETITION ID: BJA-2013-3546

BJA expects to make one award of no more than \$1,500,000. The project period should be 18 months beginning no earlier than October 1, 2013.

In order to accelerate progress in carrying out the goals and objectives of the program, BJA is seeking a national TA provider to work closely with each implementation site, BJA, BJS, and the FBI. This provider will serve as BJA's onsite liaison and be responsible for convening stakeholders and driving consensus to remove obstacles to improved sharing of records and assist in meeting project goals. The role of the TA provider will be an advisor, a facilitator, and a problem-solver, and tackle significant legal, policy, and technology barriers. The provider will also help prevent duplication of efforts across sites by replicating successful strategies and incentivizing adoption of national reporting standards.

The successful applicant will demonstrate expertise in the skills described above, and possess a strong track record for successful TA delivery. Experience working on prior NCHIP or NARIP initiatives is encouraged, but not required. Perhaps even more so than Category 1 applicants, the TA provider will need to become expert in the national resources listed above, particularly with respect to information sharing tools and techniques.

The TA provider should also propose innovative strategies for expanding the usage of background checks for certain firearm purchases. An example might be the creation of a public portal that would allow non-Federal Firearms Licensee entities that are engaged in the private resale of a firearm to conduct an optional, proactive check of the buyer. The inclusion of such direct implementation components that foster innovation to expand the reach and effectiveness of the background check process, while not required, will greatly strengthen a proposal and serve as a differentiator among similar proposed TA approaches.

Within 30 days of award, the successful applicant shall participate in a strategy meeting with federal staff and others, as appropriate, to review the proposed TA approach and agree on a final plan and schedule. As this award is national in scope, the applicant must have the ability to travel anywhere in the country, including outside the Contiguous United States (CONUS) and to the U.S. Territories. The applicant should also consider the logistics of supporting as many as 11 sites simultaneously, and allocate personnel and travel resources as needed. At least one site visit per site should be expected, and in many cases multiple site visits may be required.

Deliverables, at a minimum, will include:

1. Development and execution of a national strategy for coordination across implementation sites and delivery of high-impact technical assistance to best enable project success.
2. Provision of onsite TA engagements at least once (and most likely twice) to each implementation site, to include documentation of the problems, solutions, and successes achieved.
3. Delivery of a report or other instrument that describes common obstacles and successful strategies in sharing critical data that will enable replication by other sites (particularly NCHIP and NARIP grantees) in the future.

Goals, Objectives, and Deliverables

The ultimate goal of the program is to improve the accuracy of firearm background checks. The accuracy of the process relies on both submission of all records that pertain to disqualifying criteria and the completeness (data quality) of those submissions. Therefore, the ultimate deliverable for implementation grant recipients is the increase in the number of complete and accurate records available to NICS for background checks. This may require intermediate deliverables along the way, such as project plans, data analysis, data exchange specifications, etc. All such deliverables must be identified as part of the grant application, and must represent meaningful milestones toward the proposed objectives.

The deliverables for the TA provider are similar, but on a national basis. The performance of the provider will be evaluated based on its ability to enable agencies to share data in ways that were not previously possible, and to document successful strategies so that they can be replicated in other locations. Ultimately, the TA provider is successful when each of the sites has succeeded in making demonstrable progress toward its reporting goals.

Evidence-Based Programs or Practices

OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Notwithstanding OJP emphasis on evidence-based practices, consideration will be given to proposals that identify innovative solutions that may not have had the benefit of time and effort required to prove their effectiveness through gathering of appropriate evidence. In such cases the proposal must include plans to collect the data needed to develop evidence-based practices for future use by peer agencies.

Award Information and Requirements

As stated above, all grants made under this solicitation should be 18 months in duration. BJA anticipates that it will make up to 11 awards under Category 1 at no more than \$1,000,000 each, and 1 award under Category 2 at no more than \$1,500,000.

BJA TA projects are required to coordinate all TA activities with BJA's National Training and Technical Assistance Center (NTTAC). At the time this solicitation was posted, the precise requirements and protocols were still under development, but once completed the successful applicant will be required to comply with these protocols in order to ensure coordinated delivery of services among TA providers and effective use of BJA TA grant funding. BJA reserves the right to modify these protocols at any time with reasonable advance notice provided to the grantee prior to execution.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award 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. The 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Minimization of Conference Costs

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for

cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

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. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>Category 1: Implementation Grants</p> <p>Improve record systems in the states to support background checks for the purpose of identifying ineligible firearms purchasers and permit carriers</p>	<p>Percentage of records which are automated</p> <p>Percentage of records accessible through Interstate Identification Index (III)</p> <p>Percentage of applications for firearms transfers rejected primarily for the presence of a prior felony conviction</p> <p>Percentage of states participating in the FBI's protection order file (POF)</p> <p>Percentage of states participating in the NCIC Wanted Persons File</p> <p>Percentage of deliverables that meet expectations for relevance and the depth, breadth, scope and quality, as determined by BJA</p>	<p>Number of known records within the state, manual and automated, that pertain to potential ineligible firearms purchasers and permit carriers</p> <p>Number of fully automated (electronic) records (records for which the master name index and entire criminal history are automated) in the state's criminal history database</p> <p>Number of records available through the Interstate Identification (III) System (including arrests and case outcomes)</p> <p>Number of arrests reported to the repository by mail, fax, electronic, and other means of submission; of these, the number communicated by automated interface</p> <p>Number of court dispositions reported to the repository by mail, fax, electronic, and other means of submission</p> <p>Number of applications for firearms transfers</p> <p>Number of applications for firearms transfers rejected for the presence of a prior felony conviction or other ineligibility factor</p> <p>Number of states</p> <p>Number of states participating in the FBI's protection order file</p> <p>Number of records available through the FBI's protection order file (POF)</p> <p>Number of states</p> <p>Number of states participating in the NCIC Wanted Persons File</p> <p>Number of records available through the NCIC Wanted Persons File</p> <p>Number of deliverables developed to include but not limited to:</p> <ul style="list-style-type: none"> A report that documents the pre-award status and post-award improvements in records reporting and data sharing, and articulates how the national background check process has been empirically enhanced

BJA-2013-3544

		<ul style="list-style-type: none"> Analysis of all available metrics regarding gun sale transactions, including immediate proceeds, immediate denials, and delayed transactions before and after implementation, and to the degree possible the impact to/from neighboring states or jurisdictions Publication of significant work products, including case studies, policy/governance agreements, design documents, and technical specifications in order to promote replication of successful strategies in other jurisdictions <p>Number of deliverables that meet expectations for relevance and the depth, breadth, scope and quality, as determined by BJA</p>
Improve data sharing and reporting to the NICS database	<p>Percent increase in the quantity of complete and accurate mental health records available in NICS</p> <p>Percent increase in the number of domestic violence protection orders recorded in NICS</p> <p>Percent increase in court dispositions recorded in NICS</p>	<p>Number of mental health records available in NICS</p> <p>Number of mental health records that are complete and accurate in NICS</p> <p>Number of mental health records updated/added during the reporting period</p> <p>Number of domestic violence protection orders recorded in NICS</p> <p>Number of new domestic violence protection orders added during the reporting period</p> <p>Number of court dispositions recorded in NICS</p> <p>Number of new court dispositions recorded in NICS during the reporting period</p>
Improve the accuracy of firearm-related background checks through the use of enhanced metrics and technologies	<p>Percent increase in the number sites using of LiveScan electronic fingerprinting machine</p> <p>Percentage of criminal history records fully linked to arrests and dispositions based on the individual's verified identity</p>	<p>Number of sites using LiveScan</p> <p>Number of new sites using LiveScan during the reporting period</p> <p>Number of criminal history records linked to arrest and dispositions</p> <p>Number of criminal history records linked to arrests and dispositions as a result of newly established identity matching procedures</p>
<p>Category 2: Technical Assistance</p> <p>Increase an agency's ability to solve problems and/or modify policies or practices through</p>	<p>Percentage of agencies receiving TA services who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit</p>	<p>Number of agencies receiving on-site visits</p> <p>Number of agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit</p>

BJA-2013-3544

technical assistance		<p>Number of agencies who completed an evaluation of onsite services</p> <p>Number of follow-ups with requesting agencies completed following the initial onsite visit</p>
	Percentage of agencies that were planning to implement at least some of the report recommendations within 6 months of the initial onsite visit	<p>Number of agencies receiving onsite visits</p> <p>Number of agencies that were planning to implement at least some of the report recommendations within 6 months of the initial onsite visit</p>
	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices	<p>Number of peer-to-peer visits completed</p> <p>Number of peer visitors that completed an evaluation</p> <p>Number of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices</p> <p>Number of reports completed by peer visitors after completion of the visit</p>
	Percentage of peer visitors that were planning to implement at least some policies or practices 6 months after they were observed at the visited site	<p>Number of peer visitors</p> <p>Number of peer visitors that were planning to implement at least some policies or practices 6 months after they were observed at the visited site</p> <p>Number of follow-ups with the requesting peer visitor completed 6 months after the peer to peer visit</p>
	<p>Percentage of agencies receiving TA services requesting other onsite services who rated the services provided as satisfactory or better</p> <p>Percentage of deliverables that meet expectations for relevance and the depth, breadth, scope and quality, as determined by BJA</p>	<p>Number of agencies receiving other onsite services</p> <p>Number of agencies who completed an evaluation of other onsite services</p> <p>Number of requesting agencies of other onsite services who rated the services provided as satisfactory or better</p> <p>Number of other onsite services provided</p> <p>Number of reports submitted to requesting agencies following other onsite services</p> <p>Number of requesting agencies who completed an evaluation of other onsite services</p> <p>Number of deliverables developed to include but not limited to:</p> <ul style="list-style-type: none"> • Development and execution of a national strategy for coordination across implementation sites and delivery of high-impact technical

BJA-2013-3544

		<p>assistance to best enable project success</p> <ul style="list-style-type: none"> • Provision of onsite TA engagements at least once (and most likely twice) to each implementation site, to include documentation of the problems, solutions, and successes achieved • Delivery of a report or other instrument that describes common obstacles and successful strategies in sharing critical data that will enable replication by other sites (particularly NCHIP and NARIP grantees) in the future <p>Number of deliverables that meet expectations for relevance and the depth, breadth, scope and quality, as determined by BJA</p>
--	--	--

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 16 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier

BJA-2013-3544

subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

What an Application Should Include

The application requirements in this section apply to both Category 1 and Category 2 submissions.

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and, if applicable, required letters of support from the SAA or other documentation conveying the same. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. Abstract

Applications should include a high-quality "Project Abstract" that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with <Project Abstract> as part of its file name.

- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. **Program Narrative**

The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins and must not exceed 10 pages. Number pages "1 of 10," "2 of 10," etc.

If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem; including an analysis of reporting gaps and needs
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures
BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Additional Attachments

a. Include letters of support, agreements, governance documents, or other attachments as needed to indicate multi-jurisdictional and statewide level of support for proposed project activities.

b. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget

BJA-2013-3544

narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., "[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.")

c. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal's rating under the selection criteria, in order to receive funds, the applicant's proposal must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research/evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would be in a position to evaluate a

spouse's work product (actual conflict), or where an investigator would be in a position to evaluate the work of a former colleague (apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research/evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion.

Where potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

7. Other Standard Forms

Additional forms that OJP may require in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#)^{*}
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)^{*}
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#)
Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years, must download, complete, and submit this form.

*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

1. Statement of the Problem (25 percent of 100)

The statement of the problem must be a complete, concise description of the current gaps in reporting and data availability, including examples and citations of facts and figures, that clearly articulates the problem to be solved if awarded funding. A strong statement of the problem will include both what is and is not working, barriers to implementation, and why the requested funding is required to overcome those barriers. The applicant must also describe the as-is reporting environment and set empirical targets for improvement upon completion of the award period.

2. Project Design and Implementation (35 percent of 100)

The project design must explain in detail the goals and objectives of the project, specific activities and tasks that will be carried out, and measurable outcomes that will define project success. Deliverables must be clearly articulated, and project partners and stakeholder organizations must be identified and their roles defined. Scoring priority will be provided to those applications that specifically address key reporting gaps including mental health, domestic violence, active warrants, and criminal history information. Overall score will depend on evaluation of how likely and the proposed project design and implementation are to successfully address the challenges identified in the statement of the problem section.

3. Capabilities and Competencies (20 percent of 100)

The applicant must fully demonstrate organizational qualifications and skills to carry out the proposed project. This should include all partner organizations that will be responsible for overall project success. In addition to this narrative section, resumes and letters of support may also contribute toward this score.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent of 100)

While sample performance measures are provided in this solicitation, it is ultimately the responsibility of the applicant, post-award, to determine the precise performance measures that will be used to evaluate project effectiveness. The applicant must articulate the planned approach for defining performance measures and conducting any data collection and analysis needed to adequately measure project performance and return on investment.

5. Budget (15 percent of 100)

Budgets should contain complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) cost items. Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.¹

¹ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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 factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: BJA encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

BJA-2013-3544

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant (JAG) Program," and the funding opportunity number is BJA-2013-3544.

6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.
8. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. Grants.gov will forward the application to OJP’s Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow each instruction in the OJP solicitation, and (4)

technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2013 Improving Accuracy of Firearm Background Checks through Enhanced State Data Sharing

This application checklist has been created to assist in developing an application.

Eligibility Requirement:

- The applying organization meets the eligibility criteria on page 4
- The federal amount requested and project period are within the allowable limits of the funding category.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 16)
- Abstract (see page 16)
- Program Narrative* (see page 17)
- Budget Detail Worksheet* (see page 17)
- Budget Narrative* (see page 18)
- Disclosure of Lobbying Activities (SF-LLL) (see page 25)
- Indirect Cost Rate Agreement (if applicable) (see page 18)
- Additional Attachments
 - Letters of Support, Agreements, or Governance Documentation* (if applicable, see page 18)
 - Disclosure of Pending Applications (see page 18)
 - Research and Evaluation Independence and Integrity (see page 19)
- Other Standard Forms as applicable (see page 20), including:
 - Accounting System and Financial Capability Questionnaire (if applicable)

* These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.