

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



---

## FY 2022 National Criminal History Improvement Program

<b>Assistance Listing Number #</b>	16.554
<b>Grants.gov Opportunity Number:</b>	O-BJS-2022-171203
<b>Solicitation Release Date:</b>	March 23, 2022
<b>Grants.gov Deadline: Application</b>	May 16, 2022 8:59 PM
<b>JustGrants Deadline:</b>	May 23, 2022 8:59 PM

---

### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) seeks applications for funding for the fiscal year (FY) 2022 National Criminal History Improvement Program (NCHIP). This program furthers the DOJ's mission to reduce violent crime and address gun violence by improving the accuracy, utility, and interstate accessibility of criminal-history and related records in support of national record systems and their use for name- and fingerprint-based criminal history background checks.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

Native American tribal governments (Federally recognized), State governments

### Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

For assistance with any other requirements of this solicitation, contact Devon Adams, Chief, Criminal Justice Data Improvement Program, by telephone at 202-307-0765, or by email at [AskBJS@usdoj.gov](mailto:AskBJS@usdoj.gov). Include "NCHIP22" in the subject line.

## Submission Information

Applications will be submitted to DOJ in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Beginning April 4, 2022, the Federal government will cease using the Data Universal Numbering System (DUNS) number to uniquely identify entities. At that point, entities doing business with the Federal government will use a Unique Entity Identifier (UEI) created in SAM.gov. If your entity is currently registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. This includes inactive registrations. If you are a new entity registering in SAM.gov, you will continue to register in SAM.gov using the DUNS number assigned by Dun and Bradstreet (D&B) until April 4, 2022. Upon completing your registration in SAM.gov, you will be assigned a UEI. For additional information, see the [Unique Entity Identifier Update](#) and the [OJP Grant Application Resource Guide](#).

**IMPORTANT:** Grants.gov will transition to UEI at 11:59 p.m. eastern time (ET) on March 31, 2022.

To support this transition, DOJ will update all posted Grants.gov funding opportunity packages to reflect the use of UEI.

All entities applying for DOJ funding opportunities that have a Grants.gov close date after March 31, 2022, must take one of the following actions:

- 1) Complete and submit the SF-424 and SF-LLL **no later than March 30, 2022, at 8:00 p.m. ET.**
  - If the SF-424 is not completed and submitted by this time, any information contained in the SF-424 will be lost during the transition.
  - If this occurs, applicants will need to re-enter their data in the new SF-424 form upon returning to Grants.gov on April 1, 2022.

- 2) Wait until April 1, 2022, to begin and submit the Grants.gov application.

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

# Contents

Contact Information	1
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	5
Evidence-Based Programs or Practices	8
Information Regarding Potential Evaluation of Programs and Activities	8
Federal Award Information	8
Awards, Amounts and Durations	8
Continuation Funding Intent	9
Availability of Funds	9
Types of Awards	9
Financial Management and System of Internal Controls	9
Cost Sharing or Matching Requirement	9
Pre-agreement Costs (also known as Pre-award Costs)	10
Limitation on Use of Award Funds for Employee Compensation: Waiver	10
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	10
Costs Associated with Language Assistance (if applicable)	10
Eligibility Information	10
Application and Submission Information	11
Information to Complete the Application for Federal Assistance (SF-424)	11
Standard Applicant Information (JustGrants 424 and General Agency Information)	11
Proposal Abstract	11
Proposal Narrative	11
Goals, Objectives, Deliverables, and Timeline	14
Budget and Associated Documentation	14
Budget Worksheet and Budget Narrative (Web-based Form)	14
Indirect Cost Rate Agreement (if applicable)	14
Employee Compensation Waiver	14
Financial Management Questionnaire (including applicant disclosure of high-risk status)	14
Additional Application Components	15
Tribal Authorizing Resolution	15
Research and Evaluation Independence and Integrity Statement	15
Disclosures and Assurances	15
Disclosure of Lobbying Activities	15
DOJ Certified Standard Assurances	15
Applicant Disclosure of Duplication in Cost Items	15
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	15
How to Apply	15
Submission Dates and Time	16
Application Review Information	17
Review Criteria	17
Review Process	18
Federal Award Administration Information	18
Federal Award Notices	18

Administrative, National Policy, and Other Legal Requirements	19
Information Technology (IT) Security Clauses	19
General Information about Post-Federal Award Reporting Requirements	19
Federal Awarding Agency Contact(s)	19
Other Information	19
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	19
Provide Feedback to OJP	19
Performance Measures	19
Application Checklist	21
FY 2022 National Criminal History Improvement Program	21

## **Program Description**

### **Overview**

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

The Bureau of Justice Statistics (BJS) is publishing this notice to announce the continuation of the National Criminal History Improvement Program (NCHIP) in fiscal year (FY) 2022, to identify the program priorities, and to provide information on application requirements. This year, BJS is prioritizing the use of funds for two purposes: (1) to improve reporting of dispositions and (2) to improve reporting to the National Instant Criminal Background Check System (NICS) of persons who are prohibited from possessing firearms for reasons related to mental health.

### **Statutory Authority**

34 U.S.C. § 10132(c)(19)

### **Specific Information**

BJS is authorized to “provide for improvements in the accuracy, quality, timeliness, immediate accessibility, and integration of State and tribal criminal history and related records, support the development and enhancement of national systems of criminal history and related records including the National Instant Criminal Background Check System, the National Incident-Based Reporting System [(NIBRS)], and the records of the National Crime Information Center [(NCIC)], facilitate State and tribal participation in national records and information systems, and support statistical research for critical analysis of the improvement and utilization of criminal history records.” NCHIP and the NICS Act Record Improvement Program (NARIP) are means by which BJS provides for such improvements.

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

As a basic principle of NCHIP, BJS strongly encourages states and tribes to ensure the integrated functioning of record improvement initiatives, regardless of the funding source. Also, BJS urges applicants to match or leverage the federal funds provided with other resources to the maximum extent possible.

### **Goals**

This funding will assist states and tribes with finding ways to make more records available to NICS, including records in NCIC, criminal history record information available through the Interstate Identification Index (III), and records in the NICS Indices. Therefore, through the funded activities, BJS expects that more records (including improved quality, completeness, and timeliness) will become available in these systems.

### **Objectives**

- Provide direct financial and technical assistance to states, state courts, and tribes to improve their criminal history record systems and related systems to support background checks, including NICS checks.
- Ensure the infrastructure connects criminal history record systems to the state record repository or appropriate federal agency record system and ensure records are accessible through the Federal Bureau of Investigation (FBI) record systems.
- Provide the training and technical assistance needed to ensure that criminal history and related record systems are developed and managed to conform to FBI standards and appropriate technologies, while ensuring that contributing agencies adhere to the highest standards of practice with respect to privacy and confidentiality.
- Use systematic evaluation and standardized performance measurements and statistics to assess progress on improving national record holdings and background check systems.

Further information about the history and accomplishments of NCHIP is available at <https://bjs.ojp.gov/programs/national-criminal-history-improvement-program>.

Additionally, applicants shall develop or update long-range record improvement plans to assess data quality and completeness and identify gaps in record reporting and availability. These efforts help develop strategies to significantly reduce or eliminate such gaps. The improvement plans should include ongoing research, analysis, data quality auditing, or similar work that may result in quantifiable improvements and facilitate performance

monitoring. Applicants may wish to contact the current NCHIP technical assistance provider, SEARCH Group, Inc., to take advantage of a criminal history analytics tool to assist in evaluating the accuracy and completeness of data within their state repositories.

## **Deliverables**

### **FY 2022 Priority Areas—Improving Dispositions and Mental Health Submissions Accessible to NICS**

BJS invites applications from states and tribes that (1) propose projects that specifically and directly address one or more of the priority areas identified below and (2) to the maximum extent possible, propose to match or leverage the NCHIP award with other resources.

In FY 2022, applicants are strongly encouraged to focus on improving the (1) availability of dispositions (specifically for felony crimes and for misdemeanor crimes of domestic violence (MCDV)) through the national system and (2) reporting records of persons prohibited from possessing firearms for mental health reasons to NICS.

#### **1. Priority Areas for Grant Funding**

##### **a. Updating and automating case outcomes from courts and prosecutors in state or tribal records and the FBI's Criminal History File.**

Allowable costs may include activities such as—

- Implementing or upgrading state, local, or tribal court record systems that facilitate immediate identification of disposition records, provided that the records are made accessible for criminal history record inquiries at the state and national levels.
- Implementing improved procedures for capturing criminal history information, including complete arrest reporting and researching missing dispositions, provided that the captured data are subsequently included in relevant state and federal files.
- Capturing complete data from prosecutors and courts on misdemeanor convictions of domestic violence.
- Ensuring that criminal history record information is shared with investigative service providers for national security and other purposes pursuant to 5 U.S.C. § 9101.
- Ensuring, through data analysis on the completeness of criminal history records, that records of all criminal events (starting with an arrest or indictment) are included in background check files.
- Establishing automated interfaces between the record repository and prosecutors, courts, and corrections agencies (i.e., detention, prison, jail, and community supervision), including the development of relevant information exchange package documentation based on the National Information Exchange Model (NIEM).
- Capturing data on persons convicted of abusing children, elderly persons, or disabled persons; or stalking and domestic violence offenses (including protection orders and related violations).
- Submitting disposition information to the FBI via the III Message Key, Machine Readable Data process, or other methods of transmission accepted by the FBI.
- Reducing any backlog of missing court dispositions, provided that the dispositions are made available for criminal history inquiries at the state and national levels.
- Implementing the standardized RAP (record of arrest and prosecution) sheet format, which relies on NIEM, and assisting states in converting criminal history records to the standard interstate RAP sheet format or developing related electronic interchange capabilities.
- Converting manual or other non-automated criminal history records to electronic records provided they are available for criminal history inquiries at the state and national level.
- Establishing more effective controls over the accuracy and quality of information, including data analysis capabilities.
- Upgrading equipment to directly improve the availability of data where appropriate, given the level of data completeness and participation in national record systems. **(The ongoing or maintenance costs associated with any such equipment are allowable only during the initial 12-month period.)**

Purchasing Livescan equipment for local agencies (1) where the funds can be justified on the basis of geographic, population, traffic, or related factors, and (2) when the jurisdiction has

established an Automated Fingerprint Identification System (AFIS) and either has implemented or is implementing procedures to ensure that the AFIS is compatible with FBI Next Generation Identification (NGI) standards. **(The ongoing or maintenance costs associated with any such equipment are allowable only during the initial 12-month period.)**

- Ensuring compatibility with federal record systems, such as III, and implementing integrated system strategies that interface all components of the criminal justice system, including law enforcement, prosecutors, courts, and corrections, to the extent that such expenditures improve the availability of criminal record data, at the national level. Any systems funded must be compatible with FBI standards for national data systems, such as NIBRS, NCIC, NICS, and NGI. However, NCHIP funds may not be used to support studies, analysis, design, or development of integrated system strategies. Funds should not be used to primarily improve law enforcement investigative capabilities associated with NGI participation (e.g., latent workstations, palm-print capture, facial recognition, and DNA capture).

**b. Improving access to information concerning persons prohibited from possessing or receiving a firearm for mental health reasons and transmitting relevant records to NICS.**

Allowable costs may include activities such as—

- Identifying and developing access to data on persons prohibited from firearm purchases under the Gun Control Act (18 U.S.C. § 922), as amended by the Brady Handgun Violence Prevention Act (P.L. 103–159).
- Participating in the FBI’s Identification for Firearms Sales program, which is a system for flagging III records for the immediate and accurate identification of convicted felons.
- Enabling the state to serve as a point of contact (POC) under the NICS system (including related costs of equipment, software, personnel training, and development and implementation of related operating and administrative procedures). However, funds may not be used to cover ongoing costs of presale firearm background checks but may be used for costs associated with capturing dispositions in response to a specific NICS inquiry, provided that the captured data are entered into the automated state and FBI systems, thus serving to upgrade the permanent quality of the record systems.
- Instituting programming or operational changes in records management necessary to comply with the requirements for NICS record keeping and for reporting the status of transactions.

Establishing electronic interfaces or information exchanges between criminal history records, sex offender registries, and civil protection order files to ensure that, consistent with state law, a complete data review is possible in connection with background checks for childcare or other authorized purposes. Funds may be used to develop software to establish protocols to permit interfaces between the criminal history record system, the state sex offender registry, and related protection order files (POF), including files of civil protection orders.

**2. Additional Areas for Grant Funding**

**a. Supporting participation in the III and the National Fingerprint File (NFF), including adoption and implementation of the National Crime Prevention and Privacy Compact**

Allowable costs may include activities such as—

- Paying reasonable costs associated with the adoption and implementation of the National Crime Prevention and Privacy Compact (Compact), including costs associated with state review and enactment of the Compact, and the development and implementation of procedures (including purchase of equipment and development of software) necessary to facilitate operations pursuant to Compact protocols, including those relating to participation in the FBI’s NFF.
- Automating criminal record databases.
- Synchronizing records between the state and the FBI.

- Developing software and hardware necessary to enable electronic access to state records on an intrastate or interstate basis

**b. Supporting efforts to seal and expunge criminal history information in accordance with state laws and policies.**

Allowable costs may include activities such as—

- Implementing or upgrading systems to automate processes for sealing and expunging criminal history information
- Paying reasonable costs to reduce or eliminate backlogs in processing expungements

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

**Evidence-Based Programs or Practices**

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

**Information Regarding Potential Evaluation of Programs and Activities**

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

**Federal Award Information**

**Solicitation Categories**

This solicitation does not include Solicitation Categories.

**Awards, Amounts and Durations**

<b>Anticipated Number of Awards</b>	<b>Anticipated Maximum Dollar Amount of Awards</b>
40	\$1,500,000.00
<b>Period of Performance Start Date</b>	<b>Period of Performance Duration (Months)</b>
10/1/22 12:00 AM	24
<b>Anticipated Total Amount to be Awarded Under Solicitation</b>	
\$70,000,000.00	

**Additional Information**

BJA is unable to estimate the number of awards it will make or the maximum amount it will award per state. The number and amount of awards depend on the extent to which the proposed projects address the program priority areas, demonstrated level of need, number of fundable applications, and amount of available funding. In FY 2021, BJA made 40 awards totaling approximately \$53.5 million under NCHIP. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

### Continuation Funding Intent

BJS may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

### Availability of Funds

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

### Types of Awards

BJS expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

### Financial Management and System of Internal Controls

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

### Cost Sharing or Matching Requirement

This solicitation requires a 10% cash or in-kind match. See [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

Federal funds awarded under this solicitation may not cover more than 10% of the total costs of the project being funded. An applicant must identify the source of the 10% non-federal portion of the total project costs and how it will use match funds. If a successful applicant's proposed match *exceeds* the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. ("Match" funds may be used only for purposes that would be allowable for the federal funds.) Recipients must satisfy this match requirement with cash or in-kind match. The formula for calculating match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

**Example:** 90%/10% match requirement: for a federal award amount of \$500,000, calculate match as follows:

$$\frac{\$500,000}{90\%} = \$555,555 \quad 10\% \times \$555,555 = \$55,555 \text{ match}$$

**Example:** 75%/25% match requirement: for a federal award amount of \$350,000, calculate match as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

**Example:** 50% match requirement: for a federal award amount of \$350,000, calculate match as follows:

$$\frac{\$350,000}{50\%} = \$700,000 \quad 50\% \times \$700,000 = \$350,000 \text{ match}$$

50%

See [OJP Grant Application Resource Guide](#) for additional information on this match requirement. For step-by-step instructions for entering match amounts in the budget, see the [Budget Summary Match Guide](#).

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

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

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

See the [OJP Grant Application Resource Guide](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

**Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

**Eligibility Information**

The NCHIP application must be submitted by the agency designated by the governor to administer NCHIP or a federally recognized tribe. States and tribes may choose to submit applications as part of a multi-state consortium, a multi-tribe consortium, or another entity. In such cases, contact the BJS program manager for further information. Also, as required by the Crime Identification Technology Act of 1998 under 34 U.S.C. § 40301 (c), to be eligible to receive an NCHIP grant, the application must specifically attest that the state, territory, or tribe—

1. Has the capability to contribute pertinent information to NICS established under Section 103(b) of the Brady Act.
2. Is or will be following a comprehensive strategy for information sharing systems to improve the functioning of the criminal justice system, with an emphasis on integration of all criminal justice components, law enforcement, courts, prosecution, corrections, and probation and parole. Further, the strategy must be developed in consultation with appropriate federal, state, or local officials, with emphasis on the recommendation of officials who oversee, plan, and implement integrated information technology systems, and contain the following:
  - a. A definition and an analysis of “integration” in the jurisdictions developing integrated information sharing systems.
  - b. An assessment of the criminal justice resources being devoted to information technology.
  - c. A description of the resource needs.
  - d. Federal, state, regional, local, and tribal information technology coordination requirements.
  - e. Priorities for planning and implementation of information technology systems.
3. Coordinates the programs funded by NCHIP with other federally funded information technology programs, including directly funded local programs.
4. Assures that the individuals who developed the grant application considered the needs of all government branches and **specifically sought the advice of the top official of the highest court of the jurisdiction, with respect to the application.**

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

## Application and Submission Information

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

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

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

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

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

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

**Intergovernmental Review:** This solicitation (“funding opportunity”) is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. If the applicant’s State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State’s process under E.O. 12372. In completing the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. (An applicant whose State does not appear on the SPOC list should answer question 19 by selecting the response that the: “Program is subject to E.O. 12372 but has not been selected by the State for review.”).

### Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

### Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

### Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and **should not exceed 30 pages**. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJS may consider such noncompliance in peer review and in final award decision.

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

- a. Description of the Issue – Background and Identification of Needs

Accomplishments and progress on record improvement goals. Applicants must summarize the major accomplishments achieved with funding under NCHIP. This section should describe, in quantifiable terms

if possible, results achieved and advances made in the last decade of NCHIP funding (2009–19). **Specifically address accomplishments relating to participation in each of the national databases and initiatives (i.e., III, NICS, NCIC Protection Order File (POF), mental health records, and Livescan/AFIS capability).** Where relevant, reference surveys and data quality audits. This section should also include any evaluative efforts undertaken to identify the key areas of weakness in the state's criminal record system since submission of previous NCHIP applications. Tribal applicants should discuss progress related to record automation and improvement funded by other federal sources that are applicable to the above areas.

Current status in specific subject areas. Describe the status of the applicant's participation in each of the following subject areas in your application and include the current number of records in each system where applicable:

- **Dispositions available to III (including felonies and misdemeanor convictions of domestic violence).** All applicants should discuss the percentage of state records with final dispositions or case outcomes linked to arrests and available at the time of a firearm background check. Applicants should provide information on efforts to improve reporting and availability at the national level. The application should also discuss the extent to which dispositions requested in connection with a NICS inquiry have not been provided within the required time frame and must identify any problems that are delaying instant responses to NICS inquiries and identify proposed solutions to these problems.
  - **Applicants should provide the number and percentage of arrests (felonies and misdemeanors) available in the state criminal history repository that are missing final dispositions.**
  - **Applicants should report the percentage of arrests (felonies and misdemeanors) missing final dispositions accessible to III.**
- **NICS Indices and mental health record availability.** All applications should discuss the extent to which the applicant provides information to the FBI's NICS Indices. Applicants that do not submit information to this file should describe the prohibiting factors and any plans to overcome them. (Note: The Health Insurance Portability and Accountability Act (HIPAA) is not considered to be a prohibiting factor.) Additionally, all applicants should indicate whether mental health records are checked, either by the state POC or the FBI, during a NICS check. Where mental health records are accessible, include the number of records currently available and any plans to improve availability. If mental health records are not currently accessible at the time of a background check, describe factors that limit or prohibit exchange of mental health records. States that are not currently eligible for funding under NARIP should discuss plans, if any, to establish a relief from disabilities program and progress toward NARIP eligibility. If a state has no immediate plans to pursue development of a relief program, include a statement outlining the reasons for not pursuing one.
  - **Applicants should provide the current number of submissions, by prohibitor, in the NICS Indices.** Counts for the following prohibitors should be addressed in the application:
    - Felony conviction.
    - Active felony indictment/information.
    - Fugitive from justice.
    - Controlled substance.
    - Protection/restraining order.
    - MCDV.
    - State prohibitor.

**Protection order file.** All applicants should indicate whether they submit information for inclusion in

the FBI's NCIC POF. Applicants that submit protection orders should indicate the number of active protection orders provided to the FBI. Applicants that do not submit all active protection orders to NCIC should describe the prohibiting factors and any plans to overcome them.

- **Applicants should provide the current number of records in the NCIC protection order file and a description of any known gaps in reporting.**
- **Warrants/wanted person records.** All applicants should indicate whether they submit records for inclusion in the FBI's NCIC Wanted Persons file. Applicants that submit such records should indicate the number provided to the FBI for the last full calendar year. Applicants that do not submit such records (or do not submit all qualifying records that are maintained at the state or local level) should describe the prohibiting factors and any plans to overcome them.
  - **Applicants should provide the current number of active warrants in the NCIC Wanted Persons File and a description of any known gaps in reporting.**

b. Project Design and Implementation – Description of Tasks to Be Funded

- Describe the activities to be conducted with NCHIP funds over the project period and specifically address how activities relate to each of the NCHIP priority areas identified under “Priority Areas for Grant Funding.” Note that—
  - Dollar amounts should be included for each funded task.
  - Applicants should provide quantitative measures to assess or describe the impact each project will have on the quality, completeness, and availability of records at the national level.
  - Applicants should submit a detailed project period timeline covering all proposed activities.
- **Letter from the courts.** In recognition of the importance of court reporting to the development of complete and accurate criminal records, all applications should describe tasks and indicate the level of funds that will be made directly available to the courts. Where no funds are provided for court-directed disposition reporting activities, a certification by the appropriate state or tribal court official declining participation must be included with this section.
  - **If no funding is proposed for a court-directed disposition project, applicants should provide a letter of support from the courts as part of the application package.**

c. Capabilities and Competencies – Coordination

The administering NCHIP agency should coordinate efforts with relevant emergency management task forces and agencies to ensure that records development activities are compatible with security measures for preventing acts of terrorism.

To encourage coordination and information sharing among criminal justice systems, all OJP awards that support information technology development are subject to a special condition requiring that a description of the project be submitted to the state information technology POC, if one has been designated. A copy of the correspondence can be submitted as part of Additional Attachments or sent directly to BJS prior to fund drawdown.

There is no requirement that the POC agree with the information technology project. The intent of this condition is to facilitate communication within the state.

Recipients of funds under this solicitation should seek to ensure that any funded activities will be coordinated with related activities supported with OJP funding, including awards under OJP's Residential Substance Abuse Treatment Program, Drug Court Program, or the Mentally Ill Offender Act Program. Of particular interest are awards under these programs that may involve reportable records that can be shared with state and national record systems. To the extent feasible under state law and regulations, such records should be made available to the state criminal history record repository and federal files managed by the FBI, including III, NCIC, and the NICS Indices.

Tribal applicants should provide documentation that activities proposed for funding will be coordinated

with a tribal consortia, with the state, or directly with the FBI.

Unexpended funds. The application should describe the specific reasons that previously awarded NCHIP funds remain unexpended (if applicable) and include the current unexpended balance.

- **The applicant should include the current status of open NCHIP awards, including the current unexpended balance, the projected end date, and a description of any challenges or delays encountered, if applicable.**

Compatibility with other systems. The application should describe the extent to which proposed activities are compatible with NIBRS, NCIC, NICS, NGI, and other applicable statewide or regional criminal justice information sharing standards or plans, including state anti-terrorism.

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

Performance measures for this solicitation are listed in **Appendix A: Performance Measures Table.**

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

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

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, Deliverables" section.

Applicants can also visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

BJS will require award recipients to provide relevant data addressing performance measures information as part of their semi-annual performance reports in JustGrants. All performance measures should be fully addressed in these semi-annual reports. BJS will provide further guidance on the post-award submission process, if selected for award.

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

Applicants will submit the NCHIP goals, objectives, deliverables, and timelines in the JustGrants web-based form.

**Budget and Associated Documentation**

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

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

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

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

**Employee Compensation Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

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

information.

### **Additional Application Components**

The following documents should be submitted either as a single file attachment or as separate attachments:

- Letter of support or commitment from the courts (required if no funds are going to the courts for disposition-related or mental health record capture projects).
- Letter to the state information technology POC describing the current application request, as referenced above.
- Complete project timeline outlining each activity, completion time, and responsible party.

### **Tribal Authorizing Resolution**

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

### **Research and Evaluation Independence and Integrity Statement**

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

### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **DOJ Certified Standard Assurances**

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

#### **Applicant Disclosure of Duplication in Cost Items**

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

#### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

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

### **How to Apply**

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

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

[JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

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

#### **Submission Dates and Time**

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 8:59 pm May 16, 2022

**(IMPORTANT:** Please carefully review UEI Transition details under Step 1. of the *Submission Information* section above).

The **full application** must be submitted in JustGrants by 8:59 pm May 23, 2022

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

#### **Experiencing Unforeseen Technical Issues**

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

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

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175

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

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond)
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's DUNS number (or Unique Entity Identifier if applying after April 4, 2022), any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages

applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

## **Application Review Information**

### **Review Criteria**

#### **a. Merit Review Criteria**

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

##### **1. Description of the Issue (30%)**

The extent to which the application—

- Includes a concise and well-organized description of progress and accomplishments of criminal history systems improvement.
- Proposes to directly address one or more of the priorities as identified in the solicitation. The application should specifically address the FY 2022 Priority Areas – Improving Dispositions and Mental Health Submissions Accessible to NICS.
- Addresses needs and identifies quantifiable measures to demonstrate how the funds will improve the quality, completeness, and accessibility of records at the national level, particularly with regard to NICS.

##### **2. Project Design and Implementation (30%)**

- The proposed activities will result in the increased availability of records to systems queried by NICS, including through federal and state criminal history records, NCIC, and NICS Indices.
- The application includes dollar amounts for each proposed project.
- The application includes a detailed project period timeline covering all the proposed projects to demonstrate the technical feasibility of the proposed task(s) and details the specific implementation plan to achieve the intended deliverables.
- The application clearly demonstrates court commitment to record improvement either through direct funding or a letter of support.

##### **3. Capabilities and Competencies (25%)**

- Evidence of applicant’s progress in record quality improvement efforts as demonstrated by making relevant records available for national background checks and the reported number of records currently available in the national files.
- The extent to which the applicant has fulfilled goals of previous NCHIP awards (or related criminal record improvement awards), including consideration of the total funds already awarded and expended funds from previous awards.
- The applicant’s commitment to the national record system as evidenced by membership in III and participation in the FBI’s NFF, and the current status of development in the applicant’s criminal records.

##### **4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5%)**

- An expressed commitment to supply key performance measures for the award period.
- The sufficiency of the plan for collecting and reporting these performance measures.

**5. Budget (10%): Complete, cost effective, and allowable** (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project, including—

- The reasonableness of the budget, including the basis of the estimates, nature of the proposed expenditures, and their relation to the priorities identified herein.
- The extent to which the applicant proposes to match or leverage the NCHIP award with other resources.
- The extent to which the applicant proposes to leverage funds to directly support activities associated with the proposed tasks.

**b. Other Review Criteria/Factors**

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

**Review Process**

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

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

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

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

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

**Important note on FAPIIS:** An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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

**Federal Award Administration Information**

**Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

#### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

#### **Information Technology (IT) Security Clauses**

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

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

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

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

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

#### **Federal Awarding Agency Contact(s)**

For OJP contact(s), see the solicitation cover page.

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

For contact information for JustGrants, see the solicitation cover page.

#### **Other Information**

##### **Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

##### **Provide Feedback to OJP**

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

#### **Performance Measures**



## Application Checklist

### FY 2022 National Criminal History Improvement Program

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

#### What an Applicant Must Do:

*Prior to registering in Grants.gov:*

- Confirm your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))
- Acquire a SAM Unique Entity Identifier (UEI):
  - If applying before April 4, 2022, obtain or confirm your Data Universal Number System (DUNS) number at [www.dnb.com](http://www.dnb.com).
  - On April 4, 2022, the federal government will stop using DUNS and start using the [new SAM UEI](#).

*To register in Grants.gov:*

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

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))

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

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

#### Review Scope Requirement:

- The federal amount requested is within the allowable limit(s)

#### Review Eligibility Requirement:

- Agency designated by the governor to administer NCHIP or federally recognized tribal government

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

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

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

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

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

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

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

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

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

### **Budget and Associated Documentation:**

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

### **Additional Application Components:**

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

### **Disclosures and Assurances:**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

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

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.