

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding to address gun crime and crime gun forensics. This program furthers the Department's mission by improving state and local jurisdictions' response to violent crime and improving the functioning of the criminal justice system.

National Crime Gun Intelligence Center Initiative FY 2016 Limited Competition Grant Announcement

Applications Due: May 3, 2016

Eligibility

Eligible applicants for this limited grant competition program include those listed in the program overview. This initiative is law enforcement led and applicants are limited to the police department or other governmental agency acting as fiscal agent for the police department in the following cities: Los Angeles, California; Milwaukee, Wisconsin; Washington, D.C.; Kansas City, MO; and Phoenix, Arizona.

BJA welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The lead applicant must be the police department in the city listed above or other governmental agency acting as fiscal agent for the applicant and the entity with primary responsibility for administering the funding and managing the entire program. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals.

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

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 3, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section [D. Application and Submission Information](#).

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2016-9325

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National Crime Gun Intelligence Center Initiative (CFDA #16.738)

A. Program Description

Overview

The National Crime Gun Intelligence Center Initiative, administered by the Bureau of Justice Assistance (BJA) in partnership with the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), provides funding through a limited competition grant program to support multidisciplinary teams to identify perpetrators, connect criminal activity, sources of crime guns for immediate disruption, investigation, and prosecution. **The focus of this effort is to create and sustain Crime Gun Intelligence Centers (CGIC)** in two jurisdictions that produce timely and actionable information focusing the efforts of its partners—including police, prosecutors, and forensic experts—on identifying criminal activity and perpetrators.

Because of the complexity of implementation, the following must be well-established prior to application submission:

1. Pre-existing National Integrated Ballistic Integration Network (NIBIN) lab that would support timely entry of all evidence casings and Crime Gun test fire casings, correlations, lead generation, and lead notification.
2. Access to Forensics Firearms Examiners who can confirm NIBIN leads in a timely manner.
3. Local ATF offices(s) located in the applicant's jurisdiction.
4. At least one (1) full-time Task Force Officer currently assigned to the local ATF office.
5. Established academic research partner, data analysis unit, planning & research unit or some other analytical capabilities that evaluate CGIC processes, outcomes and crime reduction effectiveness.
6. Active and existing ATF E-Trace account(s) by which their jurisdiction traces recovered crime guns.
7. Established process in which Crime Guns are traced.
8. Have a verbal commitment from the appropriate district attorney's office (or office responsible for prosecuting criminal cases in the proposed CGIC area) and the appropriate U.S. Attorney to strategically prosecute and intake cases as a result of the CGIC program.

Based on these requirements, BJA and ATF have determined that the police departments in the following cities are eligible to apply: Los Angeles, California; Milwaukee, Wisconsin; Washington, D.C.; Kansas City, Missouri; and Phoenix, Arizona.

Program-Specific Information

The National Crime Gun Intelligence Center Initiative is a limited competition grant program that will provide funding to local government entities that are experiencing precipitous increases in gun crime to implement a comprehensive and holistic model to reduce gun crime and illegal firearms within their jurisdiction.

Successful applicants will implement a Crime Gun Intelligence Center (CGIC), an interagency collaboration focused on the immediate collection, management, and analysis of crime gun evidence, such as shell casings, in real time in an effort to identify shooters, disrupt criminal activity, and prevent future violence. The primary outcome of these centers is identifying armed violent offenders for investigation and prosecution. Other outcomes include: the identification of crime gun sources, efficient resource allocation, providing decisionmakers with the most accurate crime data available, and increasing case closure rates, public safety and gun crime prevention.

This grant program is based on the Denver, Colorado CGIC model¹, coupled with proactive law enforcement practices that provide timely NIBIN information that promotes relevant real-time investigative leads in an effort to identify individuals considered the shooters requiring state and/or federal prosecution. Coupled with effective evidenced-based interventions such as Focused Deterrence and Hotspot Policing, these initiatives aim to decrease the incidences of gun crime; improve gun crime investigation, clearance rates, and prosecutorial outcomes; and increase public trust and confidence in law enforcement through effective community engagement.

CGICs require an intensive, ongoing collaboration between the ATF, local police department, the local crime laboratory, probation and parole, local police gang units, prosecuting attorneys, U.S. Attorney's Office, crime analysts, community groups, and academic organizations.

For purposes of this program, the following are defined:

- **Crime Gun** – any firearm possessed or used, or intended to be used, during or in relation to a crime.
- **NIBIN** – National Integrated Ballistics Information Network. ATF's NIBIN is the only interstate ballistic identification system that allows law enforcement partners to associate ammunition casings, crime guns, and crime scenes.
- **NIBIN Lead** – a linkage of two or more gun crimes (shooting, crime gun recovery) through the utilization of NIBIN technology.
- **CGI Targeting** – this is the definitive outcome of CGIC, which enables the identification of violent offenders, gun crime trends, gun crime density areas, at risk FFL's, and crime gun sources. The process enables precise investigative and enforcement strategies and enhances prosecution efforts.

Although CGIC operations may vary depending on jurisdiction, the following– as taken from *Police Chief Magazine* article² on the Denver Gun Crime Intelligence Center –are considered essential elements of a CGIC.

¹ For more information on the Denver, Colorado model, visit: <http://kdvr.com/2015/04/09/denver-crime-lab-creates-national-model-for-new-approach-to-law-enforcement/>

² For more information, visit: http://www.policechiefmagazine.org/magazine/index.cfm?fuseaction=display_arch&article_id=3521&issue_id=102014.

(1) Utilization of Effective Gun Investigation Teams and Contractor Support. CGICs are operated by two separate but equally important teams. The *Executive* team is comprised of senior managers from each of the partnering agencies. Members of the *Executive* team meet quarterly to set strategic priorities and operational policies to review performance. This team is also responsible for ensuring quality control.

The *Tactical* team is responsible for daily operations. Activities of the *Tactical* team include but are not limited to:

- The immediate collection, analysis, and dissemination of gun crime evidence and intelligence by the ATF and local police;
- Investigation of the criminal use of firearms;
- NIBIN data analysis and lead dissemination;
- Gun Crime tracing and the identification of crime gun sources by ATF;
- Firearms trafficking interdiction by ATF and partners;
- Identification and arrest of armed criminals by the enforcement agencies; and
- Prosecution of offenders at the federal, state and local levels.

The *ATF Industry Operations Investigators* assist with NIBIN test-fire and NIBIN entry, comprehensive crime gun tracing, and analysis of the results. Based upon the applicant city, the *NIBIN Contractor* may have to be funded via the grant. The *NIBIN Contractor* facilitates NIBIN entries, assists in crime gun tracing, reviews crime reports related to NIBIN hits, and generates matrices to determine whether additional investigation is needed.

The CGIC also partners with local parole and probation to leverage their investigative capabilities including reviewing GPS monitoring data in the proximity of gun crimes and utilizing parole and probation as a mechanism for identifying both probationers and parolees that are shooters and the firearms used in these crimes.

(2) Comprehensive Gun Crime and Forensics Tracing. Applicant city must respond to all crimes involving a firearm within the proposed CGIC specific area. The police department recovers any ballistics, which are entered into NIBIN within 24 hours. All crime gun recoveries are documented and trace requests are submitted to the ATF National Firearms Tracing Center (through eTrace) **within 48 hours of recovery**. NIBIN hits are triaged by crime laboratory staff and if feasible³ immediately assigned to a taskforce detective and ATF special agent for investigation. These investigators provide information to detectives assigned to the NIBIN-linked cases and offer additional assistance.

(3) Comprehensive Collection and Management of Crime Gun Intelligence. All crime gun data generated by NIBIN and eTrace is uniformly collected, examined, and investigated by CGIC partners to ensure that all information is shared with all CGIC stakeholders.

(4) Crime Gun Intelligence Analysis. The CGIC will analyze all crime gun data collected from eTrace and NIBIN, or other forensic analysis, and ensure it is assessed, leveraged, and lawfully disseminated, to ensure appropriate linkage of crimes, guns, and, suspects. Examples of such dissemination include Crime Gun Intelligence Center Bulletins that provide valuable information to law enforcement officers.

³ CGIC personnel triages immediate assignment of NIBIN hits to a detective and ATF agent when a shooting involves a victim.

- (5) **Investigative Follow-Up.** All actionable gun crime intelligence generated by the CGIC is disseminated to all partners and pursued using all available resources in conjunction with state and federal prosecutors.
- (6) **Prevention and Community Engagement.** All partners utilize effective community engagement practices and evidence-based programming such as focused deterrence and procedural justice to improve public trust and confidence in the justice system and to prevent community members from participating in gun crimes.
- (7) **Performance Management.** The CGIC uses data to measure outcomes including the decrease in the number of shootings, more effective deployment of resources, and increase in successful gun crime prosecution.
- (8) **Training and Policy Development.** CGIC staff and partners are continually trained on effective gun crime investigation and prosecution strategies. In addition, the CGIC develops policies that govern both police department response to gun crimes, but also the crime laboratory.

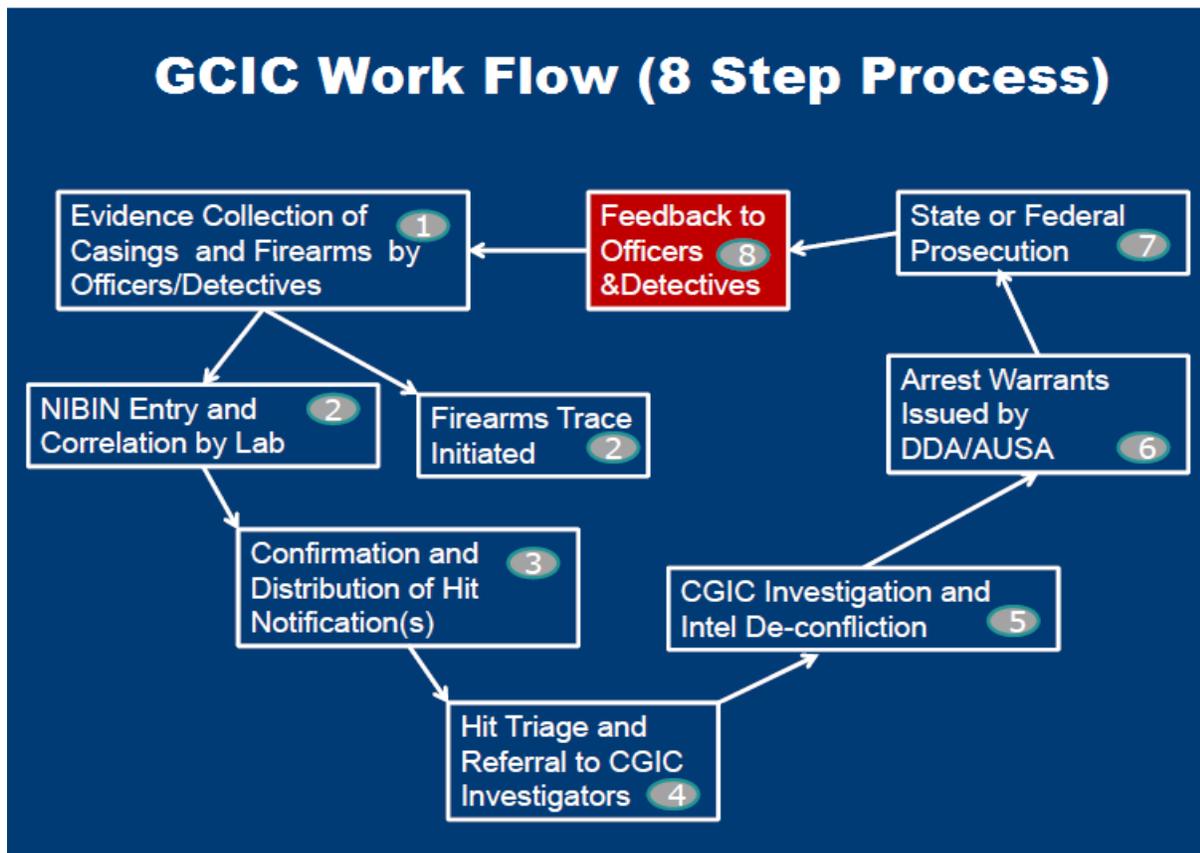


Photo Courtesy of Denver Police Department, Forensics and Evidence Division

To qualify for CGIC funding, applicants must propose to implement comprehensive gun reduction strategies that includes all of the elements listed above.

Applicants should budget for three 4-day workshops to take place in Denver, CO, or a similar city throughout the grant period. All key site team personnel will be expected to attend. These workshops will focus on the elements of a successful project and key issues around gun crime intelligence, investigations, and prevention. Grant funds should be set aside to support full participation by Gun Investigation Team members.

Applicants must clearly delineate the amount of funding requested for personnel and CGIC implementation. As this grant program is intended to assist jurisdictions in developing a comprehensive approach to the issue, BJA does not anticipate funding projects that propose allocating more than 70 percent of their grant funds to personnel.

State or local universities, and/or state or local crime laboratories can and should partner with the lead applicant, but are not eligible to be lead applicants for this award. Applicants should devote no less than \$100,000 for evaluation of this project by a qualified research partner.

If successful, applicants will partake in a 6-month planning period in collaboration with BJA and ATF. The purpose of this planning period is to convene relevant stakeholders to develop a project action plan, implement policy development, and train staff and stakeholders as appropriate. During this 6-month period, BJA will release 35 percent of funds to assist with planning. The remaining funds will be released upon successful completion of a project action plan.

Goals, Objectives, and Deliverables

The goal of this grant program is to provide funding to develop comprehensive and holistic approaches to reducing gun crime and improve public trust and confidence in the justice system by using intelligence, technology, and community engagement to swiftly identify crime guns, their sources, and effectively prosecute perpetrators engaged in shooting.

Applications are solicited from the police department or other governmental agency acting as fiscal agent for the applicant in the following cities: Los Angeles, California; Milwaukee, Wisconsin; Washington, D.C.; Kansas City, MO; and Phoenix, Arizona. The applicant must demonstrate their ability and commitment to implementing the comprehensive ATF/BJA model to address the issues that underlie the problem of gun crime.

Applicants must implement the comprehensive model outlined above. More specifically, applicants are expected to use grant monies to support the following activities:

1. Develop a collaborative working group including representatives from ATF, local police department, probation and parole, local police gang units, prosecuting attorneys, U.S. Attorney's Office, local crime laboratory, crime analysts, community groups, and academic organizations. This working group should be demonstrated using a memorandum of understanding detailing partner roles and responsibilities.
2. Work collaboratively with an ATF Subject Matter Expert to assist in the development of scientifically sound, streamlined, and efficient NIBIN standard operating procedures.
3. Implement a Crime Gun Intelligence Center utilizing NIBIN and Crime Gun Tracing, including purchasing appropriate technology if necessary. This implementation includes policy development that governs crime scene response and delivery of forensic evidence to the crime laboratory in a timely fashion.

4. Provide staff to support effective investigations and prosecution of gun crimes, including but not limited to lab, police department, and prosecutor's office personnel, and NIBIN contractor.
5. Institute a comprehensive training program that provides criminal justice partners with the skills necessary to effectively investigate and prosecute gun crime.
6. Develop and implement gun prevention strategies such as Focused Deterrence in collaboration with community and non-governmental organizations.
7. Evaluate the efficacy of the comprehensive gun crime reduction strategy in cooperation with an experienced academic partner.
8. Implement gun shot detection system technologies (in year 2 only).

In order to be considered for an award under this solicitation, applicants must clearly identify how the applied-for funding will directly address a precipitous or extraordinary increase in crime or in a type or types of crime in the applicant's own jurisdiction. Applicants must:

- Identify a crime or type(s) of crime that have precipitously increased within the jurisdiction
- Identify the period of time during which the relevant category of crime increased
- Provide evidence substantiating the claimed increase. Examples of such evidence include statistics, research findings, or other objective evidence as appropriate

To qualify for GICI funding, applicants must propose to implement comprehensive gun reduction strategies that include all of the elements listed above. In addition, applicants must commit to the following:

- (1) Dedicating Full-Time Task Force Officers to ATF Taskforce:** Timely NIBIN generated leads are actionable and in the majority of cases equates to a Serial Shooter being at large in the community and who will most likely offend again. It is essential to the CGIC that a team of dedicated investigators be established. *The grant recipient shall dedicate Task Force Officers (TFOs) to work collaboratively with ATF Special Agents to rigorously investigate linked shooting incidents with the goal of preventing the offender from committing additional shootings.* A minimum of (3) three TFOs and a supervisor will be necessary to compliment the ATF committed resources, which include agents, investigators, intelligence research specialists, and an ATF K9. Any additional personnel resources shall be determined by the grant recipient in conjunction with the appropriate ATF Field Division, based on crime statistics, population, and number of sworn officers.
- (2) Creating Comprehensive Crime Gun Tracing:** In addition to NIBIN, Crime Gun Tracing via the National Tracing Center is the other foundational ATF proprietary technology on which the CGIC is built. It is imperative that seized Crime Guns be traced to the first retail purchaser in order to determine if a straw purchase possibly occurred as well as to identify illegal firearms trafficking patterns and trends—specifically, those firearm trafficking patterns and trends that are linked to violent crimes.

It is *imperative* that a process be developed to ensure that every Crime Gun that is test-fired and entered into NIBIN is traced. However, in the country's most populated cities, it may not be realistic at the outset to institute a city-wide CGIC. It may be necessary for these large cities to first pilot a CGIC in a specific geographical area and then expand as sound processes and practices are established, effectiveness is realized, and additional personnel are committed. The long term goal of any CGIC and police department is the tracing of every single Crime Gun seized.

- (3) Establishing a Collaborative Prosecution Strategy:** Applicants must collaborate with both the local prosecuting attorney and the United States Attorney's Office in the creation and management of the CGIC. This integrated prosecution team is integral to the overall effectiveness of the CGIC and will decide, based on community impact and safety, proper venue of NIBIN and the location of Crime Gun Tracing generated defendants. *It is recommended that the grant fund at least one local prosecutor to work exclusively with the CGIC.* It is also recommended that the USAO dedicate one prosecutor to work exclusively with the CGIC and his/her local counterpart. A dedicated prosecution team ensures that CGIC investigations are given the highest priority, prosecutors will be have all pertinent information that will assist them in bringing appropriate charges and venue, and that all pertinent information be strategically used for all subsequent court proceedings.
- (4) Developing Analytical Support:** *The task force must have equal access to the respective Record Management Systems (RMS) as well as to E-Trace and the NIBIN leads.* NIBIN and Crime Gun Tracing generated leads often result in intense and complex investigations that require, but are not limited to, cellular telephone exploitation, social media exploitation, mapping, timelines and other visual aids for investigators and prosecutors alike. Analytical case support is vital to the identification and successful prosecution of Serial Shooters and their sources of Crime Guns. *It is recommended that the grant recipient and the appropriate ATF Field Division (maybe limited based on the physical location of its analytical personnel) each dedicate a crime analyst to the CGIC.*
- (5) Ensuring Timely and Comprehensive NIBIN Entries, Correlations, and Lead Notification:** Recipients must agree to implement policies that allow for comprehensive collection of ballistic evidence, timely test firing of crime guns, timely entry and correlation of shell casings into NIBIN systems, and lead notification. As noted above, based on the grant recipient, it may be necessary to pilot the CGIC in a specific geographical area and then expand as sound processes and practices are established to ensure the timeliness of all aspects of NIBIN.
- (6) ATF Firearms Examiner SME(S) Consultation with Recipient Crime Laboratory:** Recipients must agree to collaborate with an ATF Firearms Examiner Subject Matter Expert (SME) and adhere to vital recommendations as they pertain to: evidence processes and procedures; personnel training; testing and maintenance of the ballistic technology; NIBIN lead notification procedures; and instrumentation (BulletTRAX, BrassTRAX, Matchpoint and stereomicroscope) utilization. In addition, the ATF Firearms Examiner SME(s) is responsible for site evaluation to determine if additional instrumentation is necessary and required to be purchased with grant funds. All laboratory recommendations will be customized to and in context with the grant recipient's Quality Assurance Manual to ensure accreditation.

If the laboratory does not fall under the grant recipient's control and command structure, the appropriate assurances, as listed above, must be provided by the respective lab director.

(7) Sustainability of Crime Gun Intelligence Centers: Recipients and all other CGIC partners shall enter into a memorandum of understanding (MOU). This MOU should define the purpose of the CGIC; the creation of an CGIC Executive Board; measurement of success; physical location; supervision and control; personnel, resources and supervision; reports and information sharing; investigative methods; deconfliction; evidence; jurisdiction/prosecutions; media; dispute resolution; liability; modification; and duration. The MOU will be utilized to establish deliverables by each participant as well as to formalize and sustain CGIC operations and strategies.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

BJA estimates that it will make up to 2 awards of up to \$1 million each for a 2-year project period, beginning on October 1, 2016. As stated above, BJA does not anticipate funding projects that propose allocating more than 70 percent of their grant funds to personnel.

BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

Type of Award⁴

BJA expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity⁵) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the recipient’s (and any subrecipient’s) compliance with statutes, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

⁴ See *generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements [a type of grant]).

⁵ For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

Budget Information

Cost Sharing or Matching Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Cost (also known as Pre-award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.⁶ The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

⁶ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see the title page.

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

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and Memoranda of Understanding.

Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Résumés”) for all attachments. Also, OJP recommends that applicants include résumés in a single file.

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

Intergovernmental Review: This funding opportunity is subject to [Executive Order 12372](#). Applicants may find the names and addresses of their state’s Single Point of Contact (SPOC) at the following website: www.whitehouse.gov/omb/grants_spoc/. Applicants whose state appears on the SPOC list must contact their state’s SPOC to find out about, and comply with, the state’s process under Executive Order 12372. In completing the SF-424, applicants whose state appears on the SPOC list are to make the appropriate selection in response to question 19 once the applicant has complied with their state’s E.O. 12372 process. (Applicants whose state does not appear on the SPOC list are to make the appropriate selection in response to question 19 to indicate that the “Program is subject to E.O. 12372 but has not been selected by the State for review.”)

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience
- Submitted as a separate attachment with “Project Abstract” as part of its file name
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins

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

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP’s funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

The program narrative must respond to the [Selection Criteria](#) in the order given. Applications are peer reviewed and scored on answers to the Selection Criteria. The program narrative should be double-spaced, using standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 15 pages. Number pages “1 of 15”, “2 of 15” etc.

If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

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

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

To demonstrate program progress and success, as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Catalog ID	Performance Measures	Data Grantee Provides
Develop analytical support that includes access to RMS, eTrace, and NIBIN leads.	543	Number of full-/part-time crime analysts. Percentage of 911 calls resulting in a confirmed shooting.	Number of full-/part-time crime analysts.
	656	Percentage of gunshot detection system alerts resulting in a confirmed shooting.	Number of 911 calls reporting a shooting.
	656		Number of gunshot detection system alerts.
Develop a process to ensure that every crime gun is test fired,	652	Percentage of ballistics/crime guns recovered that are entered into NIBIN.	Number of ballistics/crime guns recovered.

entered into NIBIN, and traced in a timely manner.	653	Percentage of ballistics/crime guns entered into NIBIN that are entered within 24/48 hours.	Number of ballistics/crime guns entered into NIBIN.
	655	Percentage of ballistics/crime guns entered in NIBIN that are linked to another incident or item in NIBIN.	Number of ballistics/crime guns entered into NIBIN within 24/48 hours.
	654	Percentage of crime guns recovered that are traced through the ATF.	Number of ballistics/crime guns linked to another incident or item via NIBIN.
	654	Percentage of crime guns traced through the ATF that are traced within 24/48 hours.	Number of crime guns traced through the ATF (eTrace).
	655	Percentage of crime gun traces resulting in a hit.	Number of crime guns traced within 24/48 hours. Number of traces resulting in a hit.
Collaborate with ATF to rigorously investigate linked shooting incidents.	651	Percentage of cases closed by arrest or exceptional means.	Number of cases referred to investigative team.
	17	Percentage of suspects who are arrested.	Number of cases cleared by arrest or exceptional means. Number of suspects identified. Number of suspects arrested.
Establish a collaborative prosecution team.	385	Number of prosecutors assigned to the program.	Number of prosecutors assigned to the program.
	112	Percentage of suspects arrested who are prosecuted.	Number of other members of the prosecution team.
	657	Percentage of prosecuted defendants who are convicted.	Number of defendants prosecuted at state/federal level. Number of defendants convicted at state/federal level. Number of suspects arrested Number of defendants prosecuted
Ensure CGIC sustainability through MOUs with partners.	32	Percentage of partners with an MOU in place.	Number of partnerships. Number of partnerships with an MOU in place.

BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or

are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the [OJP Funding Resource Center](http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page (<http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm>). Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that web page.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at <http://ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf>. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their Budget Narratives how they will maximize cost effectiveness of grant expenditures. Budget Narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a Budget Narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant’s accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁷

6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

⁷ See 2 C.F.R. § 200.414(f).

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

A. Memoranda of Understanding

Applicants must submit memoranda of understanding signed by the chief executive of the local police department, the local crime laboratory, probation and parole, prosecuting attorney's office, U.S. Attorney's Office, crime analysis center (if applicable), community groups being utilized for focused deterrence, and the research partner. These memoranda of understanding should name personnel and resources being committed by the agency to the project. The letters must be included in the application to be considered for funding.

B. Timeline

Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (provide title and agency). Please note, as applicable, that any inventory activity is expected to be completed within 6 months of the grant funding being made available to grantee agencies.

C. Position Descriptions and Résumés

Include position descriptions and résumés for key project personnel and multidisciplinary team members.

D. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment to their application. The file should be named “Disclosure of Pending Applications.”

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation.”).

E. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization.

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal

(related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in

carrying out the research, development, or evaluation activity; and the adequacy of the applicant’s existing or proposed remedies to control any such factors.

8. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

9. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

How to Apply

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please ensure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

Grants.gov is designed to forward successfully submitted applications to the OJP Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2, and 4.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget (OMB) requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to www.grants.gov/web/grants/applicants/individual-registration.html.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program," and the funding opportunity number is BJA-2016-9325.
6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 3, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must email the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note:**

BJA does not automatically approve requests. After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

Selection Criteria

The following five selection criteria will be used by peer reviewers to evaluate each application, with different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 15 percent of the entire score in the application review process.

- **Statement of the Problem (15 percent)**

Provide an overview of the violent gun crime problem and gun crime problem in the jurisdiction. Document both Uniform Crime Report (UCR) and population data. Describe how the jurisdiction has experienced a precipitous increase in crime over the past year and the challenges associated with said increase.

Describe the current challenge in combatting violent crime in the jurisdiction. Applicants must provide performance metrics or empirical data that illustrates this activity's anticipated positive impact on crime gun investigations and prosecutions in the jurisdiction, as well as current policies and procedures that will guide the project's implementation.

Describe generally the need for funding among local jurisdictions in an effort to achieve results as described in this grant announcement. As part of the application, provide information regarding the extent of unsubmitted evidence that has yet to be submitted to a crime laboratory in as much detail as possible.

Describe how your jurisdiction meets the following criteria:

1. Pre-existing National Integrated Ballistic Integration Network (NIBIN) lab that would support timely entry of all evidence casings and Crime Gun test fire casings, correlations, lead generation, and lead notification.
2. Access to Forensics Firearms Examiners who can confirm NIBIN leads in a timely manner.
3. Local ATF offices(s) located in the applicant's jurisdiction.
4. At least one (1) full-time Task Force Officer currently assigned to the local ATF office.
5. Established academic research partner, data analysis unit, planning & research unit or some other analytical capabilities that evaluate CGIC processes, outcomes and crime reduction effectiveness.
6. Active and existing ATF E-Trace account(s) by which their jurisdiction traces recovered crime guns.
7. Established process in which Crime Guns are traced.
8. Have a verbal commitment from the appropriate district attorney's office (or office responsible for prosecuting criminal cases in the proposed CGIC area) and the appropriate U.S. Attorney to strategically prosecute and intake cases as a result of the CGIC program.

- **Project Design and Implementation (35 percent)**

Applicants must detail how they will implement the seven elements of the Denver model in order to create a comprehensive approach to addressing crime gun issues in their jurisdiction. In addition, the applicant must describe how they will commit the resources needed for this type of project as outlined beginning on page 9.

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

Applicants must clearly detail the expected or established structure of the multidisciplinary team, include a list of key team members from each participating agency (one from each agency) and describe the role of each team member. Applicants should identify the lead agency for this effort and outline their role and the plan for coordination among agencies. The applicant must designate and discuss responsibilities of a team lead for this project, who will serve as the central point of contact for the site team.

Applicants must detail how they implement the deliverables listed in the [Program-Specific Information](#) section. The applicant should detail how they will work with specific law enforcement entities, probation and parole, crime laboratory, community organizations, and other stakeholder groups within their jurisdiction to ensure new policies and procedures are implemented that ensure the immediate collection, management, and analysis of crime gun evidence, such as shell casings, in real time in an effort to identify shooters, and disrupt criminal activity and prevent future violence.

Describe the roles and responsibilities of the proposed research partner and how the research partner is integrated into the comprehensive strategy. At a minimum, the research partner should assess the solution(s) impact; and prepare a final report that thoroughly documents the results of the project.

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

- Comprehensive collection of evidence
 - Evidence from all shooting incidents accepted for entry and correlation
 - Routine NIBIN entry must be free from fee-for-service restrictions
 - Policies and procedures in place to minimize latent print and DNA demands on routine submittals for NIBIN-entry only
- Timeliness
 - Streamline NIBIN-only cases to allow for notifications to be issued within 1 week of submittal; can include
 - Evidence intake procedures that minimize administrative time required for submitted evidence
 - Technician input of shooting evidence and test fires prior to full firearm examination
 - Release of unconfirmed NIBIN Leads if necessary
 - Established priority of
 - Remaining current on shooting evidence
 - Remaining current on test fires
 - Backlogged shooting evidence
 - Backlogged test fires
- Follow-up
 - Establish policies and procedure that ensures notifications are disseminated timely and effectively; ideally they could be fed to a single liaison who would ensure all interested parties are notified
- Feedback loop
 - Conduct monthly meetings with stakeholders discussing successes and concerns of the last month
 - Establish means of feedback to NIBIN site via survey to identify successes and areas for improvement
 - Establish policy requiring successes to be communicated to the NIBIN site for dissemination

In addition, the law enforcement agency should describe how they will accomplish the following:

- Comprehensive collection
 - Establish policy so all firearm related evidence submitted for NIBIN entry
 - Evidence cartridge cases
 - Test fires form recovered firearms
- Timeliness
 - Establish procedures to minimize delay from evidence processing to NIBIN for firearm-related evidence
 - Trained technicians to
 - Screen and triage cartridge case evidence form shootings for entry
 - Perform acquisitions
 - Perform correlation reviews
 - Policy to permit reporting of non-confirmed NIBIN Leads

- Ensure that the reporting does not imply that any comparisons were conducted leading to the potential identity of cartridge cases to a firearm or cartridge cases to one another
 - Established priority of
 - Remaining current on shooting evidence
 - Remaining current on test fires
 - Backlogged shooting evidence
 - Backlogged test fires
- Follow-up
 - Establish policies and procedure that ensures notifications are disseminated timely and effectively; ideally they could be fed to a single liaison who would ensure all interested parties are notified
- Feedback loop
 - Conduct monthly meetings with stakeholders discussing successes and concerns of the last month
 - Establish means of feedback to NIBIN site via survey to identify successes and areas for improvement
 - Establish policy requiring successes to be communicated to the NIBIN site for dissemination

- **Capabilities and Competencies (25 percent)**

Fully describe the capabilities and competencies of the law enforcement and prosecutorial agencies to achieve the program goals and deliverables. The applicant must demonstrate capacity to develop and implement new policies and procedures within their jurisdiction, and collaborate with various stakeholders from the forensic, law enforcement, and community organizations to improve law enforcement's management of, and response to, crime gun incidents.

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

Describe the capabilities and competencies of the researcher partner undertaking the project evaluation.

- **Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent)**

Describe the process and methods for evaluating project performance. Identify who will collect the data, who is responsible for performance and outcome measurement, and how the information will be used to guide and evaluate the impact of the program. Describe the process to accurately report implementation findings.

- **Budget (10 percent)**

Provide a proposed budget and budget narrative that are complete, cost effective, and allowable (e.g., reasonable, allowable, and necessary for project activities). Budget Narratives should demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget Narratives should demonstrate cost effectiveness in relation to

potential alternatives and the goals of the project.⁸ Applicants should devote no less than \$100,000 for evaluation of this project by a qualified research partner.

- **Sustainability Planning (5 percent)**

Describe the plan for sustaining the Gun Crime Intelligence Center, crime reductions, organizational changes, research partnerships and other collaborations established or achieved during the project once the federal funding support ends.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the System for Award Management (SAM)

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

⁸ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

- a. Financial stability and fiscal integrity
- b. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
- c. History of performance
- d. Reports and findings from audits
- e. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
- f. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

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 factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)

- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁹ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via the [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJA anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJA.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

Award recipients must, on a monthly basis, report the number of crime guns and ballistic evidence reviewed and catalogued by working group members, including local, state, federal and tribal law enforcement partners to BJA. It is expected that the inventory will be completed

⁹ See *generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 [FFATA]).

within the first 6 months of the grant being awarded. Grantees will also be encouraged to make their aggregate inventory and tracking data available to the public to increase the transparency of their testing and disposition processes.

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see title page.

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

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojpeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your résumé. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist
FY 2016 National Crime Gun Intelligence Center Initiative

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 24)
- _____ Acquire or renew registration with SAM (see page 24)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 25)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 25)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 25)
- _____ Download Funding Opportunity and Application Package (see page 25)
- _____ Sign up for Grants.gov [email](#) notifications (optional) (see page 23)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 14)

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

- _____ (1) application has been received,
- _____ (2) application has either been successfully validated or rejected with errors (see page 25)

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

- _____ contact BJA regarding experiencing technical difficulties (see page 25)

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$2 million.

Eligibility Requirement: Eligible applicants are limited to the police department or other governmental agency acting as fiscal agent for the police department in the following cities: Los Angeles, California; Milwaukee, Wisconsin; Washington, D.C.; Kansas City, MO; and Phoenix, Arizona.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 15)
- _____ Project Abstract (see page 15)
- _____ *Program Narrative (see page 16)
- _____ *Budget Detail Worksheet (see page 18)
- _____ *Budget Narrative (see page 18)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 19)
- _____ Applicant Disclosure of High Risk Status (see page 19)
- _____ Additional Attachments
 - _____ *Memorandum of Understanding (see page 20)
 - _____ Timeline (see page 20)
 - _____ Position Descriptions and Resumes (see page 20)
 - _____ Applicant Disclosure of Pending Applications (see page 20)
 - _____ Research and Evaluation Independence and Integrity (see page 21)
- _____ Financial Management and System of Internal Controls Questionnaire (see page 23)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 23)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 13)

*** Note:** These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.