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Office of Justice Programs
Bureau of Justice Assistance

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BJA FY 2023 Prosecuting Cold Cases using DNA

Assistance Listing Number # 16.036

Grants.gov Opportunity Number: O-BJA-2023-171582

Solicitation Release Date: February 9, 2023 9:00 AM ET

Step 1: Application Grants.gov Deadline: April 04, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: April 11, 2023 8:59 PM ET

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to increase the capacities of state and local prosecution offices to resolve violent crime cold cases. This program furthers the DOJ's mission by assisting the criminal justice community in enforcing the law, improving public safety, preventing and reducing crime, and ensuring the fair and impartial administration of justice.

This solicitation incorporates guidance provided in the OJP Grant Application Resource Guide which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Special district governments, State governments, Other

Other

State and local prosecuting agencies

Law enforcement

State agencies

The Bureau of Justice Assistance will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Contact Information

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

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

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

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

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

OJP encourages applicants to review the [“How To Apply”](#) section in the [OJP Grant Application](#)

Resource Guide and the JustGrants website for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

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

With this solicitation, BJA seeks to provide grant funding to support the prosecution of violent crime cold cases where a DNA profile from a known or unknown suspect has been identified. Provided that a DNA profile attributed to a known or unknown suspect has been identified, this funding also supports investigative activities as well as crime and forensic analyses that could lead to prosecuting violent crime cold cases.

Statutory Authority

Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4536)

Specific Information

The Prosecuting Cold Cases Using DNA Program supports agencies in the resolution of violent crime cold cases by providing them with resources to investigate and prosecute cases where a suspect's DNA profile has been generated, leading to fewer unresolved violent crime cold cases.

IMPORTANT: Prosecuting Cold Cases Using DNA Program funding **may not** be utilized for investigations in which a suspect's DNA profile does not already exist. Funding may also not be utilized to work missing and/or unidentified human remains cases unless they have already generated suspect DNA profiles. However, there are other BJA programs that support these activities. To learn more about these programs, visit <https://bja.ojp.gov/topics/forensic-sciences>.

For example, applicants that need additional resources for cold sexual assault cases and/or cold sexually motivated homicide cases should consider the Sexual Assault Kit Initiative or applicants working missing and/or unidentified human remains cases may be interested in BJA's Missing and Unidentified Human Remains Program that specifically provides funding to address those cases.

All nongenetic genealogy DNA analyses conducted as a result of this program must be performed by a laboratory (government-owned or fee-for-service) that is accredited and currently undergoes external audits not less than once every 2 years. These audits must demonstrate that the laboratory maintains compliance with the DNA Quality Assurance Standards established by the director of the FBI. Grantees must use laboratories that can test evidence in an expeditious manner so as to meet the goals of the program within the grant period. To the extent applicable, all eligible DNA profiles obtained with funding under this program must be entered into CODIS and, where applicable, uploaded to the National DNA Index System (NDIS). BJA suggests that no profiles generated during the testing portion of this program be entered into any nongovernmental DNA database (with the exception of forensic genealogy testing).

Forensic/Investigative Genetic Genealogy searches of DNA profiles attributed to unknown suspects with this funding require the profile of the unknown offender to have previously been uploaded to CODIS, but has yet to generate a hit associated with a known suspect in the database. Familial DNA searches (if legally allowed in the applicant's state) must first be

performed to try to identify an unknown suspect before pursuing a forensic genealogy search. Funds can be used to outsource forensic genealogy searches, for laboratory personnel overtime, for Y-STR testing to evaluate potential familial matches, or for investigative activities associated with the location, collection, and analysis of suspect DNA samples for comparison/identification of an actual perpetrator.

Any program activity involving forensic genetic genealogical DNA analysis and searching (FGGS) must adhere to the DOJ Interim Policy on Forensic Genetic Genealogical DNA Analysis and Searching or the final policy, when issued. The DOJ Interim Policy on Forensic Genetic Genealogical DNA Analysis and Searching can be found at: <https://www.justice.gov/media/1025866/dl?inline=>.

Also see the Performance Measures discussion in the Proposal Narrative section for additional information on the required grantee reporting on FGG activities.

Please Note: No profiles generated with funding from this program may be entered into any nongovernmental DNA database without prior express written approval from BJA (with the exception of FGG). All DNA analyses conducted and profiles generated during the testing portion of this program must be maintained pursuant to all applicable federal privacy requirements, including those described in 34 U.S.C. § 12592(b)(3).

Non-DNA evidence analyses should be performed by a facility that complies with generally accepted practices for the discipline, such as applicable accreditation and quality assurance standards. **All non-DNA evidence analyses must involve cases where a suspect DNA profile has already been generated.** The results of the non-DNA analyses should be uploaded to the appropriate forensic databases such as the National Integrated Ballistics Information Network (NIBIN), the Next Generation Identification System (NGI), or an Integrated Automated Fingerprint Identification System (IAFIS), as appropriate. This list of forensic databases is not exhaustive as BJA recognizes the value of using databases to assist in criminal investigations. Additional examples of forensic databases are provided in the National Institute of Justice (NIJ) Journal article "Forensic Databases: Paint, Shoe Prints, and Beyond" (<https://www.nij.gov/journals/258/pages/forensic-databases.aspx>) and the National Institute of Standards and Technology's (NIST's) Forensic Database webpage (<https://www.nist.gov/oles/forensic-database>)

Award recipients must use federal resources such as the FBI's Violent Criminal Apprehension Program (ViCAP) and NIJ's National Unidentified and Missing Persons System (NamUs), when applicable.

Award recipients proposing to conduct in-house investigative genealogy (i.e., tree-building and subsequent steps in the process) will be required to complete the BJA/FBI archived Forensic Genetic Genealogy training as well as any future BJA/FBI forensic genetic genealogy trainings that may occur during the grant's lifespan. Visit <https://www.sakitta.org/newsandevents/events.cfm> for additional information.

Definitions: For purposes of this solicitation, the following are defined:

CODIS: The Combined DNA Index System and the generic term used to describe the FBI's support program for criminal justice DNA databases, as well as the software used to run these databases.

DNA from a Suspect: A CODIS-eligible, or otherwise statistically relevant, short tandem repeat

(STR or Y-STR) profile that has been generated from crime scene evidence and is attributed to a suspect.

Familial DNA Searching: An intentional or deliberate search of the DNA database conducted after a routine search for the purpose of potentially identifying close biological relatives of the unknown forensic sample associated with a crime scene profile.

Forensic Genetic Genealogy: The combination of genetic analysis with traditional historical and genealogical research to study family history. For forensic investigations, it can be used to identify remains by tying the DNA to a family with a missing person or to point to the likely identity of a perpetrator.

NDIS: The National DNA Index System, and one part of CODIS, that contains the DNA profiles contributed by federal, state, and local participating forensic laboratories. All 50 states, the District of Columbia, the Federal Government, the U.S. Army Criminal Investigation Laboratory, and Puerto Rico participate in NDIS.

Prosecution: The processes/activities used to bring a suspect to justice and punishment by the course of law, which includes, but is not limited to, case review, investigation, crime analysis, evidence analysis, convening a grand jury, indictment, arrest, arraignment, pretrial hearings, trial, and sentencing.

VICAP: The Violent Criminal Apprehension Program, a unit of the FBI responsible for the analysis of serial violent and sexual crimes, is situated within the Critical Incident Response Group's (CIRG) National Center for the Analysis of Violent Crime (NCAVC).

Violent Crime Cold Cases: An FBI Uniform Crime Reporting (UCR) Part 1 violent crime, missing persons, or unidentified persons case that is unsolved at the time of the grant application's deadline, which has (1) the potential to be solved and/or prosecuted through the application of forensic techniques and/or technologies or (2) newly acquired information, or advanced technologies, to analyze evidence.

Goals, Objectives, and Deliverables

Goals

Increase the number of violent crime cold case prosecutions.

Decrease the number of awaiting/pending prosecution(s) of unresolved violent crime cold cases.

Objectives

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form.

As objectives, the applicant must:

Estimate the target number of cases to be reviewed.

Estimate the target number of cases to be worked.

Estimate the target number of cases to be prosecuted.

Decrease the number of unresolved violent crime cold cases where suspect DNA has been identified with a corresponding profile generated, whether the suspect is known or

unknown.

The following activities are permissible as secondary objectives but they must directly relate to cases where a DNA profile from a known or unknown suspect has been generated. The applicant's proposal should demonstrate clearly that these activities can be successfully performed:

Increase the capacity for state and local prosecution agencies to address/close violent crime cold cases.

Identify, locate, collect, process, and analyze evidence, including non-DNA evidence, to assist prosecutors with the litigation of violent crime cold cases where a suspect has been identified with DNA evidence (suspect may be known or unknown).

Deliverables

To increase the prosecution of unresolved violent crime cold cases, the applicant must demonstrate how it will deliver on the following in the proposal narrative:

1. Inventory all unresolved violent crime cold cases in the jurisdiction's possession which already have suspect DNA profiles generated (as defined above), regardless of where they are stored (police evidence facility, medical examiner/coroner office, hospital, or other relevant locations). Each award recipient will have an initial period to complete its inventory and access to up to 25 percent of the funds. Funds will be withheld via a special condition on the award. In consultation with the forensics training and technical assistance (TTA) provider, BJA must approve the inventory completion in order for the award recipient to gain access to the remaining funds when a Grant Award Modification will be processed in JustGrants. Award recipients will provide additional feedback, clarification, and data regarding their inventory and plans if requested by BJA and/or the TTA provider. However, applicants should be aware that if, after a reasonable exchange of feedback, an inventory is not completed or the overall implementation plan does not receive BJA's approval, award recipients may not receive access to their remaining grant funds or an extension of their grant award. If an inventory of violent crime cold cases has already been completed by the applicant jurisdiction, the applicant must provide a certification letter signed by the applicant's chief executive officer. The certification letter should detail the results of the inventory.
2. Enter all "criteria cases," as defined below, into ViCAP (before the end of the grant period) to increase the chances of identifying and apprehending violent perpetrators who pose a serious threat to public safety. Award recipients should budget for 60 minutes per ViCAP entry plus additional time for personnel to conduct searches for matches, follow up on leads, etc. Funding for this activity can come from the grant but must not exceed 10 percent of the total budget. Applicants with high volumes of cases that estimate requiring more than 10 percent of their award amount to meet this requirement may be permitted by BJA to prioritize entry of cases into ViCAP.

Cases submitted into the ViCAP database must meet the ViCAP criteria requirements. ViCAP cases include:

Homicides (and attempts) that are known or suspected to be part of a series and/or are apparently random, motiveless, or sexually motivated.

Sexual assaults that are known or suspected to be part of a series and/or are committed by a stranger.

Missing persons where the circumstances indicate a strong possibility of foul play and the victim is still missing.

Unidentified human remains where the manner of death is known or suspected to be homicide.

Only one case incident can be submitted per case entry. As an example, if a perpetrator has committed three separate sexual assaults, each assault will be a separate entry into ViCAP. Award recipients must ensure all the ViCAP questions are appropriately answered and, when available, provide additional detail. Information in ViCAP must be comprehensive. The narrative section should be detailed but succinct. Narrative information can be copied and pasted directly from an agency's incident report. Award recipients should enter **all solved and unsolved ViCAP criteria cases**, since a solved case could very well link to another agency's unsolved case. BJA has partnered with the FBI and its ViCAP team to support violent crime grant programs. FBI ViCAP staff are available to assist award recipients in gaining entry into the system, provide training on optimal use of the database, and conduct crime analyses on specific cases upon request. For more information about ViCAP, please refer to: <https://www2.fbi.gov/hq/isd/cirg/ncavc.htm#vicap>.

3. Enter all applicable cases, if any, into NamUs. NamUs is a national clearinghouse and resource center for missing, unidentified, and unclaimed person cases throughout the United States. Over 600,000 individuals go missing in the United States every year. Fortunately, many missing children and adults are quickly found, alive and well. However, tens of thousands of individuals remain missing for more than 1 year—what many agencies consider "cold cases." It is estimated that 4,400 unidentified bodies are recovered each year, with approximately 1,000 of those bodies remaining unidentified after 1 year. For more information on NamUs, please refer to <https://www.namus.gov/>.

Please note, As stated previously on page 4, funding under this program may not be utilized to work missing and/or unidentified human remains cases **unless** a suspect in each case has already been identified and a corresponding DNA profile for that suspect has already been generated.

4. Conduct investigative activities as they relate to the prosecution of a case, such as:

Crime and forensic analysis

Interviewing victims, witnesses, and suspects

5. Prosecute violent crime cold cases where suspects have been identified through DNA evidence. DNA from a suspect is defined as a CODIS-eligible, or otherwise statistically relevant, short tandem repeat (STR or Y-STR) profile that has been generated from crime scene evidence and is attributed to a suspect.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

Priority Areas

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

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*.

To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which populations are intended or expected to be served or to have their needs addressed under the proposed project (s).

Culturally specific organizations are defined for the purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people, Hispanic and Latino

people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

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

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

15

Anticipated Maximum Dollar Amount of Awards

\$500,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

Approximately \$8,000,000

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 the award-funded work's progress, when making continuation award decisions.

Availability of Funds

This solicitation, and awards under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

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.

Financial Management and System of Internal Controls

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

Budget Information

The applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

All expenditures under this program must relate directly to violent crime cold cases where DNA from a suspect has been identified with a corresponding DNA profile generated (suspects may be known or unknown) and for activities that may lead to the prosecution of such violent crime cold cases. Federal funds must be used to supplement existing state and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose.

Award recipients must attend the annual 2-day forensic workshop for all award recipients that will take place in the Washington, D.C., area. Key personnel (up to three representatives per award recipient) will be expected to attend each annual meeting during the course of the grant period, and applicants should budget accordingly.

Award recipients that are proposing to do in-house investigative genealogy (i.e. tree-building and subsequent steps in the process) will be required to complete the BJA/FBI archived [Forensic Genetic Genealogy training](#) as well as any future BJA/FBI forensic genetic genealogy trainings that may occur during the respective life-span of the grant.

Permissible Expenses:

[Salary and benefits of additional employees](#): Funds may be used for the salaries and benefits of additional full-time or part-time employees to engage in activities related to the prosecution of eligible violent crime cold cases, including case review, investigation, location of evidence, forensic analysis of evidence, and prosecution as described above. Applicants should demonstrate that additional full-time/part-time employee(s) would be directly engaged in these activities.

[Overtime](#): Funds may be used to pay existing employees overtime for the purposes of adjudication, case review, investigation, location of evidence, crime analysis, and forensic analysis of evidence, including post-database hit case investigation necessary for the retrieval of confirmatory evidence samples. Project activities must be related to violent crime cold cases where DNA (from a known or unknown suspect) has been identified and a corresponding profile has been generated with the goals of prosecuting such cases and reducing the number of unresolved violent crime cold cases. All overtime payments must be made in accordance with the DOJ Grants Financial Guide, available at <https://www.ojp.gov/funding/financialguideoj/iii-postaward-requirements#k3adln>.

[Travel \(limited\)](#): Funds may be used for travel expenses related to investigative purposes, evidence collection, and necessary prosecutorial activities within the scope of the program. These costs must be in accordance with federal policy or an organizationally approved travel policy. The Office of the Chief Financial Officer reserves the right to determine the reasonableness of the recipient's own established travel rates. The current travel policy and per diem rate information is available at the Per Diem Rates—General Services Administration website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Computer equipment (limited): Funds may be used to upgrade, replace, lease, or purchase computer hardware or software that will be used exclusively for activities related to the prosecution of violent crime cold cases, within the scope of this program, including case review, investigation, location of evidence, forensic analysis, and prosecution of cases where a suspect's DNA profile has been identified. Equipment will be limited to desktop computers, monitors, keyboards, mouse, laptops, external CD writers, portable memory storage devices, printers, and scanners.

Consultant and contractor services: Funds may be used to hire consultants or temporary contract staff, or both, to conduct case reviews, investigations, locate evidence, or conduct forensic analyses of evidence in violent crime cold cases where DNA from a suspect has been identified (suspect(s) may be known or unknown). Funds may also be used for contracts with accredited fee-for-service laboratories to conduct forensic analyses of evidence for these cases.

What Will Not Be Funded: Among other things, funds may not be used for:

- Salaries, benefits, or overtime for staff who are not directly engaged in prosecution, case review, investigation, location of evidence, and forensic analysis of evidence for violent crime cold cases where known or unknown suspect DNA profiles have been identified
- Laboratory equipment
- Portable investigative equipment
- Vehicles (except as they pertain to travel for investigative purposes)
- Construction
- Renovation
- Rental costs for space
- Office furnishings
- Costs for general cold case investigations—those that do not involve UCR Part 1 violent crimes and do not have suspect DNA identified.
- General laboratory capacity enhancement or general casework backlog reduction.
- Unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV) and all accompanying accessories to support UAS or UAV
- Exhumations
- Testing of human remains where the suspect's DNA has not been identified.

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](#) for 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](#) for information on the 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.

Unmanned Aircraft Systems

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

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the "Federal Award Information" section.

A prosecuting entity must be fully engaged in the project either by the prosecuting entity being the lead applicant **OR** by the prosecuting entity providing a letter of support to demonstrate engagement in the project.

Other qualifying applicants, such as law enforcement agencies or local crime laboratories that partner with a prosecutorial entity may serve as the lead applicant for the award and submit an application, but a letter of support from the prosecutorial entity is required.

If a letter of support from a prosecutorial entity is not included with the grant application, the applicant may not proceed to peer review.

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

Notice regarding law enforcement agencies: 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 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

Application and Submission Information

Content of Application Submission

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

- Proposal Abstract
- Proposal Narrative (Proposal shall include an outline of the type of cases to be worked as well as a statement of assurance from the applicant that the applicant understands that suspect DNA is a requirement of this grant program)
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)
- Letter of support from a prosecuting agency (if not the lead/primary agency)

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

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

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”

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. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

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 font; have no less than 1-inch margins; and should not exceed 15 numbered pages. If the Proposal Narrative fails to comply

with these length restrictions, the Bureau of Justice Assistance may consider such noncompliance in peer review and in final award decision.

The Proposal Narrative must include the following sections:

a. Statement of the Problem

Describe the challenges faced in conducting cold case prosecutions for violent crime cases where a DNA profile from a suspect has already been generated.

Demonstrate understanding of the problem and the expected impact of the funding in closing/prosecuting violent crime cold cases where a suspect's DNA has been identified. Include appropriate citations and other information, where relevant, and demonstrate an understanding of the grant program's suspect DNA requirement.

b. Project Design and Implementation

Describe the strategy to address the needs identified in the Statement of the Problem, particularly any areas of concern and how the program's goals and objectives will be addressed.

Provide specific examples and approximate numbers of qualifying cases that the applicant intends to work on using funds from this program.

Demonstrate awareness of the state of current DNA technologies and other forensic technologies, DOJ policies, and the applications to solving/prosecuting cold cases.

Describe the analytical methods and the technical approach that will be taken.

Demonstrate the feasibility of the proposed project, including the likelihood of completion within the proposed period of performance.

Demonstrate awareness of potential pitfalls and the mitigation strategies should pitfalls be encountered.

Describe the potential for prosecuting violent crime cold cases where a known or unknown suspect's DNA profile has been identified.

Demonstrate innovation and creativity (when appropriate).

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

c. Capabilities and Competencies

Describe the management structure for implementation of the program, including staffing and key partners. Describe how the partners, if any, will work together on the deliverables. Provide information, if any, on past efforts and/or outcomes as a result of this partnership, and why it will enhance efforts in this area.

Describe the qualifications and experience of the proposed staff.

Describe the demonstrated ability of the proposed staff to manage the effort.

Describe the adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s), should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and should include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Demonstrate understanding of all performance measures as outlined in this solicitation.

Describe the plan to collect accurate performance measure data, who will collect the data, and who is responsible for reporting the performance measures.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at [Prosecuting Cold Case using DNA Performance Measures](#).

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

Note on Project Evaluations

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

Goal, Objective and Deliverables

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

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the OJP Grant Application Resource Guide and the [Complete the Application in JustGrants – Budget](#) training.

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Tribal Authorizing Resolution

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

Letters of Support

A prosecuting entity must be fully engaged in the project either by the prosecuting entity being the lead applicant **OR** by the prosecuting entity providing a letter of support to demonstrate engagement in the project.

Other qualifying applicants, such as law enforcement agencies or local crime laboratories that partner with a prosecutorial entity may serve as the lead applicant for the award and submit an application, but a letter of support from the prosecutorial entity is required.

If a letter of support from a prosecutorial entity is not included with the grant application, the applicant may not proceed to peer review.

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. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

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

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

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or

prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline.

Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline. If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by April 04, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by April 11, 2023 8:59 PM ET

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

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

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

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

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

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

Waiver requests sent to the OJP Response Center must -

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

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

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

Application Review Information

Review Criteria

Merit Review Criteria

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

1. Statement of the Problem/Description of the Issue (15%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (15%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures including:
 - a. Total cost of the project relative to the perceived benefit (cost effectiveness)
 - b. Appropriateness of the budget relative to the level of effort
 - c. Use of existing resources to conserve costs
 - d. Alignment with program goals and objectives and with proposed project activities
6. Other Specify (5%). -evaluate the applicant's understanding of the program's suspect DNA requirement as it pertains to the definition herein.

Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

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

- The application must be submitted by an eligible type of applicant.

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

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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity 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 entity 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 its organization that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant entity.

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

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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 the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology 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 more information.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

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

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

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation 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 the 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

A list of performance measure questions for this program can be found at <https://bj.a.ojp.gov/sites/g/files/xyckuh186/files/media/document/Cold-Case-Measures.pdf>.

Application Checklist

BJA FY23 Prosecuting Cold Cases using DNA

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

Pre-Application

Before Registering in Grants.gov:

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))

- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)” in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$500,000

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

Application Step 1

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

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

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

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

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

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

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract***
- **Proposal Narrative***

Budget and Associated Documentation

- **Budget 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 (see [OJP Grant Application Resource Guide](#))

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](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- Memorandum of understanding (if applicable)
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)
- **Letter of Support from Prosecuting Agency (if not the lead/primary applicant)***

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (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](#))

Guide)

- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

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

Review, Certify and Submit Application in JustGrants

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

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

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

Standard Solicitation Resources

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

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

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

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

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.