

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



Emmett Till Cold Case Investigations Program FY 2020 Competitive Grant Solicitation

CFDA # 16.031

Grants.gov Solicitation Number: BJA-2020-18017

Solicitation Release Date: March 4, 2020

Application Deadline: 11:59 p.m. eastern time on May 4, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding for grants to state, local and tribal law-enforcement and prosecution agencies to support expenses associated with the investigation and prosecution of criminal offenses involving civil rights authorized by the Emmett Till Unsolved Civil Rights Crimes Reauthorization Act of 2016 (Emmett Till). This program furthers the Department's mission by supporting state and local efforts to address violent crime and to enhance the investigative skills of law enforcement and prosecution and enhance the rule of law through the resolution of unsolved homicides.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. It 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.

Eligibility (Who may apply):

The following entities are eligible to apply:

- State, local, and tribal law enforcement agencies, including prosecutors' offices

Tribal law enforcement must be from federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior).

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

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any unforeseen Grants.gov technical issues beyond an applicant’s control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800–851–3420; via TTY at 301–240–6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301–240–5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on May 4, 2020.

To be considered punctual, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

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

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EMMETT TILL COLD CASE INVESTIGATIONS PROGRAM

FY 2020 COMPETITIVE GRANT SOLICITATION

CFDA # 16.031

A. Program Description

Overview

The Emmett Till Cold Case Investigations Program supports funding to state, local, and tribal law enforcement and prosecution agencies for costs associated with the investigations and prosecutions of unsolved homicide cold case murders suspected of having been racially motivated, including support for victims' families and stakeholders impacted by these cases.

Statutory Authority: 28 U.S.C. § 509 note.

Program-specific Information

The Emmett Till Program provides support to state, local, and tribal law enforcement and prosecutors in their investigation and prosecution of cold case murders associated with civil rights violations. Funds are limited to address violations of civil rights statutes resulting in death that occurred no later than December 31, 1979.

Allowable uses of funding include review of evidence and use of modern DNA and forensic tools to aid investigations. State, local and tribal agencies have been and are encouraged to work with their federal partners to pursue these cases and coordinate review of case files and evidence related to potential cases, consistent with other activities under the Emmett Till Act. This includes other efforts authorized under the act by the Department of Justice (DOJ), including the Civil Rights Unit of the Federal Bureau of Investigation (FBI), DOJ's Civil Rights Division, as well as the Field Office for the FBI, Community Relations Service and the U.S. Attorney's Office in the applicant's jurisdiction. As part of the Emmett Till Act, the FBI created a "Cold Case Initiative" in which the FBI had its field offices search their cold case files to identify incidents that might be appropriate for investigation. Applicants are encouraged to collaborate with their FBI Field Offices and their US Attorney's Offices on these cases. For more information, see: <https://www.justice.gov/crt/cold-case-initiative>.

BJA also recognizes that the needs of specific jurisdictions may vary widely. As such, BJA encourages the applicants to consider their response in scale with the nature of their local problems, and to consider state or regional approaches.

Objectives and Deliverables

The objectives of the program are to:

- Enhance collaboration between federal, state and local law-enforcement and prosecution agencies in their investigation and prosecution of unsolved civil rights cold case murders.

- Increase the number of state, local and tribal investigations and prosecutions of civil rights cold case murders.
- Bring justice and support to families and stakeholders impacted by these murders.

Deliverables will include documentation of the efforts noted above, compiled through reporting including a final report.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

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

Applicants should note that 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 titled Information Regarding Potential Evaluation of Programs and Activities.

B. Federal Award Information

Maximum number of awards BJA expects to make	6
Estimated maximum dollar amount for each award	\$300,000
Total amount anticipated to be awarded under solicitation	\$1,800,000
Period of performance start date	October 1, 2020
Period of performance duration	24-36 months

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

Type of Award

BJA expects to make awards under this solicitation in the form of grants. See the Administrative, National Policy, and Other Legal Requirements section of the [OJP Grant Application Resource Guide](#) for additional information.

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 Requirements¹ 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.

¹ 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.

Budget Information

Allowable costs include staffing, costs associated with processing crime scene and other evidence including forensic evidence and crime lab associated costs, costs for expert testimony, case preparation, investigation and prosecution, support to family members and stakeholders impacted by these cases and to inventory, track, investigate and prosecute the cases.

Cost Sharing or Match Requirement

This solicitation does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- [Pre-agreement Costs \(also known as Pre-award Costs\)](#)
- [Limitation on Use of Award Funds for Employee Compensation; Waiver](#)
- [Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)
- [Costs Associated with Language Assistance](#) (if applicable)

C. Eligibility Information

For eligibility information, see title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the OJP Grant Application Resource Guide.

What an Application Should Include

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: Program Narrative, Budget Detail Worksheet and Budget Narrative.

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 of the specified elements or that is nonresponsive to the scope of the solicitation.

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, 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 not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

Include an abstract that summarizes the proposed project in 400 words or fewer. Project abstracts should be:

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

The abstract must include:

1. Applicant’s name and project title.
2. Description of the scope of cases the project will address, including geographic or jurisdictional boundaries.
3. Dollar amount of federal grant funds requested.
4. A list of partners and describe current coordination, if relevant.
5. A summary of the grant project’s goals and proposed project activities.
6. Identification of other resources that will support the program.

The abstract should be single-spaced, using a standard 12-point Times New Roman font with 1-inch margins, and must not exceed two pages. If the program abstract fails to comply with these restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

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

3. Program Narrative

The program narrative must respond to the solicitation and the Review Criteria (1–5 on pages 9–11) in the order given. The program narrative must be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins, and must not exceed **20** pages. Please number pages “1 of 20,” “2 of 20,” etc. If the program narrative fails to comply with these length-related restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions. If the program narrative fails to comply with these length restrictions.

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

- a. Description of the Issue
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting Data Required for this Solicitation’s Performance Measures

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 objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Examples of the types of performance and accountability data that will be required can be found in [Appendix A: Performance Measures Table](#). BJA is currently developing the performance measures for this program and they will be shared with grantees upon acceptance of their awards.

The application should demonstrate the applicant’s understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data.

Please note that applicants are **not** required to submit performance data with the application. 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.

All award recipients will be required to provide the relevant data by submitting bi-annual performance metrics as part of their progress reports in GMS.

Note on Project Evaluations

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the “Budget Preparation and Submission Information” section.
5. [Indirect Cost Rate Agreement](#)
6. [Tribal Authorizing Resolution](#) (if applicable)
7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
8. [Disclosure of Lobbying Activities](#)
9. [Applicant Disclosure of Pending Applications](#)
10. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)² (if applicable)
11. **Additional Attachments**

A. Letters of Interest

Applicants are encouraged as part of their application to document support of key partners through existing Memorandum of Understanding (MOU) letters of interest from key partners. They should:

² A “DOJ High Risk Grantee” is a 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, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

- Describe each partner’s financial and programmatic commitment, including addressing challenges and issues identified and strategy proposed.
- Describe how each partner’s existing vision and current activities align with the project.

B. Project Timeline

Attach a project timeline with each project objective, activity, expected completion date, and responsible person or organization.

C. Position Descriptions/Résumés

Attach position descriptions for staff funded and resumes for current staff. If the applicant is hiring, please detail in the timeline when it anticipates the hiring process to be completed and the new hires to commence work.

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

1. **CFDA #:** 16.031, Emmett Till Cold Case Investigations Program.
2. **Funding Opportunity #:** BJA-2020-18017

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Description of the Issue (25 percent)

Describe the history, nature and extent of pending cold case homicides involving violations of civil rights acts, overall and prior to January 1, 1980. Include summary information and data related to incidents, efforts to identify potential cases, case-related data, witnesses, and suspects.

Describe current efforts to identify, investigate and prosecute these cases. Describe the challenges including lack of resources that the applicant faces in planning and implementing efforts to address these unsolved murders. What access does the applicant have to case files and data to support work and existing laws to pursue cases? How has this related to federal efforts to address these cases?

2. Project Design and Implementation (30 percent)

Describe how the applicant will respond to the issue defined, including identifying and responding to cases meriting investigation and prosecution. Describe how the applicant will work to enhance cooperation of witnesses and to enhance success to addressing challenges of pursuing these investigations, including working with family members of victims and other stakeholders. Describe how the resources sought in the application will support and relate to this project design.

3. Capabilities and Competencies (30 percent)

Describe how the applicant and its partners will implement the proposed design, including gathering and analyzing information, developing a plan and implementing efforts by staff and partners to inventory, track, investigate and prosecute these cases. Discuss the expertise of the applicant and its partners to effectively conduct the investigation of cold case murders potentially associated with civil rights violations.

Describe the applicants' management structure and outline its ability to conduct the individual activities through the organization/staff's experience, as well as their partners. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the solicitation. Detailed information contained in the project timeline, position descriptions, and letters of interest will inform the basis for assigning points relative to this criterion.

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

For each objective, identify the criteria that will determine how and if objectives have been successfully met and one or more specific measurable outcome(s) and the data sources that will be used to determine whether or not the outcome was accomplished.

All applicants must indicate their willingness and ability to collect and report performance and outcome data through BJA's reporting tools (no personally identifiable information will be collected). Applicants are expected to report on behalf of any subawardees. Additionally, please see page 5 that discusses the willingness to cooperate with any evaluation efforts.

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and assess the program.

5. Budget (10 percent): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Please review all of the category specific requirements and ensure that your budget includes appropriate allocations to meet the program specific requirements. The applicant should submit a budget that outlines how much is allocated to each key area of activity. BJA will consider cost sharing proposed or resources leveraged.

The applicant should submit a budget that is complete, cost-effective, and allowable per the scope of the solicitation and the OJP Financial Guide. (e.g., reasonable, allowable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should

demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.³

Applicants may want to budget costs for travel for staff to attend training on investigating and prosecuting cold case investigations, estimating travel for at least 1 person for 2 days in Washington DC.

Review Process

BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation requirements. See the [OJP Grant Application Resource Guide](#) for information on the application.

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 nonpublic 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, at its option, 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.

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- [Federal Award Notices](#)
- [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](#)

³ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

- **General Information About [Post-federal Award Reporting Requirements](#)**
In addition to the deliverables described in [Section A. Program Description](#), 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, semi-annual progress reports, final financial 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.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see title page.

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- [Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)
- [Provide Feedback to OJP](#)

Appendix A: Performance Measures Table

Emmett Till Grant Program Performance Measures	
Objective A.	Enhance collaboration between federal, state, and local law-enforcement and prosecution agencies in their investigation and prosecution of unsolved civil rights cold case murders
Performance Measures	<ul style="list-style-type: none"> • Percentage of grantees collaborating with the Civil Rights Division, the FBI, civil rights organizations, institutions of higher education, state and local law enforcement, and other related entities on the investigation of Civil Rights Cold Case Homicides
Questionnaire Questions [data grantee provides]	<ul style="list-style-type: none"> • During the reporting period, indicate which partners are actively engaged with your grant funded program <ul style="list-style-type: none"> ○ State law enforcement ○ Local law enforcement ○ Federal law enforcement (e.g., FBI) ○ State prosecutors ○ Local prosecutors ○ Federal prosecutors (AUSAs) ○ Civil rights organizations ○ Institutions of higher education ○ Victim service providers (e.g., victim advocacy) ○ Other • Since the beginning of the grant, please describe how collaboration has aided in the development of processes or policies that will aid in future Civil Rights Cold Case investigations • During the reporting period, please describe how new investigative techniques or tools (e.g., DNA evidence, CODIS, etc.) has led to the identification of a previously unknown suspect(s).
Objective B.	Increase the number of State, Local and Tribal investigations and prosecutions of civil rights cold case murders.
Performance Measures	<ul style="list-style-type: none"> • Number of Civil Rights Cold Cases that have been resolved (i.e. closed) • Of those, percentage of Civil Rights Cold Cases that have been resolved with a conviction or plea bargain • Number of victims or victims family that participated in investigations
Questionnaire Questions [data grantee provides]	<ul style="list-style-type: none"> • Have you completed a census of the number of Civil Rights Cases eligible for review? • If yes, as of the last day of the reporting period, how many cases are eligible for review? • During the reporting period, were any new cases identified (or brought to the attention of the investigative team) <p>Since the beginning of the grant program:</p> <ul style="list-style-type: none"> • Number of cases re-opened for investigation • Number of cases resulting in an arrest • Number of cases resulting in an indictment

Emmett Till Grant Program Performance Measures	
	<ul style="list-style-type: none"> • Number of cases dismissed • Number of cases resulted in a plea bargain • Number of cases resolved with a conviction • Number of cases ended with an acquittal • Number of cases ended in mistrial <p>Since the beginning of the grant program, please enter the number cases declined for prosecution based on the following reasons.</p> <ul style="list-style-type: none"> • Insufficient evidence • Expired statute of limitations • Offender already serving a long sentence for another crime • Offender is deceased • Other (explain)
Objective C.	Bring justice and support to families and stakeholders impacted by these murders.
Performance Measures	Number of victims family or other stakeholders that participated in investigations where a case was resolved
Questionnaire Questions [data grantee provides]	<p>Since the beginning of the grant program:</p> <ul style="list-style-type: none"> • Number of victim’s family members identified from active investigations • Number of other stakeholders identified from active investigations • Of those, number of victim’s family members contacted by project personnel • Of those, number of victim’s family members agreeing to participate in the investigation

**Appendix B: Application Checklist
Emmett Till Cold Case Investigations Program
FY 2020 Competitive Grant Solicitation**

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

What an Applicant Should 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 (see [OJP Grant Application Resource Guide](#))
- 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](#) (see [OJP Grant Application Resource Guide](#))

After Application Submission, Receive Grants.gov Email Notifications That:

- (1) application has been received
- (2) application 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 BJA regarding technical difficulties (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 2020 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit of \$300,000.

Eligibility Requirement:

State, local, and tribal law enforcement agencies, including prosecutors' offices. Tribal law enforcement must be from federally recognized Indian tribal governments (as determined by the Secretary of the Interior).

What an Application Should Include:

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.

- Program Narrative (Note formatting and 20-page limit.) (see page 7)
- Budget Detail Worksheet & Budget Narrative (see [OJP Grant Application Resource Guide](#))
- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Project Abstract (see page 7)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Lobbying Activities (SF-LLL) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Additional Attachments:

- Letters of Interest/MOU (see page 9)

- Time & Task Plan (see page 9)
- Position Descriptions (see page 9)
- Request and Justification for Employee Compensation; Waiver (if applicable)
(see [OJP Grant Application Resource Guide](#))