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

## FY 2022 Crime Gun Intelligence Training and Education

| | |
|---|---|
| **Assistance Listing Number #** | 16.738 |
| **Grants.gov Opportunity Number:** | O-BJA-2022-171352 |
| **Solicitation Release Date:** | May 20, 2022 3:00 PM |
| **Grants.gov Deadline:** | June 30, 2022 8:59 PM |
| **Application JustGrants Deadline:** | July 06, 2022 8:59 PM |

**Overview**

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding institutions of higher education to develop and implement a hands-on course that focuses on firearms and toolmark identification as an applied forensic science discipline. This program furthers the DOJ's mission by assisting state, local, and tribal law enforcement with enhancing their investigative and prosecutorial resources, in order to improve their ability to hold violent gun offenders accountable and reduce violent crime.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants 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:**
Other

**Other**

- Public and state-controlled institutions of higher education

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2022 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.

BJA 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 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

**Contact Information**

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (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.

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

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

**Submission Information**
Applications will be submitted to DOJ in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at https://www.grants.gov/web/grants/register.html. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

**Step 2:** The applicant must then submit the **full application,** including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the OJP Grant Application Resource Guide and the JustGrants website for more information, resources, and training.

# Contents

**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.

In collaboration with local law enforcement, public and state-controlled institutions of higher education can utilize the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) National Integrated Ballistic Information Network (NIBIN) to expose students to and educate them on the importance of firearm ballistics. This initiative will allow institutions of higher education to develop programs to provide students with hands-on training on the processing of firearms evidence used to generate crime gun intelligence (CGI) and the investigative processes that lead to arrest and conviction.

**Statutory Authority**

Any awards under this solicitation will be made under the Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 125).

**Specific Information**

The CGI University-based Training and Education Program awards grants to public and state-controlled institutions of higher education to work in collaboration with both ATF and local law enforcement to train students on what crime gun intelligence is, how to generate actionable crime gun intelligence, and promote the use of gun forensics — and thereby increase the number of individuals interested and trained in the field of CGI.

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

**Goals**

To build a comprehensive CGI course with a curriculum that exposes students to and educates and enhances their interest and expertise in CGI and its use in the investigative process. This curriculum should be made publicly available at the conclusion of the project.

**Objectives**

This program's objectives are to partner institutions of higher education with ATF and local law enforcement to teach and expose students to the value of using CGI in violent crime investigations by using the CGI Center (CGIC) business process, NIBIN, eTrace, and ATF's NIBIN National Correlation and Training Center (NNCTC), as well as instruct students on the necessary processes required to build and manage investigations and prosecutions inclusive of CGI.

**Deliverables**

Develop and implement a curriculum and associated course(s) at the institutions of higher education that will ensure students:

- Understand the concept of CGI.

- Have an in-depth understanding of how CGICs are implemented and utilized by local law enforcement and their criminal justice partners, which includes: the comprehensive collection of casings, the input into NIBIN, the analysis of leads for detectives, the development of investigations based on the leads, close collaboration with both the state and federal prosecutors, and the feedback to the original officer who collected the casing that resulted in the lead.

- Understand the concept and value of GunStat.

- Understand the fundamentals of fired cartridge case determinations in NIBIN as ATF uses them and the Integrated Ballistic Identification System (IBIS) as used by the local law enforcement crime gun intelligence center, as well as the fundamentals in criminal investigations based on leads generated by NIBIN.

- Understand the importance of firearm test fires when firearms are recovered.

- Understand the role of ATF's NNCTC.

- Understand the role of ATF's eTrace and the Tracing Center.

- Develop a sustainability plan to continue the course after the conclusion of the grant period.

- Understand the concepts of digital trust, policy establishment around technology use, and the importance of working with the community prior to implementation of the technology.

**Digital Trust**

Technological devices, artificial intelligence, predictive analytics, and other data-driven solutions ("Technological Enhancements") are increasingly used to augment crime reduction strategies and efforts. Care must be taken to assess and address any potential harm that could be activated by these solutions to ensure privacy, civil rights, and civil liberties are protected. Applicants proposing to utilize grant funds to support technological enhancements directly or via training and technical assistance (TTA) may receive priority consideration if their proposal addresses the tenants of digital trust such as:

- How the technology will be carefully implemented through training of personnel and the setting and enforcement of policies governing its use to ensure that it contributes to positive outcomes for public safety, the community, and/or the criminal justice system.

- How the applicant will safeguard privacy, civil rights, and civil liberties throughout the duration of the project period.

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 programs and activities funded under this solicitation. For additional information, see the OJP Grant Application Resource Guide section entitled "Information Regarding Potential Evaluation of Programs and Activities."

**Federal Award Information**

**Solicitation Categories**

This solicitation does not include Solicitation Categories.

**Awards, Amounts and Durations**

**Anticipated Number of Awards**
2

**Anticipated Maximum Dollar Amount of Awards**
$665,450.00

**Period of Performance Start Date**
10/1/22 12:00 AM

**Period of Performance Duration (Months)**
36

**Anticipated Total Amount to be Awarded Under Solicitation**
$1,330,900.00

**Continuation Funding Intent**

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation

through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

**Availability of Funds**

This solicitation, and awards (if any are made) 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.

**Types of Awards**

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

**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**

Budget items may include, but are not limited to:

- Salary and fringe benefits for the instructor

- Costs for curriculum development and implementation and then delivery of the course

- Stipends for student internships

- Law enforcement and prosecution's costs for training, student instruction, and/or supervision of students during on-the-job training

- Ballistic imaging equipment linked to NIBIN

- Travel costs to visit ATF's National Tracing Center or NNCTC

Please note that grant funds may **not** be used for equipment used to make correlations. This portion of the training should be taught in partnership with ATF's NNCTC.

**Cost Sharing or Matching Requirement**

This solicitation does not require a match.

## 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.

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

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

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

See the OJP Grant Application Resource Guide information on 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.

## Eligibility Information

For eligibility information, see the solicitation cover page.

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

## Application and Submission Information

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

- Proposal Abstract

- Proposal Narrative

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

- Memorandum of Understanding with local law enforcement

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

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

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 its 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 the purpose of the project, primary activities, expected outcomes, the service area, and intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person

and will be made publicly available on the OJP website if the project is awarded. Proposal abstracts should be:

- Written for a general public audience.

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

**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 12 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

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

a. Description of the Issue OR Statement of the Problem if research is involved:

  The applicant should articulate why it is important to teach students about firearm ballistics and the need to develop this skillset among students in the criminal justice field.

b. Project Design and Implementation:

  The applicant must detail how it will dedicate resources to the development of a firearms ballistics course to train students on the objectives as outlined above. The course should include a set curriculum that incorporates the elements of CGI and offers students both classroom learning, as well as hands-on training and experiences developed in collaboration with local law enforcement and ATF.

  The applicant should specifically describe how it will instruct students on how to utilize NIBIN and understand why test firing, gun tracing, correlations, lead generation, and lead notification are essential to law enforcement in order to identify and prosecute violent gun offenders.

  The applicant should explain in depth how it will partner with the local ATF office and the local law enforcement entity. This entity must have an established, well-functioning CGIC.

  The applicant should outline how it will develop and implement a training program in coordination with local law enforcement that will:

  - Introduce students to the concept of CGI.

  - Develop an in-depth understanding of how CGICs are implemented and utilized by local law enforcement and their criminal justice partners, including the comprehensive collection of casings, input into NIBIN, analysis of leads for detectives, setting up investigations based on the leads, collaborating closely with both the state and federal prosecutors, and giving feedback to the original officer who collected the casing that resulted in the lead.

  - Give students training on the entire crime gun intelligence cycle from the point of collection to prosecution, the business processes associated with this cycle, and the necessary partnerships. This will include training on and exposure to collaborative meetings with local, state, and federal partners to review intelligence and information on recent shootings and NIBIN leads, as well as GunStat. GunStat measures core strategies and benchmarks that lead to an overall reduction in violent, gun-related crime and incorporates additional criminal justice partners such as parole and probation and the juvenile supervision agency.

  - Teach the fundamentals of fired cartridge case determinations using NIBIN and the Integrated Ballistic Identification System (IBIS) as used by the local law enforcement crime gun intelligence center, as well as fundamentals in criminal investigations based on leads generated by NIBIN. Additional information on NIBIN can be found at [National Integrated Ballistic Information Network (NIBIN) | Bureau of Alcohol, Tobacco, Firearms, and Explosives (atf.gov)](#).

  - Emphasize the importance of firearm test fires when firearms are recovered.

  - Emphasize the importance of firearms tracing when firearms are recovered.

  - Explain the role of ATF's NNCTC. Additional information on NNCTC can be found at [NIBIN National Correlation and Training Center | Bureau of Alcohol, Tobacco, Firearms, and Explosives (atf.gov)](#).

- Explain the role of ATF's eTrace and the Tracing Center. Additional information on eTrace can be found at Fact Sheet — eTrace: Internet-based Firearms Tracing and Analysis | Bureau of Alcohol, Tobacco, Firearms, and Explosives (atf.gov).

- Provide the number of students who will be taught through these courses each year.

c.  Capabilities and Competencies:

The applicant must clearly detail the expected or established structure of the collaborative team to include higher education partners, local law enforcement, and others as necessary. Include a list of the key team members and describe the role of each. The applicant must also designate and discuss the responsibilities of the team lead for this project who will serve as the central point of contact.

The applicant must fully describe its capabilities and competencies to achieve the program's objectives and deliverables. The applicant must demonstrate capacity to develop and implement new policies and procedures within its jurisdiction, and collaborate with local law enforcement, ATF, and other possible criminal justice stakeholders interested in the project.

The applicant must also fully describe the capabilities and competencies of the individual(s) responsible for tracking the performance measures and overall program accomplishments.

Finally, the applicant must have demonstrated knowledge and expertise in firearms investigations, violent crime reduction strategies, and training implementation.

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

The applicant must describe the process for measuring project performance by identifying who will collect the data and who is responsible for performance measurements — and indicating how the information will be used to guide and evaluate the project's impact. The applicant must also describe the process to accurately report data.

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

OJP will require each successful applicant 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.

BJA will require award recipients to submit performance measure data in the TTA Reporting Portal and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award. A list of performance measure questions for this program can be found here.

**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.

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

The applicant will submit the project's goals, objective, and deliverables in the JustGrants web-based form.

**Budget and Associated Documentation**

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

The applicant will complete the JustGrants web-based budget form. See the OJP Grant Application Resource Guide for additional information

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

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the OJP Grant Application Resource Guide for additional information.

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

The applicant will download the questionnaire, complete it, and submit it by uploading 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**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this solicitation are not required to provide this disclosure.

**Additional Application Components**

The Applicant will attach the additional requested documentation in JustGrants.

**Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the OJP Grant Application Resource Guide.

**Memorandum of Understanding**

The applicant must provide a memorandum of understanding (MOU) with the participating lead law enforcement agency.

**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. 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; and Drug-Free Workplace Requirements**

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

**Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

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, or 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**

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at https://www.grants.gov/web/grants/register.html.

Step 2: The applicant must then submit the **full application,** including attachments, in JustGrants in JustGrants.usdoj.gov.

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 8:59PM ET on June 30, 2022.

The **full application** must be submitted in JustGrants by 8:59PM ET on July 6, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct 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.

**Experiencing Unforeseen Technical Issues**
An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

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

- Grants.gov — Contact the Grants.gov Customer Support Hotline.

- SAM.gov — Contact the SAM Help Desk (Federal Service Desk).

- JustGrants — Contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833–872–5175.

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit their application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.

- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit, and what date and time did support representatives respond).

- Include an attachment(s) of the complete grant application and all required documentation and material.

- Include the applicant's Unique Entity Identifier (UEI) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or 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**

### a. 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 percent) — Evaluate the applicant's understanding of the program/issue to be addressed.

2. Project Design and Implementation (25 percent) — Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

3. Capabilities and Competencies (25 percent) — Evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent) — Evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.

5. Budget (25 percent) — Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

### b. Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities, available funding, past performance, and the extent to which the budget worksheet and budget narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

**Review Process**

Applications submitted under this solicitation that meet 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. Among other things to help assess whether an applicant with

one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

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

**Important note on FAPIIS:** An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider 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 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

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 (IT) Security Clauses

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

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

In addition to the deliverables described in the "Program Description" section, 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), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For 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.

**Application Checklist**

FY 2022 Crime Gun Intelligence Training and Education

This application checklist has been created as an aid in developing an application. The DOJ Application Submission Checklist is another resource.

**What an Applicant Must Do:**

*Prior to registering in Grants.gov:*

- Confirm your Entity's System Award Management (SAM) Registration Information (see OJP Grant Application Resource Guide)

*To register in Grants.gov*:

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

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing 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

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

- Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards" in the OJP Funding Resource Center.

**Review Scope Requirement:**

- The federal amount requested is within the allowable limit(s) of $665,450.

**Review Eligibility Requirement:**

- Public and state-controlled institutions of higher education.

**Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

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

- Complete Standard Applicant Information (SF-424 information from Grants.gov)

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

*After the SF-424 and SF-LLL submission in Grants.gov*, *receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov

- Submission has either been successfully validated or rejected with errors (see OJP Grant Application Resource Guide)

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

- Contact the 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)

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

**Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract

- Proposal Narrative

- Budget Worksheet and Budget Narrative (web-based form)

- Memorandum of Understanding from Law Local Enforcement

**Budget and Associated Documentation:**

- 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)

**Additional Application Components:**

- 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)

**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)

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

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission, validation, or if error notifications are received:*

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.