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Office of Justice Programs  
Bureau of Justice Assistance

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## BJA FY 23 Missing and Unidentified Human Remains (MUHR) Program

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**Step 1: Application Grants.gov Deadline:** April 11, 2023 8:59 PM ET

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### Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to enable eligible entities to improve the reporting, transportation, processing, and identification of missing persons and unidentified human remains, including migrants. This program furthers the DOJ's mission by increasing public safety by providing resources to locate and identify missing persons and unidentified human remains in the United States.

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

| Competition ID        | Category *  | Number of Awards | Dollar Amount for Award | Performance Start Date | Performance Duration (Months) |
|-----------------------|---|------------------|-------------------------|------------------------|-------------------------------|
| C-BJA-2023-00041-PROD | Purpose Area 1: Statewide Agencies                        | Up to 3          | \$500,000 - \$1,000,000 | 10/1/23 12:00 AM       | 36                            |
| C-BJA-2023-00042-PROD | Purpose Area 2: Counties and/or Units of Local Government | Up to 6          | \$100,000 - \$500,000   | 10/1/23 12:00 AM       | 36                            |
| C-BJA-2023-00043-PROD | Purpose Area 3: Services to Assist Small,                 | 1                | \$1,000,000             | 10/1/23 12:00 AM       | 36                            |

**Eligible Applicants:**

City or township governments, County governments, State governments, Other

**Other**

Accredited, publicly funded, Combined DNA Index System (commonly known as “CODIS”) forensic laboratories

Medical examiner offices

Accredited, publicly funded toxicology laboratories

Accredited, publicly funded crime laboratories

Publicly funded university forensic anthropology laboratories

Nonprofit organizations that have working collaborative agreements with state and county forensic offices — including medical examiners, coroners, and justices of the peace — for entry of data into CODIS or NamUs or both

A state university with an anthropology department, with a forensic tract with labs, would qualify as an eligible applicant under the statutory authority for the MUHR Program, assuming that the applicant also meets all of the other eligibility requirements outlined in the solicitation.

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](#).

**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](mailto: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](mailto: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](mailto: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 applicants for funding to enable eligible entities to improve the reporting, transportation, processing, and identification of missing persons and unidentified human remains, including migrants.

Applicants should develop a collaborative approach and partner with other entities/agencies to cover both unidentified and missing persons in their jurisdiction, if applicable. This collaborative approach and partnership will help ensure that the applicant is able to address the overall goals, objectives, and deliverables for the Purpose Area under which they are applying. It is acceptable for an applicant to propose only working unidentified OR missing cases (with the provision of a brief explanation and justification) if doing both is not feasible.

For Purpose Area 3 (Services to Assist Small, Rural, and/or Tribal Entities), BJA is seeking to award one applicant that will be able to provide services to assist small, rural, and/or tribal entities on a national scale. If an applicant seeks to assist these groups at the state and local levels only, then they should apply under Purpose Area 1 (Statewide Agencies) or Purpose Area 2 (Counties and/or Units of Local Government).

**NOTE:** The “Eligibility” list on the cover page is based on overall program eligibility as defined in the statutory authority (legislation). Eligible applicants will decide what Purpose Area(s) to apply under based on their service capabilities and adhering to the goals, objectives, and deliverables for those Purpose Areas. Proposals are expected to clearly identify the purpose area to which they are applying. If applicants are requesting funds from multiple purpose areas, a separate proposal must be submitted for each purpose area to which they are applying.

### Successful Grant Application Examples

Samples of previous and successful applications under both Purpose Area 1: Statewide Agencies and Purpose Area 2: Counties and/or Units of Local Government can be found at [Missing and Unidentified Human Remains \(MUHR\) Program | Funding | Bureau of Justice Assistance \(ojp.gov\)](#).

### Statutory Authority

Pub. L. No. 106-177, Title II (codified at 34 U.S.C. 40501–40503)

### Specific Information

Administered by BJA, the Missing and Unidentified Human Remains (MUHR) Program provides funding to eligible applicants for services focused on reporting and identifying missing persons and unidentified human remains cases in the United States. By providing grant funds directly to jurisdictions, the MUHR Program augments the existing services available through OJP’s National Institute of Justice’s National Missing and Unidentified Persons System (NamUs) Program, which is a national, centralized repository and resource center for locating and identifying missing persons, unidentified human remains, and repatriating unclaimed persons.

## Additional Resources

- **NamUs Program:** NamUs is a free, secure, and national information clearinghouse and resource center that provides technology, forensic services, and investigative support to resolve missing, unidentified, and unclaimed person cases across the United States. Funded and administered by NIJ and managed through a contract with RTI International, all NamUs resources are provided at no cost to law enforcement, medical examiners, coroners, allied forensic professionals, and family members of missing persons. For more information, visit: <https://namus.nij.ojp.gov/>.
- **The U.S. Custom and Border Protection, U.S. Border Patrol Missing Migrant Program (MMP):** The MMP is dedicated to the humanitarian effort for migrants and seeks to prevent the loss of life amongst the migrant population traversing through the southern border. This complex objective is sought through MMP's intense efforts and relationships with foreign consulates, medical examiners' offices, forensic pathologists, law enforcement partners, electric companies, ranch owners, nongovernmental organizations (NGOs), institutions of higher learning, and families. Moreover, the establishment processes and relationships seek to meet the MMP's objectives of:
  - Prevention
  - Location
  - Identification
  - Reunification

For more information, visit: <https://www.cbp.gov/border-security/along-us-borders/operations/special-operations>.

- **Office for Victims of Crime (OVC) Missing or Murdered Indigenous Persons Program:** DOJ and OVC are committed to addressing the persistent violence endured by Native American families and communities across the country, including by working with Tribal nations to address the missing or murdered Indigenous persons crisis. OVC offers resources that underscore the scope of this issue and equip victim service providers and allied professionals with tools to help assist relatives of missing or murdered Indigenous persons. For more information, visit: <https://ovc.ojp.gov/topics/missing-murdered-indigenous-persons/overview>.
- **OVC Victim Compensation Program:** OVC distributes money from the Crime Victims Fund, established by the 1984 Victims of Crime Act (VOCA), to states to support victim compensation and assistance programs. OVC' Victim Compensation Programs reimburse victims for crime-related expenses such as medical costs, mental health counseling, funeral and burial costs, and lost wages or support. For more information, visit: <https://ovc.ojp.gov/topics/victim-compensation>.

## Definitions

For purposes of this solicitation, the following are defined:

- **Combined DNA Index System (CODIS):** the Federal Bureau of Investigation's (FBI) program of support for criminal justice DNA databases, as well as the software used to run these databases.
- **Family Reference Sample:** a DNA sample obtained from a potential relative to help identify



missing persons or unidentified human remains. Relatives of a missing person may voluntarily provide their DNA sample.

- **Fingerprint:** an impression left by the friction ridges of a human finger that can be used for the purpose of identification.
- **Forensic Anthropology:** the examination of human skeletal remains, including skeletal recovery, development of biological profile, confirming identifications through skeletal and radiological means, trauma documentation, and time-since-death estimation.
- **Forensic Genetic Genealogy (FGG):** 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 member.
- **Forensic Odontology:** a branch of dentistry that can help in identifying the remains of a deceased individual.
- **The National DNA Index System (NDIS):** NDIS is one part of CODIS — the national level — containing the DNA profiles contributed by participating federal, state, and local 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.
- **National Missing and Unidentified Persons System (NamUs) Program:** a national centralized repository and resource center for locating missing persons, identifying unidentified human remains, and repatriating unclaimed persons.
- **National Crime Information Center (NCIC):** a computerized index of criminal justice information (i.e., criminal record history, fugitives, stolen properties, missing persons). It is available to federal, state, and local law enforcement and other criminal justice agencies and is operational 24 hours a day, 365 days a year. Data contained in NCIC is provided by the FBI; federal, state, local, and foreign criminal justice agencies; and authorized courts.
- **Violent Criminal Apprehension Program (ViCAP):** maintains the largest investigative repository of major violent crime cases in the U.S. It is designated to collect and analyze information about homicides, sexual assaults, missing persons, and other violent crimes involving unidentified human remains.

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

### **Goals**

The goals of the MUHR Program are to establish and expand programs to improve the reporting, transportation, processing, and identification of missing persons and unidentified remains, including migrants. The “Goals, Objectives, and Deliverables” are directly related to the performance measures that demonstrate the results of the work completed, as discussed under the “Application and Submission Information” section.

### **Objectives**

An applicant should address the objectives that are relevant to their proposed program/project in the Goals, Objectives, Deliverables and Timeline web-based form.

### **For All Purpose Areas**

Each applicant must stay within scope of the purpose area for which they are applying (i.e., Statewide Agencies; Counties and/or Units of Local Government; or Services for Small, Rural, and/or Tribal Entities).

**NOTE:** All entities and relevant subrecipients must submit a certification statement as part of the application that states: "Any suspected biological family DNA reference samples received from citizens of the United States or foreign nationals and uploaded into the Combined DNA Index System (commonly referred to as CODIS) by an accredited, publicly funded CODIS forensic laboratory awarded a grant under this section may be used only for identifying missing persons and unidentified remains. Any biological family DNA reference samples from citizens of the United States or foreign nationals entered into CODIS for purposes of identifying missing persons and unidentified remains may not be disclosed to a federal or state law enforcement agency for law enforcement purposes.

### **Purpose Area 1: Statewide Agencies**

Applicants must propose to implement a comprehensive approach to missing persons and unidentified human remains cases (including migrants) that directly achieves the goals of the MUHR Program. Awardees under this purpose area shall:

- **Inventory:** Applicants shall inventory all missing persons and unidentified human remains cases in their jurisdiction that fall directly under their authority, or those entities that are servicing jurisdictions that have yet to be processed. All qualified cases inventoried must be entered into NamUs, NCIC, and, where applicable, ViCAP by the end of the grant period.

**NOTE:** The inventory must be completed within the first 6 months of the award. Please see the "Inventory (Inventory Period and Special Withholding Condition)" section for more information.

- **Report:** Reporting shall occur to better understand the circumstances and scope of missing persons and unidentified human remains, including migrants, in the United States. Methods for reporting shall include systems such as NCIC and NamUs, as well as notifying the relatives of missing persons/unidentified remains, as applicable. Agencies shall determine which additional reporting systems may enhance resolution of missing persons and unidentified remains cases within their jurisdiction.
- **Identify:** Applicants shall determine which of the inventoried cases need to undergo identification efforts. Agencies must develop a comprehensive plan for case prioritization to select cases that may be associated with a threat to public safety (e.g., victim of a violent offender), and a plan for identification that will enable the entity to select the proper method for each specific case. Applicants must establish a multidisciplinary team comprised of forensic experts, investigators, victim advocates, etc., to establish the best method of identification for each case.
- **Repatriate Human Remains:** Agencies shall develop and implement a plan to return human remains to appropriate relatives, as determined by law.

### **Purpose Area 2: Counties and/or Units of Local Government**

Applicants must propose to implement a detailed approach to missing persons and unidentified human remains cases (including migrants) that directly achieves the goals of the MUHR Program. Awardees under this purpose area shall:

- **Inventory:** Applicants shall inventory all missing persons and unidentified human remains cases in their jurisdictions that fall directly under their authority, or those entities that are servicing jurisdictions that have yet to be processed. All qualified cases inventoried must be

entered into NamUs, NCIC, and, where applicable, ViCAP by the end of the grant period.

**NOTE:** The inventory must be completed within the first 6 months of the award. Please see the "Inventory (Inventory Period and Special Withholding Condition)" section for more information.

- **Report:** Reporting shall occur to better understand the circumstances and scope of missing persons and unidentified human remains, including migrants, in the United States. Methods for reporting shall include NCIC and NamUs, as well as notifying the relatives of missing persons/unidentified remains, as applicable. Agencies shall determine which additional reporting systems may enhance resolution of missing persons and unidentified remains cases within their jurisdiction.
- **Identify:** Applicants shall determine cases within their jurisdiction which will undergo identification efforts. Agencies must develop a comprehensive plan for case prioritization to select cases that may be associated with a threat to public safety (e.g., victim of a violent offender). Applicants are encouraged to establish a multidisciplinary team comprised of forensic experts, investigators, victim advocates, etc., to establish the best method of identification for each case.
- **Repatriate Human Remains:** Agencies shall develop and implement a plan to return human remains to appropriate relatives, as determined by law.

### **Purpose Area 3: Services to Assist Small, Rural, and/or Tribal Entities**

- The objective of Purpose Area 3 is to serve small, rural, and/or tribal entities by funding transportation, testing, and identification of missing persons and unidentified human remains, including migrants. Due to limited resources and the potentially limited volume of unidentified human remains cases, small, rural, and/or tribal entities (jurisdictions) may not have the staffing and general capabilities to fully implement a large-scale project under this program. As such, the intent of this purpose area is to ensure that cases in these jurisdictions receive the critical resources to assist with resolution.
- Under Purpose Area 3, BJA is seeking one applicant to be awarded that will be able to provide services to assist small, rural, and/or tribal entities on a national scale. Entities that may apply and potentially be awarded under Purpose Area 3 include those listed under the "Eligible Applicants" section. These entities must meet the objectives and other requirements for Purpose Area 3.
- Applicants must propose to implement a comprehensive approach to missing persons and unidentified human remains cases (including migrants) that directly achieves the goals of the MUHR Program as it pertains specifically to assisting small, rural, and/or tribal agencies.

### **Awardees under this purpose area shall:**

- **Report:** The applicant must propose a plan with regards to how they will work with each submitting agency to better understand the circumstances and scope of missing persons and unidentified human remains, including migrants, in the United States. Methods for reporting shall include NCIC and NamUs, as well as notifying the relatives of missing persons/unidentified remains, as applicable. Applicants shall determine which additional reporting systems may enhance resolution of missing persons and unidentified remains cases within the United States, particularly within the jurisdictions of small, rural, and/or tribal entities.

**NOTE:** The submitting agencies will ultimately be responsible for reporting, but the applicant must detail how they will ensure this critical step takes place for each case.

- **Identify:** Applicants shall accept cases from small, rural, and/or tribal entities for identification efforts. Applicants must develop a comprehensive plan for case prioritization to select cases that may be associated with a threat to public safety (e.g., victim of a violent offender) and a plan for identification that will enable the entity to select the proper method for each specific case.
- **Repatriate Human Remains:** Applicants shall develop and implement a plan to assist submitting agencies with the return of human remains to appropriate relatives, as determined by law.

### **Deliverables**

The application should include a description of how the below activities will achieve the above goals and objectives, based on each purpose area.

### **All Purpose Areas:**

- Report to NCIC and, when possible, to law enforcement authorities throughout the applicant's jurisdiction regarding every deceased unidentified person, regardless of age, found in the applicant's jurisdiction.
- Enter a complete profile of such unidentified persons in compliance with the guidelines established by the DOJ for the NCIC Missing and Unidentified Persons File, including dental records, DNA records, X-rays, and fingerprints, if available.
- Enter the unique case identification number (e.g., medical examiner/coroner case number, NCIC number) on the death certificate for each unidentified person.
- Retain all records pertaining to unidentified persons until a person is identified.
- Collect and report information to NamUs regarding missing persons and unidentified remains.
- Assist stakeholders within the missing persons and/or unidentified human remains communities by collecting, entering, locating, and documenting pertinent case information, and when/if necessary, upgrading existing data in the NamUs system in support of the efforts of states and units of local government to identify missing persons and unidentified remains.
- Record the number of unidentified person cases processed.
- Record the number of CODIS associations and identifications.
- Record the number of anthropology cases processed.
- Record the number of odontology cases processed.
- Record the number of suspected border-crossing cases processed, and identifications made.
- Report to ViCAP all applicable missing persons and unidentified human remains cases throughout the applicant's jurisdiction.
- Report on any cases worked under this program that proceeded to prosecution.

- Track and analyze quantitative metrics to demonstrate the national impact of the awardee's project by providing summaries of the collected analytics and success stories.

**Purpose Areas 1 and 2 Only:**

- Inventory and report to BJA:
  - Number of unidentified human remains/missing persons cases
  - Year the unidentified human remains were recovered/missing person(s) reported missing
  - Number of suspected border-crossing cases
  - Number of unresolved unidentified human remains/unclaimed persons/missing persons cases in the applicant's jurisdiction

**Purpose Area 3 Only:**

- Establish successful outreach campaigns to promote the services your agency offers to small, rural, and/or tribal jurisdictions for missing persons and unidentified human remains cases.
- Routinely report the turnaround time and backlog for identification services agencies utilize.

**Program Requirements**

**Inventory (Inventory Period and Special Withholding Condition for Purpose**

**Areas 1 and 2):**

- Each award recipient under Purpose Area 1 or Purpose Area 2 will have an initial period to complete its inventory. Award recipients will have access to up to 25 percent of grant funds during the initial planning phase.
- If an inventory has already been completed by the applicant jurisdiction, the applicant must provide information regarding the results of the inventory in the proposal narrative. A certification of this inventory will be required prior to the release of additional funds. This certification requirement may be met through the inclusion of a certification letter signed by the applicant's chief executive officer. The certification letter should detail the results of the inventory and be included as an attachment with the application. BJA reserves the right to impose special conditions requiring revisions to the inventory and plan before approval and release of funds.

**NOTE:** Additional funds may be released under special circumstances for this phase but will require further documentation and BJA review and approval. It is expected that the inventory will be completed within the first 6 months after BJA approves the budget.

- The recipient may not obligate, expend, or draw down funds until the award condition modification is approved in JustGrants. Certification of inventory completion must be approved by BJA for award recipients to obligate, expend, and draw down funds.
- An award condition modification will be processed in the JustGrants System to formally release the remainder of grant funds. Award recipients will have an opportunity to provide additional feedback, clarification, and data regarding their inventory and plans, if requested by BJA. However, applicants should be aware that if, after a reasonable exchange of

feedback, an inventory is not completed, award recipients may not receive access to their remaining grant funds or an extension of their grant award.

- The inventory must capture the following information (where possible):
  - Number of unidentified human remains cases.
  - Year the unidentified human remains were recovered.
  - Number of unresolved missing persons cases.
  - Number of suspected border-crossing cases.

#### **DNA Analyses:**

- All 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 (with the exception of forensic genealogy testing). 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 unidentified human remains and missing persons evidence in an expeditious manner so as to meet the goals of the MUHR Program within the grant period. All eligible DNA profiles obtained with funding under this program must be entered into CODIS and, where applicable, uploaded to NDIS. No profiles generated during the testing portion of this program may be entered into any nongovernmental DNA database (with the exception of forensic genealogy testing) without advance written approval from BJA.
- Award recipients utilizing MUHR Program funds for FGG testing must adhere to the DOJ's Interim Policy on Forensic Genetic Genealogical DNA Analysis and Searching available at <https://www.justice.gov/olp/page/file/1204386/download>. In accordance with Section IX, MUHR Program award recipients must collect and report the following metrics to BJA:
  - Type of crime investigated.
  - Forensic genetic genealogical DNA analysis (FGG)/forensic genetic genealogical DNA analysis and searching (FGGS) conducted on a forensic sample or a reference sample.
  - Type of forensic sample subjected to FGG and a description of the total amount, condition, and concentration of that sample (e.g., single source, mixed profile, degradation status, etc.).
  - Whether FGG analysis resulted in a searchable profile.
  - Identity of the vendor laboratory used to conduct FGG and the genetic genealogy service (s) used to search the FGG profile.
  - Whether the investigation resulted in an arrest that was based, in part, on the use of FGGS.
  - Total amount of federal funding used to conduct FGG/FGGS in each case.
- **NOTE:** Requirements may slightly change in accordance with future iterations of the FGGS policy.
- 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).

#### **ViCAP:**

- Award recipients must also (1) enter all “criteria cases” into ViCAP (before the end of the grant period) to increase the chances of identifying missing person(s), and (2) conduct searches and analysis within ViCAP to produce leads on cases. Efforts should be expended to utilize the ViCAP database after cases are entered.
- 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 MUHR Program grants but must not exceed 10 percent or more 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 the entry of cases into ViCAP based on the nature of the perpetrator, subject to BJA’s approval. Further details about ViCAP entry are:
  - Cases submitted into the ViCAP database must meet the ViCAP criteria requirements related to this program, and include:
    - Persons where the circumstances indicate a strong possibility of foul play and the victim is still missing.
    - Human remains where the manner of death is known or suspected to be homicide.
  - All questions are to be appropriately answered and, when available, additional detail provided.
  - Information 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. Recipients should enter all solved and unsolved ViCAP criteria cases. A solved case could very well link to another agency’s unsolved case.
- Note, ViCAP is for criminal cases only. FBI ViCAP staff are available to assist sites (grant recipients) in gaining entry into the system, provide training on optimal use of the database, and conduct crime analyses on specific perpetrators/cases upon request. For more information about ViCAP, please refer to: <https://www2.fbi.gov/hq/isd/cirg/ncavc.htm#vicap>.

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

| Competition ID        | Category *  | Number of Awards | Dollar Amount for Award | Performance Start Date | Performance Duration (Months) |
|-----------------------|---|------------------|-------------------------|------------------------|-------------------------------|
| C-BJA-2023-00041-PROD | Purpose Area 1: Statewide Agencies                        | Up to 3          | \$500,000 - \$1,000,000 | 10/1/23 12:00 AM       | 36                            |
| C-BJA-2023-00042-PROD | Purpose Area 2: Counties and/or Units of Local Government | Up to 6          | \$100,000 - \$500,000   | 10/1/23 12:00 AM       | 36                            |
| C-BJA-2023-00043-PROD | Purpose Area 3: Services to Assist Small,                 | 1                | \$1,000,000             | 10/1/23 12:00 AM       | 36                            |

### Awards, Amounts and Durations

#### Anticipated Number of Awards

up to 10

#### Anticipated Maximum Dollar Amount of Awards

\$1,000,000

#### Period of Performance Start Date

10/1/23

#### Period of Performance Duration (Months)

36

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

Approximately \$5,300,000

### 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**

- **Mandatory Training (BJA Grantee Forensic Workshop):** Award recipients must attend the annual 2-day forensics workshops for all recipient sites that will take place in the Washington, D.C., area. Key site team personnel (up to three representatives per site are allowed) will be expected to attend each annual meeting during the course of the grant period (starting in 2023), and applicants should budget accordingly. The workshops will focus on the elements of a successful project and key issues around forensics, missing and unidentified human remains, and other topics.

### **Permissible Use of Funds**

**Supplanting is not permitted.** Below are examples of permissible uses of funds that the applicant may utilize upon receipt of the grant award. However, other uses of funds may be allowable on an approved case-by-case basis.

- **Exhumation of Human Remains** as authorized by law. If an individual is exhumed and reburied by the funded applicant, then the reburial costs after the exhumation process are an allowable expense.

Please note that the exhumation of human remains will need to be addressed in the applicant’s the National Environmental Protection Act (NEPA) checklist.

- **Salary (full-time, part-time, overtime) and Benefits for Personnel:** Funds may be used for hiring and maintaining staff directly engaged in performing reporting (e.g., entry to NCIC, NamUs, and, where applicable, ViCAP), inventory, investigation, and identification (e.g., forensic analysis, to include family reference samples) of missing persons and/or unidentified human remains. Funds may also be used for anthropologists, odontologists, medical examiners, coroners, and fingerprint examiners for those activities directly related to establishing whether unidentified human remains are amenable to subsequent identification or entry into NamUs.
- **Training (limited):** Funds may be used for limited training that directly supports personnel

in relation to activities that improve the quality and outcomes of the project under the MUHR Program. Training for general purposes and usages by the applicant and its staff, that is not specifically related to the goals, objectives, and deliverables of the MUHR Program, are unallowable. In addition, the training costs should be limited and must not be excessive in relation to the overall project costs.

- **Supplies:** Funds may be used for supplies related to performing inventory, investigation, and identification (e.g., forensic analysis, to include family reference samples) of missing persons and/or unidentified human remains, and for other supplies directly related to the performance of the proposal's objectives. The proposal must clearly demonstrate that the types and quantity of supplies requested are appropriate for the proposed level of effort.
- **Computer Equipment:** Funds may be used to upgrade, replace, lease, or purchase computer hardware or software that will be used exclusively for the reporting, inventory, investigation, and identification of missing persons and/or unidentified human remains.
- **Laboratory Supplies:** Funds may be used to acquire laboratory supplies for forensic analysis of unidentified remains. The proposal must clearly demonstrate that the types and quantity of supplies requested are appropriate for the proposed level of effort. Award recipients whose proposals involve the purchase or use of chemicals may encounter delays in the release of award funds pending satisfactory completion of the NEPA review process.
- **Transportation of Unidentified Remains/Family Reference Samples:** Funds may be used for reasonable travel expenses related to transporting unidentified human remains (including those of migrants) (1) to and from the laboratory (or the entity) conducting the processing or analysis of such cases, and (2) in order to repatriate the human remains.

However, once an individual is repatriated back to appropriate relatives (which is an allowable expense), funding is unallowable to pay for funeral or burial costs. Please examine the information under the "OVC Victim Compensation Program," located on the previous pages, for potential assistance on funeral and/or burial costs.

- **Processing and Identification:** Funds may be used for the processing and identification of unidentified human remains such as DNA testing (to include family reference samples), digital forensics, odontology, anthropology, fingerprint analysis, and other forensic methodologies.

For the collection and processing of family reference samples for upload to CODIS (to match and identify missing and unidentified person(s)), the applicant must submit a letter of commitment with a relevant law enforcement agency and medical examiner/coroner. Following [FBI guidance and requirements](#), the relative of a missing person must voluntarily submit their DNA sample per a consent form. Law enforcement must oversee and confirm that the relative is who they say they are via a form of identification. The reference sample can only be used for identification purposes. Once and if a match is made, the law enforcement agency overseeing the case must be notified, as well as the supporting medical examiner/coroner. All cases must be submitted to NCIC and NamUs and, where applicable, ViCAP, by the end of the grant period.

- **Forensic Genetic Genealogy DNA Analysis:** DNA profiles that have not resulted in a match via CODIS may use FGG as an expanded method to identify and match to the unidentified person(s). Program activity involving forensic genetic genealogical DNA analysis and searching (FGGS) is subject to the [DOJ Interim Policy on Forensic Genetic Genealogical DNA Analysis and Searching](#) or the final policy, when issued.

**NOTE:** The DOJ Interim Policy specifically states that only unidentified human remains ruled as “homicides” can be subjected to FGG utilizing grant funds.

See the “Performance Measures” section for additional required grantee reporting on FGGS activities. Further information on FGG can be found under the “Mandatory Requirements” section.

- Procurement of contracts to support forensic testing from accredited laboratories.
  - i. Outsourcing samples to qualified accredited public or private laboratories.
  - ii. Support for CODIS lab uploads for missing persons/unidentified human remains/family reference samples. Applicants must include the name(s) of the entities that will review and enter data into CODIS. Appropriate written letters of support between entities must be in place and be included with the application.
- **Procure State-of-the-Art Multimodal, Multipurpose Forensic DNA Typing and Analytical Equipment:**
  - Funds may be used for upgrading, replacing, and purchasing equipment, instrumentation, and computer hardware or software for analyses of unidentified human remains and/or reference samples from state or local government missing persons investigations.
  - All equipment must be dedicated solely to this purpose or costs must be prorated accordingly.

**NOTE:** Equipment for enhancing the laboratory's overall capacity, that is not specific solely for this project, is not allowable.

#### **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.

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

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.

**NOTE:** The Proposal Abstract should include information on the estimated number of cases to be addressed under the project. However, if this information is unavailable at the time of the application submission, then the applicant should indicate that the number of cases is pending (to be determined) based on the inventory completion that’s required within the first 6 months of the project.

### **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, [Insert PO] may consider such noncompliance in peer review and in final award decision.

**NOTE:** The applicant should include information within the 15 pages that supports the components of the proposal narrative as specified below. However, if there are additional materials and information, the applicant can include those as separate attachment(s). If so, the applicant should clearly reference these materials in the proposal narrative as separate attachments (with their distinct attachment “title”) to ensure they are clearly made aware to DOJ and during the peer review process.

The main body of the Proposal Narrative must include the following sections:

- Description of the Issue

- Project Design and Implementation
  - Capabilities and Competencies
  - Plan for Collecting the Data Required for this Solicitation's Performance Measures
- a. Description of the Issue
- Described need to expand upon missing and unidentified human remains resources to achieve the goals and deliverables as described in this grant announcement.
  - Demonstrated awareness of current gaps and challenges that specific entities may face when trying to address missing and unidentified human remains.
  - Demonstrated understanding of the multidisciplinary challenges involved with missing and unidentified human remains and their impact on the criminal justice system, victims, and families of the missing.
- b. Project Design and Implementation
- Demonstrated awareness and competencies of the state of current DNA technologies, and other forensic technologies and their application to solving missing and unidentified human remains.
  - Provided description of the workflow of reporting into NCIC, and when possible, to law enforcement authorities throughout the applicant's jurisdiction regarding every deceased unidentified person, regardless of age.
  - Provided a description of how records pertaining to unidentified persons will be retained, until such person is identified.
  - Provided description of the workflow to collect and report information to NamUs.
  - Provided description of the type of analyses and processes to be performed (for example: DNA testing, fingerprint, etc.) on unidentified human remains and/or family reference samples.
  - Described implementation of a working commitment with any applicable agency that is not the lead applicant (e.g., NamUs, medical examiner/coroner, local law enforcement) to address the deliverables of the grant (if applicable).
  - **For Purpose Area 1 Only:** Demonstrated establishment of multidisciplinary teams to evaluate identification strategies. Does the proposal include a discussion of subject matter expertise necessary to effectively identify missing persons and unidentified human remains and establish case prioritization plans?
  - Provided description of the processes to be used to review and enter DNA data into the FBI's CODIS, including the name(s) of the entities that will review and enter data. Are appropriate written agreements between entities in place and included with the application?
  - **For Purpose Area 3 Only:** Demonstrated an outreach approach to assess and support the needs of small, rural, and/or tribal entities to report, transport, process, and identify missing persons and unidentified human remains.
  - 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

- Described the capabilities and competencies of the staff (all individuals that will be significantly involved in substantive aspects of the proposal) assigned to address the challenges as outlined under “Description of the Issue” and “Project Design” above.
- Demonstrated ability and experience of the applicant organization to manage the efforts of the project.
- Demonstrated the qualifications and experience, subject expertise, and management competencies of each proposed formal partner organization.

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

- Demonstrated plan for collection of the performance measure data as described in the solicitation.

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](http://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 <https://bja.ojp.gov/funding/performance-measures/missing-unidentified-human-remains-measures.pdf>.

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.

e. Budget

- Demonstrated alignment of the proposed budget with proposed activities for the entire project period, that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
- Demonstrated effort to maximize cost effectiveness of grant expenditures.



- Demonstrated use of existing resources and overall cost effectiveness in relation to the objectives of the project.
- Provided budget detail breakdown and associated narrative of how any proposed subrecipient(s) plans to use the funds.
- Budgeted for the mandatory training to attend BJA's forensic grantee workshops.

#### **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 measureable 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**

- Organizational Chart — of the applicant agency and all proposed collaborators involved in the project. Include project-related staffing plans and narratives for each organizational chart, proposed new hires, and any anticipated staffing changes.
- Position Descriptions and Résumés — curriculum vitae, résumés, or biographical sketches for key personnel. Attach this as a separate PDF file titled “Curriculum Vitae or Résumés.”
- List (to the extent known) of All Proposed Project Staff Members — including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Attach this as a separate PDF file titled “Proposed Project Staff.”

### **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.

### **Timeline Form**

- Proposed project timeline and expected milestones.
- Attach this as a separate PDF file titled “Project Timeline.”

### **Letters of Support**

Applicants under all purpose areas must submit signed letters of commitment from the agency or agencies that possess unidentified missing persons and/or unidentified human remains, the crime laboratory that provides DNA services to the applicant agency (even if outsourcing to a private lab), the law enforcement agency (if collecting family reference samples), the medical examiner/coroner as applicable, or other agency whose participation will be required to successfully implement the project under this program, stating their commitment to the project as presented in the application.

The letters must be included in the application to be considered for funding. Applicants must ensure that the signed letter of commitment, memorandum of understanding, or other mutually signed documents that clearly state the involvement and commitment between their agency and state/local laboratory include basic annual deliverables from the lab under the MUHR Program grant. These might include but are not limited to the following: number of technical reviews and CODIS uploads per year of outsourced cases/DNA samples, and number of missing persons/family reference samples to be tested per year. Attach this as a separate PDF file titled “Letters of Commitment.”

### **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.

### **Potential Environmental Impact Coversheet and Checklist — National Environmental Policy Act (NEPA)**

Each applicant is to submit a BJA Programmatic Cover Sheet and Checklist with its application to assist BJA in assessing the potential environmental impacts of the activities proposed for funding by the applicant. Specifically, the applicant is expected to:

- Carefully read the [Programmatic Environmental Assessment](#).
- Complete the [Cover Sheet and the attached Programmatic Checklist](#).
- Attach the completed documents to the grant application.

The applicant should also submit a Cover Sheet and BJA Programmatic Checklist for any organization identified in the budget worksheet that will receive grant funds through a subaward or procurement contract to perform any of the following activities: new construction or renovations that change the basic prior use of a facility or significantly change the size, research and/or technology development that could be expected to have an effect on the environment, or implementation of programs involving the use of chemicals. For more information about NEPA and BJA's NEPA Process, please go to <https://bja.ojp.gov/funding/nepa-guidance>.

### 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](mailto: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 11, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by April 18, 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](mailto:support@grants.gov).
- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto: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](mailto: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](mailto: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. See the "Description of the Issue" under the previous Proposal Narrative section for more information.
2. Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables. See the "Project Design and Implementation" under the previous Proposal Narrative section for more information.
3. Capabilities and Competencies (30%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives. See the "Capabilities and Competencies" under the previous Proposal Narrative section for more information.
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. See the "Plan for Collecting the Data Required for this Solicitation's Performance Measures" under the previous Proposal Narrative section for more information.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities). See the "Budget" section on the previous page for more information.

#### 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://bja.ojp.gov/funding/performance-measures/missing-identified-human-remains-measures.pdf>

### **Application Checklist**

#### **BJA FY23 Missing and Unidentified Human Remains Program**

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)
- Select the correct Competition ID
- 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
- Purpose Area 1: Statewide Agencies = \$500,000 - \$1,000,000
- Purpose Area 2: Counties and/or Units of Local Government = \$100,000 - \$500,000
- Purpose Area 3: Services to Assist Small, Rural, and/or Tribal Entities = \$1,000,000

### ***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](https://www.grants.gov/customer-support), or [support@grants.gov](mailto: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)
- Letters of Commitment
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)
- Potential Environmental Impact Coversheet and Checklist — National Environmental Policy Act (NEPA)

#### 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](#))

***\*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](mailto: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.