

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



FY 2023 NICS Act Record Improvement Program

Assistance Listing Number # 16.813

Grants.gov Opportunity Number: O-BJS-2023-171710

Solicitation Release Date: April 07, 2023

Step 1: Application Grants.gov Deadline: June 07, 2023, 8:59 PM ET

Step 2: Application JustGrants Deadline: June 14, 2023, 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) seeks applications for funding under the fiscal year (FY) 2023 National Instant Criminal Background Check System (NICS) Act Record Improvement Program (NARIP). This program furthers the DOJ's mission by enhancing the completeness, automation, and transmittal of records to state and federal systems used by the NICS. Eligible states and tribes may receive grant funding to improve the completeness, automation, and transmittal of records to state and federal systems.

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

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

Native American tribal governments (Federally recognized), State governments, Other

Other – State courts

- The state central administrative office or similar entity designated by statute or regulation to administer federal grant funds on behalf of the jurisdiction's court system
- State governments to include agencies designated by the governor of their respective state to administer NCHIP (34 U.S.C. § 40301)

BJS will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Contact Information

For assistance with any other requirements of this solicitation, contact Devon Adams, Deputy Director, Policy Division, by telephone at 202-307-0765, or by email at AskBJS@usdoj.gov. Include "FY 2023 NARIP" in the subject line.

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and federal holidays.

OJP encourages applicants to review the “[How To Apply](#)” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

Contents

Overview	1
Contact Information	2
Submission Information	2
Program Description	7
Overview	7
Statutory Authority	7
Specific Information	7
Goals, Objectives, and Deliverables	8
Evidence-Based Programs or Practices	10
Information Regarding Potential Evaluation of Programs and Activities	10
Federal Award Information	10
Awards, Amounts and Durations	10
Continuation Funding Intent	11
Availability of Funds	11
Type of Award	11
Financial Management and System of Internal Controls	11
Cost Sharing or Matching Requirement	11
Pre-agreement Costs (also known as Pre-award Costs)	11
Limitation on Use of Award Funds for Employee Compensation: Waiver	12
Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs	12
Costs Associated with Language Assistance (if applicable)	12
Eligibility Information	12
Application and Submission Information	14
Content of Application Submission	14
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	14
Standard Applicant Information (JustGrants 424 and General Agency Information)	14
Proposal Abstract	14
Proposal Narrative	15
Goal, Objective and Deliverables	20
Budget and Associated Documentation	21
Budget Worksheet and Budget Narrative (Web-based Form)	21
Pre-agreement Costs (also known as Pre-award Costs)	21

Indirect Cost Rate Agreement (if applicable)	21
Consultant Rate	21
Limitation on Employee Compensation; Waiver	21
Financial Management and System of Internal Controls	21
Questionnaire (including applicant disclosure of high-risk status)	
Disclosure of Process Related to Executive Compensation	21
Additional Application Components	22
Curriculum Vitae or Resumes	22
Tribal Authorizing Resolution	22
Research and Evaluation Independence and Integrity Statement	22
Disclosures and Assurances	22
Disclosure of Lobbying Activities	22
DOJ Certified Standard Assurances	22
Applicant Disclosure of Duplication in Cost Items	23
DOJ Certifications Regarding Lobbying; Debarment, Suspension and	23
Other Responsibility Matters; Drug-Free Workplace Requirements;	
Law Enforcement and Community Policing	
Applicant Disclosure and Justification - DOJ High Risk Grantees	23
How to Apply	23
Submission Dates and Time	24
Experiencing Unforeseen Technical Issues Preventing Submission	24
of an Application	
Application Review Information	26
Review Criteria	26
Review Process	27
Federal Award Administration Information	28
Federal Award Notices	28
Administrative, National Policy, and Other Legal Requirements	28
Information Technology Security Clauses	28
General Information about Post-Federal Award Reporting	28
Requirements	
Federal Awarding Agency Contact(s)	29
Other Information	29
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C.	29
552a)	
Provide Feedback to OJP	29
Performance Measures	29
Application Checklist	31
Standard Solicitation Resources	34

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 NICS Improvement Amendments Act of 2007 (NIAA or Act), codified in relevant part at 34 U.S.C. 40912, addresses the gap in information available to the NICS about prohibiting mental health adjudications and commitments and other prohibiting factors. Filling these information gaps will better enable the system to operate as intended to keep guns out of the hands of persons prohibited by federal or state law from receiving or possessing firearms. The automation of records also reduces delays for law-abiding persons to purchase firearms.

The NIAA authorized a grant program to assist states in providing certain information to the NICS and prescribes grant penalties for noncompliance with the NIAA's record completeness goals. Additionally, pursuant to the Act, there are certain conditions, described under Eligibility Information, that a state must satisfy in advance of receiving grants under the Act.

BJS is publishing this notice to announce the continuation of the NARIP in FY 2023, identify the program priorities, and provide information on application requirements. This year, BJS is prioritizing the use of funds for two purposes: (1) to enhance the completeness, automation, and transmittal of records to state and federal systems used by the NICS, and (2) to improve the overall reporting of persons prohibited from possessing firearms for reasons related to domestic violence and mental health to the NICS.

Statutory Authority

34 U.S.C. §§ 10132(c) and 34 U.S.C. §§ 40913

Specific Information

Pursuant to 34 U.S.C. § 10132(c)(19), 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, and the records of the National Crime Information Center, 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,

NCHIP Supplemental Funding, and the NARIP are three means by which BJS provides for such improvements are through the NCHIP, NCHIP Supplemental Funding, and NARIP solicitations.

The NARIP is authorized by the NIAA (34 U.S.C. § 40911-40917), which provides that grants be made in a manner consistent with the NCHIP. Therefore, NARIP application procedures parallel the provisions of the Crime Identification Technology Act of 1998 (34 U.S.C. § 40301), which guide the NCHIP.

Goals, Objectives, and Deliverables

The provisions for which this program is authorized require states to meet specific goals for completeness of the records submitted to the Attorney General identifying individuals prohibited by federal law from possessing firearms.

Goals

This funding will assist states and tribes with finding ways to make more records available to the NICS, including records in the National Crime Information Center (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

An applicant should address the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form.

The NARIP was developed to improve the completeness, automation, and transmittal of records to state and federal systems used by the NICS. These include records of criminal history, felony convictions, warrants, protective orders, convictions for misdemeanors involving domestic violence and stalking, drug arrests and convictions, mental health adjudications, and other information that may disqualify an individual from possessing or receiving a firearm under federal law.

Awards under this solicitation will include a condition (the specific terms of which will govern the award) related to supplying records to the NICS. The condition will, generally speaking, require recipients that use the award for a project or program that results in court dispositions, information or other “eligible records” relevant to the NICS, or that has a purpose of establishing or improving any of the foregoing, to promptly make available to the NICS or the state repository accessed by the NICS (and, as appropriate, update, correct, modify, or remove) all such dispositions, information, and other “eligible records.”

Deliverables

Improve Identification and Reporting of Disqualifying Records to the NICS

- **Applicants should focus efforts on identifying, flagging, and making immediately accessible to the NICS records of persons prohibited from purchasing or possessing firearms as defined in 18 USC 922(g) or (n).**

State Grants

Section 103 of the NIAA (codified at 34 U.S.C. 40913(a)) provides that the grants “shall be used by the States and Indian tribal governments, in conjunction with units of local government and State and local courts, to establish or upgrade information and identification technologies for firearms eligibility determinations.” In accordance with the NIAA, a grant to a state, which includes territories, or Indian tribe may only be used to—

- supply accurate and timely information to the Attorney General concerning the identity of persons who have a federally prohibiting mental health adjudication or commitment
- create electronic systems that provide accurate and up-to-date information directly related to checks under the NICS, including court disposition and corrections records
- assist states in establishing or enhancing their own capacities to perform NICS background checks
- supply accurate and timely information to the Attorney General concerning final dispositions of criminal records to databases accessed by the NICS
- supply accurate and timely court orders and records of misdemeanor crimes of domestic violence for inclusion in federal and state law enforcement databases used to conduct NICS background checks
- collect and analyze data needed to demonstrate levels of state compliance with the NIAA
- maintain the required relief from disabilities program in accordance with the NIAA (however, by statute, not less than 3% and no more than 10% of each grant shall be used for this purpose).

State Court Grants

Section 301 of the NIAA (codified at 34 U.S.C. § 40941) provides that grants shall be made to each state or tribal government, consistent with plans for the integration, automation, and accessibility of criminal history records, for use by the court systems to improve automation and transmittal to federal and state repositories of: (1) criminal history dispositions; (2) records relevant to determining whether a person has been convicted of a misdemeanor crime of domestic violence or whether a person is a subject of a prohibiting domestic violence protection order; and (3) prohibiting mental health adjudications and commitments.

Further, the law provides that the amounts granted shall be used by the court system only to implement—

- assessments, as necessary, of the capabilities of state courts to automate and transmit arrest and conviction records, court orders, and mental health adjudications or commitments to federal and state record repositories
- policies, systems, and procedures to automate and transmit arrest and conviction records, court orders, and mental health adjudications or commitments to federal and state record repositories.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

22

Anticipated Maximum Dollar Amount of Awards

No max amount

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

12 to 24

Anticipated Total Amount to be Awarded Under Solicitation

\$25,000,000

Additional Information

Period of performance start date may be as early as October 1, 2023 or as late as January 1, 2024.

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

Type of Award

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 does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

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

Eligibility Information

The NARIP application must be submitted by (a) the agency designated by the governor in each state to administer the NCHIP/NARIP, (b) the state or territory central administrative office or similar entity designated by statute or regulation to administer federal grant funds on behalf of the jurisdiction's court system, or (c) federally recognized Indian tribal governments.

In accordance with the NIAA, each state must satisfy these conditions to receive grants:

1. First, "each State shall provide the Attorney General with a reasonable estimate, as calculated by a method determined by the Attorney General...of the number of the records" subject to the NIAA completeness requirements. The last round of estimates was collected in 2011. States may also meet this eligibility by submitting a NICS Implementation Plan as outlined in the reauthorization of the NIAA (Fix NICS Act of 2018, in the Consolidated Appropriations Act of 2018, div. S, title VI; P.L. 115–141). Applicants under this solicitation should confirm with BJS whether this eligibility criterion has been met.
2. Second, "to be eligible for a grant under this [program], a State shall certify, to the satisfaction of the Attorney General, that the State has implemented a relief from disabilities program." For the purpose of this solicitation, a "relief from disabilities program" is a program that permits persons who have been adjudicated a mental

defective or committed to a mental institution to obtain relief from the firearms disabilities imposed by law as a result of such adjudication or commitment. This relief must be based on a finding, in accordance with principles of due process, by a state court, board, commission, or other lawful authority, that the circumstances of the disability and the person's record and reputation are such that the person will not be likely to act in a manner dangerous to the public safety and that the granting of relief would not be contrary to the public interest. The certification form is available on the Bureau Alcohol, Tobacco, Firearms, and Explosives (ATF) website at <https://www.atf.gov/files/forms/download/atf-f-3210-12.pdf>.

Further, applications submitted on behalf of state court systems must specifically assure that (1) the court system has the capability to contribute and will transmit pertinent information to the NICS established under section 103(b) of the Brady Handgun Violence Prevention Act (34 U.S.C. § 40901), and (2) it will coordinate the programs proposed for NARIP funding with other federally funded information technology programs, including directly funded local programs.

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

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands

Notice regarding law enforcement agencies: State, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

Application and Submission Information

Content of Application Submission

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

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

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

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

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

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

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information.

Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

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 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, BJS may consider such noncompliance in peer review and in final award decision. Tables, charts, and graphs can use fonts smaller than 12 point but must be included within the page limit.

The Proposal Narrative must include the following sections:

a. **Statement of the Problem—Background and Identification of Needs**

Accomplishments and progress on record improvement goals. Applicants must provide a summary of the major accomplishments achieved with funding under the NARIP. This section should describe, in quantifiable terms, if possible, results achieved and advances made in the last decade of NARIP funding (2017–2022). **Specifically address accomplishments relating to participation in each of the national databases and initiatives (i.e., III, NICS, NCIC POF, domestic violence records, mental health records, and Livescan/Automated Fingerprint Identification System capability).** Where relevant, reference should be made to 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 NARIP applications. Tribal applicants should discuss progress related to record automation and improvement funded by other federal sources 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 the III (including felonies and domestic violence misdemeanor convictions).** 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 timeframe and must identify any problems that are delaying instant responses to NICS inquiries and identify proposed solutions to these problems.

- **Provide the number and percentage of arrests (felonies and misdemeanors) available in the state criminal history repository that are missing final dispositions.**
 - **Report the percentage of arrests (felonies and misdemeanors) missing final dispositions accessible to the III.**
- **NICS Indices and mental health record availability.** All applications should discuss the extent to which the applicant provides information to the NICS Indices administered by the Federal Bureau of Investigation (FBI). Applicants who 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 is not considered to be a prohibiting factor.) Additionally, all applicants should indicate whether mental health records are checked, either by the state point of contact (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 the exchange of mental health records.
 - **Applicants should provide the current number of submissions, by prohibitor, in the NICS Indices.** Counts for the following prohibitions should be addressed in the application:
 - Felony conviction
 - Active felony indictment/information
 - Fugitive from justice
 - Controlled substance
 - Protection/restraining order
 - Misdemeanor crime of domestic violence
 - State prohibitor.
- **Protection Order File (POF).** All applicants should indicate whether they submit information for inclusion in the FBI's NCIC POF. Applicants who submit protection orders should indicate the number of active protection orders provided to the FBI. Applicants who do not submit all active protection orders to NCIC should describe the prohibiting factors and any plans to overcome them.
 - **Provide the current number of records in the NCIC POF 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.

- **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 NARIP funds during the project period and specifically address how activities relate to improving the identification and reporting of disqualifying records to the NICS.

- **Include dollar amounts for each funded task.**
- **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.**
- **Submit a detailed project period timeline covering all proposed activities.**

c. Capabilities and Competencies—Coordination

The administering NARIP agency should coordinate efforts with relevant emergency management task forces and agencies to ensure that record-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 submission of a description of the project to the state information technology POC, if designated. Submit a copy of the correspondence as part of “Additional Attachments,” or send directly to BJS prior to fund drawdown.

The POC is not required to concur with the information technology project. This condition is intended to facilitate communication within the state.

Recipients of funds under this solicitation should ensure that any funded activities will be coordinated with related activities supported by OJP funding, including awards under OJP’s Residential Substance Abuse Treatment Program, Drug Court Program, or Mentally Ill Offender Act Program. BJS is particularly interested in 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 the III, NCIC, and NICS Indices.

Tribal applicants should provide documentation that activities proposed for funding will be coordinated with tribal consortia, the state, or directly with the FBI.

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

- **Include the current status of open NARIP awards such as the current unexpended balance, projected end date, and 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, Next Generation Identification (NGI), and other applicable statewide or regional criminal justice information sharing standards or plans, including state anti-terrorism.

d. **NICS Improvement Plan**

FY 2023 NARIP applications should include funding, as needed, for the development and/or modification of a comprehensive, long-range records improvement plan through a four-step process:

Step 1. Establishment of a NICS Record Improvement Task Force. Complete reporting and transmission of state or tribal records to national files may only be achieved through the cooperative efforts of all record-originating entities. Therefore, BJS recommends that the applicant establish or continue the work of a NICS Record Improvement Task Force to guide the development and implementation of a long-range records improvement plan. The task force should include representatives from the central record repository and source agencies, including state, local, and tribal law enforcement; prosecuting attorneys; the courts; local jails; state correctional facilities; probation and parole agencies; and state mental health program agencies.

The task force can review the results of the assessment and problem identification phases (steps 2 and 3) and develop recommendations to improve the quality, completeness, and availability of NICS records. It can review and assess the adequacy of current legislation and administrative procedures related to reporting, maintaining, sharing, and use of relevant records. The preliminary plan should include a list of proposed task force members and the agencies they represent. If components of the system listed above are not included in the task force, the plan should describe how they can participate and provide input. If a task force will not be established, the applicant should propose instituting other mechanisms for input from and participation of all affected components of the criminal justice system.

Step 2. Assessment of the quality, completeness, and availability of NICS records. For the purposes of long-term strategic planning, an applicant may wish to use the task force to examine (and address) issues surrounding the accuracy, completeness, and availability of such records as part of its assessment. The ongoing assessment must result in a comprehensive understanding of the following:

- Availability of the records from entities that originate, maintain, and/or receive such records
- How relevant records are currently transmitted to the state's central repository and/or how they are otherwise made available to the NICS
- Completeness of the records in the various categories described (what portion of the records is actually made available to the NICS).

Such an assessment may involve an examination of records in the state central record repository, surveys of local reporting/originating agencies, analysis of court statistics, data collection from sample(s) of local agency records, estimates derived from audits of local reporting agencies, or other analytical work that may or may not have been performed to support the development of record estimates.

Step 3. Identification of reasons for incomplete and/or unavailable NICS records. The task force may also identify challenges or obstacles encountered in efforts to ensure that all qualifying records are made available to the NICS. Understanding these challenges may help focus improvement strategies and may include factors such as the type and number of state, local, and tribal agencies that originally create such records and the typical life cycle of such original records, including when and where they are created, whether they are maintained in paper or electronic form, if and how they are transmitted to state and national files, and when and how they are ultimately disposed of, deleted, or otherwise made unavailable. The task force might identify factors that affect the availability of records for state and national files, including whether categories of records can be protected from disclosure under a provision of state, tribal, or federal law.

Step 4. Development of a NICS Record Improvement Plan. The final step develops strategies for addressing each of the challenges identified in step 3, including the use of federal grant funds appropriated under the NIAA. The plan should clearly identify goals, objectives, and a general timetable for achievements. Subsequent iterations of the plan should include a progress report on the strategies previously employed.

e. **Plan for Collecting the Data Required for this Solicitation's Performance Measures**

Applicants should demonstrate knowledge of the performance measures outlined in this solicitation. The applicant should also detail how performance measures will be collected, who will be responsible for reporting on performance measures, and how the information will be used to guide and evaluate the impact of the project.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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

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

BJS will require award recipients to submit performance measure data and performance reports in JustGrants. BJS will provide further guidance on the post-award submission process if the applicant is selected for award.

Note on Project Evaluations

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

Goal, Objective and Deliverables

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

Goals

The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives

The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables

Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

In addition to the required web-based budget, please attach a separate budget detail and narrative to the application.

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

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

Disclosure of Process Related to Executive Compensation

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

Additional Application Components

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

- A copy of the approved application for certification of the state's relief from disabilities program or indication that certification is being sought from the ATF. (The certification form must be approved by ATF to be eligible for funding.)
- A complete project timeline outlining each activity, completion time, and responsible party.

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Tribal Authorizing Resolution

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

Research and Evaluation Independence and Integrity Statement

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

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

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

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24–48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by **June 7, 2023, at 8:59 PM ET**.

The **full application** must be submitted in JustGrants by **June 14, 2023, at 8:59 PM ET**.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to

report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason, applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov OR AskBJS@usdoj.gov within **24 hours after the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact OJP Response Center at grants@ncjrs.gov OR AskBJS@usdoj.gov within 24 hours after the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded)
- include an attachment of the complete grant application and all the required documentation and materials
- include the applicant's Unique Entity Identifier (UEI)
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

Merit Review Criteria

In making decisions to award funds under this program, BJS will determine whether the application meets program requirements and whether the applicant is operating satisfactorily and conforms to all applicable federal and state requirements. The amount of the award will be based on the strength of the justification for what the applicant is seeking to do and accomplish during the award period. Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria:

1. Description of the Issue

The extent to which the application—

- describes each proposed task in accordance with the priority program goals and how the proposed activities directly relate to the improvement of the NICS
- proposes to directly address the goals and objectives of the program
- addresses the scope of the need 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 the NICS.

2. Project Design and Implementation

The extent to which the application—

- addresses how proposed activities will increase the availability of records to systems queried by the NICS, including through federal and state criminal history records, the NCIC, and NICS Indices
- includes dollar amounts for each proposed project
- demonstrates how the NICS Improvement Task Force is facilitating efforts to address gaps in record completeness and reporting
- 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.

3. Capabilities and Competencies

- Demonstrate progress in improving record quality by making relevant records available for national background checks, and provide the reported number of records currently available in the national files.
- Fulfill goals of previous NARIP awards (or related criminal record improvement awards), including consideration of the total funds already awarded and expended funds from previous awards, if applicable.
- Demonstrate commitment to the national record system, through membership in the III and participation in the FBI's National Fingerprint File, and report the current status of development of criminal records.

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

- Supply key performance measures for the award period.
- Provide a sufficient plan for collecting and reporting these performance measures.

5. Budget

- Provide a reasonable budget, including the basis of the estimates, nature of the proposed expenditures, and the relation of the expenditures to the priorities identified herein.

Other Review Criteria/Factors

Other important considerations for BJS include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by BJS using the review criteria listed above.

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

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

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

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

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

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

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

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

Information Technology Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

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

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

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see page 2 of the solicitation.

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

Objective	Performance Measure(s)	Data Recipient Provides
Ensure that the infrastructure is developed to connect the state's and tribe's records systems to the national records systems operated	Number of states and tribes participating or making records available to the NICS.	Total number of states and tribes participating or making records available to the NICS.

<p>by the FBI, including the NCIC, NGI, III, and NICS Indices.</p>	<p>Number of records available in the NICS.</p> <p>Percentage of complete records made available to the NICS.</p> <p>Percentage of applications for firearm transfers rejected due to data made available to the NICS.</p>	<p>Number of state and tribal records made available for use by the NICS.</p> <p>Number of complete records submitted by states and tribes made available to the NICS.</p> <p>Number of applications for firearm transfers.</p> <p>Number of applications for firearm transfers rejected due to a domestic violence misdemeanor conviction.</p> <p>Number of applications for firearm transfers rejected due to a mental health prohibitor.</p>
--	--	---

Application Checklist

FY 2023 NICS Act Record Improvement Program

This application checklist has been created as an aid in developing an application. For more information, reference [the OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov:

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

Register in Grants.gov

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

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#)

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$25,000,000.

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

Application Step 1

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

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov.**

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- Submission receipt
- Validation receipt
- Grantor agency retrieval receipt
- Agency tracking number assignment

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

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract***
- **Proposal Narrative***

Budget and Associated Documentation

- **Budget Web-Based form***
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))

- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Project Period Timeline
- NICS Record Improvement Plan
- Copy of correspondence describing the project to the state information technology POC (if applicable)
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

***Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the project abstract, proposal narrative, or budget web-based form, it will not receive further consideration.**

Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.

- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal, both award recipients and applicants can access training resources and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.