

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



---

## BJA FY 21 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative

<b>Assistance Listing Number #</b>	16.738
<b>Grants.gov Opportunity Number:</b>	O-BJA-2021-47002
<b>Solicitation Release Date:</b>	May 17, 2021 12:00 PM
<b>Version:</b>	2
<b>Grants.gov Deadline:</b>	June 30, 2021 11:59 PM
<b>Application JustGrants Deadline:</b>	July 14, 2021 11:59 PM

---

### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA), is seeking applications for funding to address illegal firearm-related crime and forensics through the establishment of Crime Gun Intelligence Centers ([CGICs](#)). This initiative is a partnership with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) to utilize intelligence, technology, and community engagement to swiftly identify crime guns and their sources, and effectively prosecute perpetrators. To learn more, view the ATF CGIC Fact Sheet at: <https://crimegunintelcenters.org/wp-content/uploads/2017/07/5-THINGS-CGIC.pdf>. The program furthers the Department's mission by assisting state, local, and tribal law enforcement with enhancing their investigative and prosecutorial resources to improve their ability to hold violent gun offenders accountable and reduce violent crime.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

Native American tribal governments (Federally recognized), Other

### Other

State, local, and tribal law enforcement agencies

Governmental non-law enforcement agencies

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2021 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, Implementation Fact Sheet, and List of Designated Independent Credentialing Bodies.

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

BJA may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## Contact Information

For technical assistance with submitting the **SF-424 and SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJA contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact the Response Center, by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov).

## Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

**Step 1:** Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

**Step 2:** Applicants will 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](#).

# Contents

Contact Information	2
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	6
Evidence-Based Programs or Practices	6
Information Regarding Potential Evaluation of Programs and Activities	6
OJP Priority Areas	6
Federal Award Information	7
Awards, Amounts and Durations	7
Continuation Funding Intent	7
Availability of Funds	7
Types of Awards	7
Financial Management and System of Internal Controls	7
Budget Information	8
Cost Sharing or Matching Requirement	8
Pre-agreement Costs (also known as Pre-award Costs)	8
Limitation on Use of Award Funds for Employee Compensation: Waiver	8
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	8
Costs Associated with Language Assistance (if applicable)	8
Eligibility Information	8
Application and Submission Information	8
Information to Complete the Application for Federal Assistance (SF-424)	8
Standard Applicant Information (JustGrants 424 and General Agency Information)	9
Proposal Abstract	9
Proposal Narrative	9
Goals, Objectives, Deliverables, and Timeline	11
Budget and Associated Documentation	11
Budget Worksheet and Budget Narrative (Web-based Form)	11
Indirect Cost Rate Agreement (if applicable)	12
Financial Management Questionnaire (including applicant disclosure of high-risk status)	12
Additional Application Components	12
Tribal Authorizing Resolution	12
Letters of Support	12
Research and Evaluation Independence and Integrity Statement	12
Disclosures and Assurances	12
Disclosure of Lobbying Activities	12
DOJ Certified Standard Assurances	12
Applicant Disclosure of Duplication in Cost Items	12
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	12
How to Apply	13
Submission Dates and Time	13
Application Review Information	13
Review Criteria	13
Review Process	13

Federal Award Administration Information	14
Federal Award Notices	14
Administrative, National Policy, and Other Legal Requirements	14
Information Technology (IT) Security Clauses	14
General Information about Post-Federal Award Reporting Requirements	14
Federal Awarding Agency Contact(s)	14
Other Information	14
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	14
Provide Feedback to OJP	14
Performance Measures	14
Application Checklist	15
Local Law Enforcement Crime Gun Intelligence Center Integration Initiative	15

# Program Description

## Overview

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

The Local Law Enforcement Crime Gun Intelligence Center (CGIC) Integration Initiative, administered by BJA in partnership with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), is a competitive grant program that provides funding to state, local, and tribal government entities that are experiencing precipitous increases in gun-related violent crime.

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

## Statutory Authority

34 U.S.C. § 10157(b)(1)

## Specific Information

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

- Categories or types of firearm-related crime that have precipitously increased within the jurisdiction
- Period of time during which the relevant category of crime increased
- Number of nonfatal shootings and homicides committed with the use of an illegal firearm
- Volume of firearms violence for the locality or region

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

### Program-specific Priority Considerations

In addition to the "Priority Areas" section below, priority consideration will be given to jurisdictions with:

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

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

BJA may also give priority consideration to those jurisdictions that have not received CGIC funding in previous fiscal years.

Priority consideration is one of many factors that OJP considers in making funding decisions and is not a guarantee of an award.

Award recipients will work with ATF to integrate CGIC business practices that include interagency collaboration focused on the immediate collection, management, and analysis of crime gun evidence such as shell casings and test fires of unlawfully used firearms recovered in real time to identify criminal shooters, disrupt criminal activity, and prevent future violence. These business practices include the use of both ATF's eTrace, run by the National Tracing Center, and ATF's National Integrated Ballistics Information Network (NIBIN), and, if available, the NIBIN National Correlation and Training Center (NNCTC). In August 2018, ATF's Crime Gun Intelligence Board released a crime gun best practices guide that can be found at <https://crimegunintelcenters.org/wp-content/uploads/2018/09/CGI-Manual-Best-Practices-ATF-27-AUG-18.pdf>.

For more information about eTrace, contact ATF's National Tracing Center at 1-800-788-7133, extension 01540, or visit the eTrace homepage at <https://etrace.atf.gov/etrace/>.

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

## Goals, Objectives, Deliverables, and Timeline

### Goal

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

### Objective

The objective is to adhere to the BJA-ATF CGIC ATF model as outlined in the deliverables below, which includes intensive, timely, ongoing collaboration with ATF, local and tribal police, local crime laboratories, probation and parole, prosecuting attorneys, U.S. Attorneys' Offices (USAOs), crime analysts, community groups, and academic organizations.

### Deliverables

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

1. A **collaborative working group**, the CGIC integration team, including representatives from ATF, local/tribal police, probation and parole, prosecuting attorneys, USAO, local crime laboratory, crime analysts, community groups, and academic organizations. This working group will be formed using an MOU detailing partner roles and responsibilities.
2. A **Crime Gun Intelligence Center business process** utilizing NIBIN and crime gun tracing through eTrace, including purchasing appropriate technology, if necessary. This process includes developing policy that governs a crime scene response and delivery of forensic evidence to the crime laboratory in a timely fashion, is an investigative priority for NIBIN cases, and prioritizes prosecution.
3. **Effective investigations and prosecutions of violent crime** involving feloniously used firearms.
4. A **comprehensive training program** that provides criminal justice partners with the skills necessary to effectively investigate and prosecute gun crime.
5. **Violent crime prevention strategies** in collaboration with community and nongovernmental organizations.
6. Improved **response to gun shots fired**.
7. **Collection of performance data** that reinforce the CGIC goal.
8. A **final analysis report** describing the CGIC's implementation and outcomes.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under the Application and Submission Information section.

## Evidence-Based Programs or Practices

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

## Information Regarding Potential Evaluation of Programs and Activities

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

## OJP Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. In FY 2021, OJP will give priority consideration in award decisions to applications that demonstrate ways in

which their projects will advance one or more of these areas.

To receive priority consideration for advancing one or more of the Department's priorities, the applicant must provide a sufficient narrative explanation as an attachment, that specifies how the project will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community.

In addition, OJP will give priority consideration, if applicable, to applicants that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties. For purposes of this priority consideration, the term "high-poverty area" means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term "persistent-poverty counties" means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and at <https://www.census.gov/programs-surveys/saipe.html>).

Priority consideration is one of many factors that OJP considers in making funding decisions and is not a guarantee of an award.

## **Federal Award Information**

### **Awards, Amounts and Durations**

#### **Anticipated Number of Awards**

7

#### **Anticipated Maximum Dollar Amount of Awards**

\$700,000.00

#### **Period of Performance Start Date**

10/1/21 12:00 AM

#### **Period of Performance Duration (Months)**

36

#### **Anticipated Total Amount to be Awarded Under Solicitation**

\$5,000,000.00

### **Continuation Funding Intent**

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

### **Availability of Funds**

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

### **Types of Awards**

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

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

## **Budget Information**

The applicant should budget for the CGIC integration team (local, state, and tribal members only; federal agencies will be paid through their respective agencies) to attend two 2-day workshops/trainings to take place for peer-to-peer learning at an existing CGIC site during the grant period. All key site team personnel will be expected to attend. These workshops will focus on how to implement the CGIC Integration Initiative's essential elements and key issues concerning gun-related violent crime intelligence, investigations, and prevention.

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

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

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

## **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

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

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

## **Limitation on Use of Award Funds for Employee Compensation: Waiver**

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

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

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

## **Costs Associated with Language Assistance (if applicable)**

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

## **Eligibility Information**

For eligibility information, see the title page.

## **Application and Submission Information**

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

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

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

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

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



information on completing the SF-424.

**Intergovernmental Review:** This solicitation (“funding opportunity”) is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: [https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc\\_1\\_16\\_2020.pdf](https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc_1_16_2020.pdf). If the applicant’s State appears on the SPOC list, the applicant must contact the State SPOC to find out about, and comply with, the State’s process under E.O. 12372. In completing the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. (An applicant whose State does not appear on the SPOC list should answer question 19 by selecting the response that the: “Program is subject to E.O. 12372 but has not been selected by the State for review.”).

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

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

### **Proposal Abstract**

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

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

The following sections must be included as part of the proposal narrative:

#### **a. Description of the Issue**

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

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

Provide sources substantiating the claimed increase such as statistics, research findings, or other objective evidence, as appropriate. The applicant must demonstrate in the application how it meets this criterion by providing an overview of the violent crime problem and gun-related crime problem in the jurisdiction. The applicant must document both Uniform Crime Report (UCR) and population data. The applicant must describe how its jurisdiction has experienced a precipitous increase in violent crime over the past year and the challenges associated with said increase.

#### **b. Project Design and Implementation**

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

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

- Use a NIBIN machine that would support timely entry of all firearm-related evidence casings and test-fire casings, correlations, lead generation, and lead notification (or if the jurisdiction has a preexisting lab, please make reference to it).

- Utilize the ATF NNCTC to review NIBIN entries and determine NIBIN hits, if available. Requests to join NNCTC must be made through your local ATF field office.
- All CGIC-participating local or tribal law enforcement agencies are expected to detail a task force officer (TFO) to the local ATF field office to be assigned to ATF enforcement groups or, if the ATF is the primary CGIC coordinator, directly to the CGIC. The TFO should partner with ATF agents to conduct NIBIN- and eTrace-related investigations, target NIBIN/eTrace offenders, develop and analyze NIBIN/eTrace intelligence, and assist ATF with firearms trafficking and straw purchase investigations.
- Establish ATF an eTrace account(s) by which the jurisdiction traces recovered crime guns. (If your department does not have an existing account, please contact your local ATF field office to assist in establishing an account.)
- Develop a process for comprehensive crime gun tracing.
- Demonstrate a partnership with the appropriate district attorney's office (or office responsible for prosecuting criminal cases in the proposed CGIC area) and work with ATF to get a commitment from the USAO to strategically accept and prosecute cases coming from the CGIC program. (Letters of support from these offices will strengthen the application and can be included as attachments.)
- Through an MOU, demonstrate commitment to process firearm evidence with the appropriate crime lab following the required timeframes consistent with the CGIC model.

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

The application should clearly describe how the crime laboratory will accomplish the following:

- Comprehensive collection of evidence
  - Evidence from all shooting incidents accepted for entry and correlation
  - Routine NIBIN entry must be free from fee-for-service restrictions
  - Policies and procedures must be in place to minimize latent print and DNA demands on routine submittals for NIBIN entry only
- Timeliness
  - Streamline NIBIN-only cases to allow for lead notifications to be issued within 24–48 hours from evidence submission by using:
    - Evidence intake procedures that minimize the administrative time required for submitting evidence
    - Technician input of shooting evidence and test fires prior to full firearm examination
    - Release of unconfirmed NIBIN leads to the CGIC team
  - Establish the following priority of evidence submissions into NIBIN:
    1. Current/recent fired cartridge casing evidence
    2. Current/recent test fires of crime guns
    3. Backlogged fired cartridge casing evidence
    4. Backlogged test fires of crime guns
- Follow-up
  - Establish policies and procedures that ensure notifications are effectively disseminated in a timely manner. Ideally, they could be fed to a single liaison who would ensure all interested parties are notified.
  - Establish policies and procedures that ensure accountability for follow-up investigations and working with prosecutors.
- Feedback loop

- Conduct monthly review meetings with stakeholders.
- Establish a means of feedback to the NIBIN site.
- Establish a policy requiring successes to be communicated to the NIBIN site for dissemination.

### **c. Capabilities and Competencies**

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

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

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

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

### **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 impact of the project. Describe the process to accurately report data.

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

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

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

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Examples of the performance measures questionnaire can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/Semiannual-Narrative-Questions.pdf>. Further guidance on the post-award submission process will be provided, if 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 under "Note on Project Evaluations" in the [OJP Grant Application Resource Guide](#).

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

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

### **Budget and Associated Documentation**

#### **Budget Worksheet and Budget Narrative (Web-based Form)**

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

additional information.

### **Indirect Cost Rate Agreement (if applicable)**

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

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

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

### **Tribal Authorizing Resolution**

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

### **Letters of Support**

#### **a. Letter of Support from ATF Field Office**

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

#### **b. Letter of Support from the Chief Executive of the Law Enforcement Agency and Partner Agencies**

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

### **Research and Evaluation Independence and Integrity Statement**

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

### **Disclosures and Assurances**

Applicants will complete the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

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

#### **DOJ Certified Standard Assurances**

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

#### **Applicant Disclosure of Duplication in Cost Items**

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

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

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

## How to Apply

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

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

## Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by 11:59 EST June 30, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

The **full application** will be submitted in JustGrants on 11:59 EST July 14, 2021.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

## Application Review Information

### Review Criteria

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

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

### b. Additional Review Criteria

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to addressing specific challenges that high-poverty areas or persistent-poverty counties), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (Web-based Form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### Review Process

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

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

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

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

whether the applicant is listed in SAM as excluded from receiving a federal award.

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

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

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

## Federal Award Administration Information

### Federal Award Notices

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

### Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### Information Technology (IT) Security Clauses

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

### General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

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

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

## Federal Awarding Agency Contact(s)

For OJP contact(s), see cover page.

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

## Other Information

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

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

### Provide Feedback to OJP

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

## Performance Measures

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Examples

of the performance measures questionnaire can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/Semiannual-Narrative-Questions.pdf>. Further guidance on the post-award submission process will be provided, if selected for award.

## Application Checklist

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

This application checklist has been created as an aid in developing an application.

#### **What an Applicant Must Do:**

##### *Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

##### *To Register with Grants.gov:*

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

##### *To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))

##### *Overview of Post-Award Legal Requirements:*

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)” in the [OJP Funding Resource Center](#).

##### *Scope Requirement:*

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

##### *Eligibility Requirement:*

- State, local and tribal law enforcement agencies
- Governmental non-law enforcement agencies
- Native American tribal governments
- Submit **SF-424** and **SF-LLL** in Grants.gov

##### *After SF-424 and SF-LLL Submission in Grants.gov, Receive Grants.gov Email Notifications That:*

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

##### *If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- Contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

##### *Receive email notification to complete application in JustGrants:*

- Complete Application in JustGrants

**Content of Application Submission:**

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

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

**Content of Application Submission**

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review *[insert if applicable]*
- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract
- Program Narrative

**Budget and Associated Documentation**

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

**Additional Application Components**

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Documentation of high-poverty areas or persistent poverty counties (if applicable)

**Disclosures and Assurances**

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

*Submit Application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If JustGrants Application Submission, Validation, or Error Notifications are Received:*

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