

# BJA FY25 Missing and Unidentified Human Remains (MUHR) Program

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Anticipated Amount to Be Awarded Under This Funding Opportunity: \$5,472,691

Anticipated Award Ceiling: Up to \$1,000,000

Anticipated Period of Performance Duration: 36 months

Funding Opportunity Number: O-BJA-2025-172470

Deadline to submit SF-424 in Grants.gov: **October 10, 2025, by 11:59 p.m. Eastern Time**  
Deadline to submit application in JustGrants: **October 17, 2025, by 8:59 p.m. Eastern Time**



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

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## BASIC INFORMATION

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

|                                   |  |
|-----------------------------------|--|
| <b>Agency Name</b>                | U.S. Department of Justice<br>Office of Justice Programs<br>Bureau of Justice Assistance |
| <b>NOFO Title</b>                 | BJA FY25 Missing and Unidentified Human Remains (MUHR) Program                           |
| <b>Announcement Type</b>          | Initial  |
| <b>Funding Opportunity Number</b> | O-BJA-2025-172470  |
| <b>Assistance Listing Number</b>  | 16.050   |

### Executive Summary

The Missing and Unidentified Human Remains (MUHR) Program supports efforts to improve the reporting, transportation, forensic processing, and identification of missing persons (MP) and unidentified human remains (UHR) cases, including those involving migrants as authorized by Public Law 116-277. This program increases public safety by providing resources to locate and identify missing persons and unidentified human remains in the United States. Please see the [Eligible Applicants](#) section for the eligibility criteria.

The goals of this program are to (1) implement collaborative partnerships to guide the enhanced response to both MP and UHR cases; and (2) establish or expand programs to improve the reporting, forensic processing, identification, and repatriation of both MP and UHR cases in the jurisdiction. The program goals and objectives remain the same across all Categories. The jurisdictional scale to which they are performed varies based on the funding Category. Due to limited resources and the potentially limited volume of UHRs and MPs cases, small, rural, and/or tribal entities may not have the staffing and general capabilities to fully implement the goals and objectives under this program. As such, the intent of soliciting applicants under Category 3 is to ensure that cases in these jurisdictions receive the critical resources to assist with resolution.

- **Category 1: Statewide Projects (Anticipated Award Amount: \$1,000,000)**
- **Category 2: Local Projects (Anticipated Award Amount: \$500,000)**
- **Category 3: Services to Assist Small, Rural, and/or Tribal Entities on a National Scale (Anticipated Award Amount: \$1,000,000)**

OJP is committed to advancing work that furthers DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights. OJP provides federal leadership, funding, and other critical resources to directly support law enforcement, combat violent crime, protect American children, provide services to American crime victims, and address public safety challenges, including human trafficking and the opioid crisis.

## Key Dates and Times

|  |  |
|--|--|
| <b>Funding Opportunity Release Date</b>        | September 17, 2025   |
| <b>Pre-Application Webinar</b>                 | Details about a webinar for this NOFO will be provided at a later date. Please be sure to check BJA's <a href="#">Upcoming Events</a> for further information. |
| <b>SAM.gov Registration/Renewal</b>            | Recommend beginning process by September 17, 2025, and no later than September 26, 2025  |
| <b>Step 1: Grants.gov Application Deadline</b> | 11:59 p.m. Eastern Time on October 10, 2025  |
| <b>Step 2: JustGrants Application Deadline</b> | 8:59 p.m. Eastern Time on October 17, 2025   |

## Funding Details

**Anticipated Total Amount to Be Awarded Under This Funding Opportunity: \$5,472,691**

- **C-BJA-2025-00084-PROD, Category 1: Statewide Projects**
  - Anticipated Number of Awards: up to 3
  - Anticipated Award Ceiling: up to \$1,000,000
  - Anticipated Period of Performance Start Date: October 1, 2025
  - Anticipated Period of Performance Duration: 36 months
- **C-BJA-2025-00085-PROD, Category 2: Local Projects**
  - Anticipated Number of Awards: up to 4
  - Anticipated Award Ceiling: up to \$500,000
  - Anticipated Period of Performance Start Date: October 1, 2025
  - Anticipated Period of Performance Duration: 36 months
- **C-BJA-2025-00086-PROD, Category 3: Services to Assist Small, Rural, and/or Tribal Entities on a National Scale**
  - Anticipated Number of Awards: 1
  - Anticipated Award Ceiling: up to \$1,000,000
  - Anticipated Period of Performance Start Date: October 1, 2025
  - Anticipated Period of Performance Duration: 36 months

*Note: Applicants may propose a budget that is less than the anticipated award ceiling amount. The budget should be reasonable to conduct the proposed project and be within the applicant's capacity to manage.*

## Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this NOFO is intended to, nor does it, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States or its departments, agencies, entities, officers, employees, agents, or any other person.

## Statutory Authority

Pub. L. No. 116-277, Title II (codified at 34 U.S.C. § § 40501–40503).

## Agency Contact Information

For assistance with the requirements of this funding opportunity:

**OJP Response Center**

Phone: 800-851-3420 or 202-353-5556 (TTY for hearing-impaired callers only)

Email: [OJP.ResponseCenter@usdoj.gov](mailto:OJP.ResponseCenter@usdoj.gov)

Hours of operation: 9:00 a.m. to 5:00 p.m. Eastern Time (ET) Monday–Friday

For assistance with **SAM.gov** (registration/renewal):

**SAM.gov Help Desk**

Phone: 866-606-8220

Web: [SAM.gov Help Desk \(Federal Service Desk\)](#)

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

**Grants.gov Customer Support Hotline**

Phone: 800-518-4726, 606-545-5035

Email: [support@grants.gov](mailto:support@grants.gov)

Web: [Grants.gov Customer Support](#)

Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

**JustGrants Service Desk**

Phone: 833-872-5175

Email: [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see [Experiencing Technical Issues Preventing Submission of an Application \(Technical Waivers\)](#).

## Resources for Applying

**Pre-Application Webinar:** Details about a webinar for this NOFO will be provided at a later date. Please be sure to check BJA's [Upcoming Events](#) for further information.

**OJP Grant Application Resource Guide:** Referred to as the “Application Resource Guide” throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

**JustGrants Application Submission Training Webpage:** Offers helpful information and resources on the grant application process.

**Note:** If this NOFO requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this NOFO and the applicant should follow the guidance in this NOFO.

**MUHR Grantee Success Stories and Events:** Additional information, including success stories and publications, is available at: <https://www.forensicstta.org/programs/missing-and-unidentified-human-remains-muhr-program/>.



## ELIGIBILITY

### Eligible Applicants

The types of entities that are eligible to apply for this funding opportunity are listed below:

#### **Category 1: Statewide Projects**

##### **Government Entities**

- State governments

##### **Educational Organizations**

- Public and state-controlled institutions of higher education

##### **Nonprofit Organizations**

- Nonprofits having a 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

##### **Other**

- Accredited, publicly funded, Combined DNA Index System (CODIS) forensic laboratories
- Medical examiner offices
- Accredited, publicly funded toxicology laboratories
- Accredited, publicly funded crime laboratories

#### **Category 2: Local Projects**

##### **Units of Local Government**

- County governments
- City or township governments
- Educational organizations
- Public and state-controlled institutions of higher education

##### **Nonprofit Organizations**

- Nonprofits having a 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

##### **Other**

- Accredited, publicly funded, Combined DNA Index System (CODIS) forensic laboratories
- Medical examiner offices
- Accredited, publicly funded toxicology laboratories
- Accredited, publicly funded crime laboratories

#### **Category 3: Services to Assist Small, Rural, and/or Tribal Entities on a National Scale**

##### **Government Entities**

- State governments

**Units of Local Government**

- County governments
- City or township governments

**Educational Organizations**

- Public and state-controlled institutions of higher education

**Nonprofit Organizations**

- Nonprofits having a 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

**Other**

- Accredited, publicly funded, Combined DNA Index System (CODIS) forensic laboratories
- Medical examiner offices
- Accredited, publicly funded toxicology laboratories
- Accredited, publicly funded crime laboratories

**State Government Entities:** For the purposes of this NOFO, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

**“Other” Entities Definition:**

- **Other Units of Local Government:** For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state.

**Additional Applicant Eligibility Factors**

In order to request a federal grant award under this program, an applicant that is a State or local government entity must submit a certification (using only the template provided in Appendix 1, entitled [“Certification by the Chief Executive Officer \(or senior official\) of the Applicant Government.”](#) Tribal government entities and educational organizations (e.g., public or state-controlled institutions of higher education) are not required to submit this certification. This certification is a basic minimum requirement of this funding opportunity, such that applications from applicants that are required to submit it and fail to do so, will be denied.

Also, such applicants should anticipate that awards to state or local government entities under this NOFO will include an award condition addressing compliance with 8 U.S.C. § 1373.

**Nonprofit Organizations:** Only nonprofit organizations that have working collaborative agreements with state and county forensic offices—including medical examiners, coroners, and justices of the peace—for entry of data into CODIS, the National Missing and Unidentified Persons System (NamUs), or both are eligible to apply.

**Public and state-controlled institutions of higher education:** Only publicly funded universities with forensic anthropology laboratories are eligible to apply. A state university with an anthropology department that includes a forensic tract with labs would qualify as an eligible applicant under the statutory authority for the MUHR Program, assuming that the applicant also meets all of the other eligibility requirements outlined in this NOFO.



**Certification as to Privacy Protections for Biological Family Reference Samples:** If an award is made, prior to receiving award funds, the recipient must submit an express certification from an official authorized to make the certification on behalf of the applicant agency that:

1. Any suspected biological family DNA reference samples received from citizens of the U.S. or foreign nationals and uploaded into the Combined DNA Index System (commonly referred to as CODIS) by an accredited, publicly funded CODIS forensic laboratory awarded a grant under this section may be used only for identifying MP and unidentified remains.
2. Any biological family DNA reference samples from citizens of the U.S. or foreign nationals entered into CODIS for purposes of identifying MP and unidentified remains may not be disclosed to a federal or state law enforcement agency for law enforcement purposes.

Any certification that is submitted must be personally executed by the certifying official after a determination that the certification may properly be made.

**Note:** In making this certification, the certifying official is certifying that these requirements are satisfied not only with respect to the applicant itself, but also with respect to each entity that will receive a portion of the grant amount.

Certification must be provided on the BJA-provided template found [here](#). Submission of this certification is not required at the time of application but is strongly encouraged. If an award is made, access to award funds will be withheld until this certification is received and approved by BJA.

### **Limit on Number of Applications**

An applicant may submit more than one application if each application proposes a different project in response to the NOFO. Each application can apply to only one category of the NOFO.

Applications under which two or more entities (project partners) would carry out the federal award will be considered. However, only one entity may be the applicant for the NOFO; any others must be proposed as subrecipients. See the [Application Resource Guide](#) for additional information on subawards.

An entity may be proposed as a subrecipient in more than one application.

### **Cost Sharing/Match Requirement**

This NOFO does **not** require cost sharing/match.



## PROGRAM DESCRIPTION

### General Purpose of the Funding

The MUHR Program provides funding to implement, expand, or improve programs focused on the reporting, forensic processing, identification, and transportation of Missing Persons (MP) and Unidentified Human Remains (UHR) cases in the United States. Many unidentified remains are victims of violent crime and identifying them is a vital first step in establishing criminality, supporting law enforcement investigations, and ultimately holding violent offenders accountable. This process not only furthers justice but also brings long-awaited answers to families of the missing.

The MUHR Program provides critical funding directly to state and local jurisdictions to build their capacity to address MP and UHR cases and to promote collaboration among affected entities in relation to MP and UHR cases, with the goals of consistent reporting, increased identifications, and overall system improvements contributing to enhanced public safety in state and in local communities.

### Categories

There are three Categories applicants may apply to:

- **Category 1: Statewide Projects**
- **Category 2: Local Projects**
- **Category 3: Services to Assist Small, Rural, and/or Tribal Entities on a National Scale**—If an applicant seeks to assist these groups (small, rural, or Tribal entities) at the state and/or local levels only, they should apply under Category 1 (Statewide Projects) or Category 2 (Local Projects).

The goals of this program are to (1) implement collaborative partnerships to guide the enhanced response to both MP and UHR cases; and (2) establish or expand programs to improve the reporting, forensic processing, identification, and repatriation of both MP and UHR cases in the jurisdiction. The program goals and objectives remain the same across all Categories. The jurisdictional scale to which they are performed varies based on the funding Category. Due to limited resources and the potentially limited volume of UHRs and MPs cases, small, rural, and/or tribal entities may not have the staffing and general capabilities to fully implement the goals and objectives under this program. As such, the intent of soliciting applicants under Category 3 is to ensure that cases in these jurisdictions receive the critical resources to assist with resolution.

### Definitions

For purposes of this NOFO, the following terms are defined:

- **Anthropology:** The examination of human skeletal remains, including skeletal recovery, development of biological profile, confirming identifications through skeletal and radiological means, trauma documentation, and time-since-death estimation.
- **Combined DNA Index System (CODIS):** The generic term used to describe the Federal Bureau of Investigation's program of support for criminal justice DNA databases, as well as the software used to run these databases. CODIS contains profiles from missing persons, unidentified human remains, and relatives of missing persons and can provide

investigative information that may assist with identifications. There are three levels of CODIS: the Local DNA Index System (LDIS), used by individual laboratories; the State DNA Index System (SDIS), used at the state level to serve as a state's DNA database containing DNA profiles from LDIS laboratories; and the National DNA Index System (NDIS), managed by the FBI as the nation's DNA database containing all DNA profiles uploaded by participating states.

- **Direct Reference Samples (DRS):** an item collected directly from a missing individual, or an intimate personal effect belonging to the missing individual, for use in potential comparisons to recovered unidentified human remains. Examples include stored medical samples, baby teeth/dentures, a toothbrush.
- **DNA Analysis:** Includes the handling, screening, laboratory testing, profile interpretation, and reporting of samples containing DNA. DNA analysis may be conducted on unidentified human remains, missing persons samples, or family reference samples.
- **DNA Profile:** Genetic sequence related to an individual contributor.
- **Familial DNA Searching:** An intentional or deliberate search of the DNA database conducted after a routine search for the purpose of potentially identifying close biological relatives of the unidentified human remains sample.
- **Family Reference Sample (FRS):** A DNA sample obtained from a potential relative to help identify MP or UHR. Relatives of a MP may voluntarily provide their DNA sample.
- **Fingerprint:** An impression left by the friction ridges of a human finger that can be used for the purpose of identification.
- **Forensic Genetic Genealogy (FGG):** The combination of genetic analysis with traditional historical and genealogical research to study family history. For forensic investigations, it can be used to connect unidentified DNA from forensic evidence or unidentified human remains to potential relatives in genealogical databases. This information can help point to the possible identity of the perpetrator or unidentified remains.
- **Mitochondrial DNA Analysis (mtDNA):** A forensic DNA technology that targets DNA found within the mitochondria of a cell. It is particularly useful in instances with limited sample or where the DNA is highly degraded such as heavily decomposed or skeletonized remains. Individuals (both male and female) along the same maternal line are expected to have the same mtDNA profile. Inclusion of a mtDNA profile as an additional technology in CODIS can help improve the chance of an association between a UHR and a possible relative.
- **National DNA Index System (NDIS):** A component of CODIS, containing the DNA profiles contributed by federal, state, and local participating forensic laboratories. All 50 states, the District of Columbia, the Federal Government, the U.S. Army Criminal Investigation Laboratory, and Puerto Rico participate in NDIS.

- **National Missing and Unidentified Persons System (NamUs) Program:** A national centralized repository and resource center for locating MP, identifying UHR, and repatriating unclaimed persons.
- **National Crime Information Center (NCIC):** A computerized index of criminal justice information (i.e., criminal record history, fugitives, stolen properties, MP). It is available to federal, state, and local law enforcement and other criminal justice agencies and is operational 24 hours a day, 365 days a year. Data contained in NCIC is provided by the FBI; federal, state, local, and foreign criminal justice agencies; and authorized courts.
- **Odontology:** A specialized field of dentistry that involves the study of teeth and dental records that can help in identifying the remains of a deceased individual.
- **Rapid DNA; Rapid DNA Analysis:** Describes the fully automated (hands-free) process of developing a CODIS STR DNA profile from a reference sample buccal swab without human intervention. Any Rapid DNA analysis done using MUHR funding must be done by an accredited laboratory and must adhere to the FBI's Quality Assurance Standards. See [Rapid DNA-FBI](#) and [Quality Assurance Standards for Forensic DNA Testing Laboratories](#).
- **Records Management System (RMS):** An agency-wide system that provides for the storage, retrieval, retention, manipulation, archiving and viewing of information, records, documents, or files.
- **Short Tandem Repeat (STR) Analysis:** The most common type of forensic DNA technology used in criminal cases and other forensic applications. It can be used to help identify UHRs, verify family relationships, and connect suspects to crime scene evidence.
- **Violent Criminal Apprehension Program (ViCAP):** A unit of the FBI responsible for the analysis of serial violent and sexual crimes, is situated within the Critical Incident Response Group's (CIRG) National Center for the Analysis of Violent Crime (NCAVC). ViCAP maintains the largest investigative repository of major violent crime cases in the U.S. It is designated to collect and analyze information about homicides, sexual assaults, MP, and other violent crimes involving UHR.
- **Y-STR Analysis:** A forensic DNA technology that targets DNA locations on the Y chromosome that is only carried by male individuals. Males along the same paternal line are expected to have the same Y-STR DNA profile. Inclusion of a Y-STR DNA profile as an additional technology in CODIS can help improve the chance of an association between a male UHR and a male relative.

### **Notice Regarding DNA Analyses**

- All DNA analyses (with the exception of FGG testing) performed using MUHR funding, to include Rapid DNA Analyses, must be done by an accredited laboratory and must adhere to the FBI's Quality Assurance Standards. See [Quality Assurance Standards for Forensic DNA Testing Laboratories](#) and [Rapid DNA-FBI](#). As of the posting date of this NOFO, Rapid DNA Analyses is approved only for known reference buccal samples and does not include UHR samples such as bones and tissue or DRS such as baby teeth

and stored medical samples (also called missing person samples), or toothbrushes and razors (also called deduced missing person samples), etc. See the [Definitions](#) section of this NOFO for additional information about Rapid DNA.

- BJA recognizes that in the near future, the Federal Bureau of Investigation (FBI) may approve Forensic Sample Cartridges/Chips for Modified Rapid DNA Analysis on forensic samples such as those collected from crime scenes for upload to the National DNA Index System (NDIS). This may allow the use of modified Rapid DNA Analysis on additional UHR and DRS sample types. However, until such a date, MUHR funding may not be used for this purpose. Applicants shall not include requests in the application narrative, budget, or budget narrative regarding the use of funds for Rapid DNA testing on crime scene samples in preparation for NDIS approval. Once NDIS has approved a forensic Rapid DNA cartridge/chip, MUHR award's narrative, scope, and budget may be modified through a Grant Award Modification (GAM) to use MUHR funds for Rapid DNA testing on crime scene samples.
- A second DNA technology (mtDNA or Y-STR as appropriate) is highly recommended for UHR, FRS and DRS processed with MUHR funding for upload to CODIS to increase the chances of an identification assisted by CODIS. Awardees are highly encouraged to propose projects that incorporate the trio of DNA testing technologies with consideration for CODIS upload for all technologies.
- **Family Reference Samples:** Following FBI guidance and requirements, the relative of a missing person must voluntarily submit their DNA sample per a consent form. Law enforcement must oversee and confirm that the relative is who they say they are via a form of identification. The reference sample can only be used for identification purposes. Once and if a match is made, the law enforcement agency overseeing the case must be notified, as well as the supporting medical examiner/coroner.
- All DNA analyses conducted, and profiles generated, during the testing portion of this program must be maintained pursuant to all applicable federal privacy requirements, including those described in 34 U.S.C. § 12592(b)(3).

### **Notice Regarding Forensic Genetic Genealogy (FGG)**

- FGG is an allowable activity under all Categories. Award recipients utilizing MUHR funds for FGG must adhere to the [DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching \(FGGS\)](#) document ("Interim Policy on FGGS"). The requirements regarding the use of MUHR funds for FGG may change in accordance with future iterations of the Policy on FGGS. MUHR award recipients will be updated should changes occur that could impact their practices and/or performance metrics.
- In accordance with the Interim Policy on FGGS and forensic and investigative best practices in MP and UHR cases, the following must be met for each UHR case involving FGG for which MUHR funding is used:
  1. The UHR must be submitted for entry into NamUs and ViCAP.
    - MUHR awardees must ensure the UHR case has been submitted to ViCAP (where applicable) and NamUs prior to proceeding with FGG.

2. The UHR must have an STR profile searching in CODIS.

- An STR profile from the UHR must have been searched in CODIS and yielded no probative hits. Because missing person-related DNA records are searched in NDIS on at least a monthly basis, sufficient time should be allowed for CODIS searches to occur before proceeding to FGG. BJA will consider exceptions (e.g., an immediate and ongoing threat to public safety) on a case-by-case basis.
- If a STR profile is only searching in the SDIS or LDIS levels of CODIS, the awardee must work with their laboratory to pursue the feasibility of re-testing the sample to obtain a NDIS-eligible STR profile before proceeding to FGG.
- MUHR awardees must also have attempted a second DNA technology (mtDNA or Y-STR as appropriate) for inclusion in CODIS prior to proceeding to FGG. If a case has only an STR profile in CODIS (and not a second technology), permission will be needed from BJA **before** proceeding to FGG.
- Familial searching is not required for UHRs prior to proceeding to FGG, unless mandated by the awardee's state.

3. The UHR must be a suspected homicide victim.

- The use of MUHR funds for FGG is only permissible in those instances where the manner of death has been ruled as "homicide". Prior approval from BJA will be required prior to proceeding to FGG for cases where the manner of death is ruled as "undetermined" but in which investigators reasonably believe the remains are that of a suspected homicide victim. In these instances, BJA will seek confirmation that the investigating agency and prosecutor with appropriate jurisdiction are investigating the case as a suspected homicide and agree to proceed with FGG.

4. Investigator and Prosecutor concurrence must be obtained prior to proceeding with FGG.

- As outlined in Section VI in the Interim Policy on FGGS, awardees must collaborate with both the law enforcement agency and prosecutor with jurisdiction over the criminal investigation, who must agree with proceeding with FGG. As part of this decision, parties should document their consultation with the laboratory that performed the CODIS upload of the UHR profile.

If an award is made, prior to receiving award funds, the recipient must submit an express certification regarding the above requirements involving the use of MUHR funds for FGG. Certification must be provided on the BJA-provided template found [here](#). Submission of this certification is not required at the time of application but is strongly encouraged. If an award is made, access to award funds will be withheld until this certification is received and approved by BJA.



- BJA highly recommends that the awardee leverage the FBI's resources for the tree-building/investigative portion of FGG (at no cost to the awardee).
- See the [Performance Measures](#) section of this NOFO for additional required grantee reporting on FGGS activities.

### **Notice Regarding Database Reporting**

- All qualifying cases processed with MUHR funding must be entered and updated in NamUs, NCIC, and (where applicable) the FBI's Violent Crime Apprehension Program (ViCAP) by the end of the grant period. Cross system reporting will facilitate better understanding of the circumstances and scope of MP and UHR cases in the U.S. and increase identifications and repatriations of unaddressed MP and UHR cases.
  - An applicant who does not have the necessary law enforcement-level or medical examiner/coroner-level access to the required databases must either (1) obtain access themselves or (2) partner with the appropriate agency(s) that already has the necessary access. Partnering agencies must provide a Letter of Intent at the time of application. Please see the [Memorandum of Understanding \(MOU\) and/or Letter of Intent](#) section of this NOFO for more information regarding a partnering agency's engagement.
  - Please note: Receiving funding under this NOFO does not grant access to NamUs or other restricted criminal justice databases. Only criminal justice agencies with appropriate authority may enter and update records—activities that are required under this NOFO. As such, applicants must ensure that project partners have the appropriate access and authority to perform these actions in NamUs and other applicable databases for the cases being supported with grant funds.
- NamUs: Award recipients must:
  - Collect and report information to NamUs regarding MP and/or UHR.
  - Assist partners within the MP and/or UHR communities with upgrading existing data in the NamUs system in support of the efforts of states and units of local government to identify MP and unidentified remains through locating and documenting pertinent case information.
- NCIC: Award recipients must:
  - Report to NCIC and, when possible, to law enforcement authorities throughout the applicant's jurisdiction regarding every deceased unidentified person, regardless of age, found in the applicant's jurisdiction.
  - Enter a complete profile of such unidentified persons in compliance with the [guidelines](#) established by the DOJ for the NCIC Missing and Unidentified Persons File, including dental records, DNA records, X-rays, and fingerprints, if available.
- ViCAP: Award recipients must:
  - Enter all "criteria cases" into ViCAP before the end of the grant period. Recipients should enter all solved and unsolved ViCAP criteria cases, as a solved case could very well link to another agency's unsolved case.

- Conduct searches and analyses within ViCAP to produce leads on cases. Efforts should be expended to continue to utilize the ViCAP database after cases are entered.
- Cases submitted into the ViCAP database must meet the ViCAP criteria requirements related to this program, and include:
  - Persons where the circumstances indicate a strong possibility of foul play, and the victim is still missing.
  - Human remains where the manner of death is known or suspected to be homicide.
- Information entered into ViCAP must be comprehensive. All questions are to be appropriately answered and, when available, additional detail provided. The narrative section should be detailed but succinct. Narrative information can be copied and pasted directly from an agency's incident report.
- ViCAP is for criminal cases only. Upon request, FBI ViCAP staff are available to assist grant recipients with gaining entry to the system, provide training on optimal use of the database, and conduct crime analyses on specific perpetrators/cases. For more information about ViCAP, please refer to: <https://www2.fbi.gov/hq/isd/cirg/ncavc.htm#vicap>.
- Death certificates should be initiated and updated with the appropriate number assigned to each unidentified person.
- Applicants must retain all such records pertaining to unidentified persons until a person is identified.

Applicants should refer to [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for information on allowable and unallowable costs that may inform the development of their project design.

## Agency Funding Priorities

In order to advance public safety and help meet its mission, OJP will provide priority consideration to applicants that propose (as applicable within the scope of this funding opportunity) projects designed to advance the goals listed below. Applicants seeking priority consideration should specify in the proposal narrative (and in the budget detail form, as applicable) which of the following goal(s) the project is intended to advance and how it will do so:

- (a) Directly supporting law enforcement operations (including immigration law enforcement operations);
- (b) Combatting violent crime;
- (c) Supporting services to American citizens;
- (d) Protecting American children;
- (e) Supporting American victims of trafficking and sexual assault; and
- (f) State/local law enforcement efforts that are coordinated with federal law enforcement efforts (including immigration law enforcement efforts)—at minimum as shown by—



(1) compliance with 8 U.S.C. § 1373, which provides that state and local government entities may not prohibit, or in any way restrict, any government entity or official from sending to, receiving from, maintaining, or exchanging information regarding citizenship or immigration status, lawful or unlawful, of any individual with components of the U.S. Department of Homeland Security or any other federal, state or local government entity; and

(2) having in place a statute, ordinance, rule, regulation, policy, or practice that is designed to ensure both (A) that agents of the United States acting under color of federal law in fact are given access to any pertinent correctional facility for the purpose of permitting such agents to meet with individuals who are (or are believed by such agents to be) aliens and to inquire as to such individuals' right to be or remain in the United States and (B) that, when any such facility receives from the U.S. Department of Homeland Security a formal written request authorized by the Immigration and Nationality Act that seeks advance notice of the scheduled release date and time for a particular alien in such facility, then such facility in fact will honor such request and (as early as practicable) provide the requested notice to such Department.

**Note:** Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee a funding award.

## Unallowable Uses of Funds

The following are certain unallowable costs and certain activities that are out of the program scope and will not be funded.

1. Out of program scope is any program or activity, at any tier that, directly or indirectly, violates (or promotes or facilitates the violation of) federal immigration law (including 8 U.S.C. § 1373) or impedes or hinders the enforcement of federal immigration law—including by failing to comply with 8 U.S.C. § 1373, give access to DHS agents, or honor DHS requests and provide requested notice to DHS agents.
2. Out of program scope is any program or activity, at any tier that violates any applicable Federal civil rights or nondiscrimination law. This includes violations that (1) indirectly violate the law, including by promoting or facilitating violations; or (2) unlawfully favor individuals in any race or protected group, including on a majority or minority, or privileged or unprivileged, basis, within a given area, population, or sector.
3. As specified in the [DOJ Grants Financial Guide](#), in Chapter 3.13, "Unallowable Costs" ("Legal Services for Aliens"), any obligations of funds, at any tier, under this award to provide (or to support the provision of) legal services to any removable alien or any alien otherwise unlawfully present in the United States shall be unallowable costs for purposes any award made under this notice, but the foregoing shall not be understood to apply (1) to legal services to obtain protection orders for victims of crime; or (2) to immigration-related legal services that may be expressly authorized or required by any law, or any judicial ruling, governing or applicable to the award.

## Program Goals and Objectives

The program goals and objectives remain the same across all Categories. The jurisdictional scale to which they are performed varies based on the funding Category. Under Category 1, BJA seeks to fund applicants to complete the goals and objectives of this program at a statewide level. Under Category 2, BJA seeks to fund applicants to complete the goals and objectives of this program at a local level such as city, county, or multi-county projects. Under Category 3, BJA seeks to fund only one applicant that will be able to provide services on a national scale to assist with the program goals and objectives for either small, rural, and/or tribal entities (jurisdictions). Due to limited resources and the potentially limited volume of UHRs and MPs cases, small, rural, and/or tribal entities may not have the staffing and general capabilities to fully implement the goals and objectives under this program. As such, the intent of soliciting applicants under Category 3 is to ensure that cases in these jurisdictions receive the critical resources to assist with resolution.

### **Goal 1: Implement collaborative partnerships to guide the enhanced response to both MP and UHR cases.**

**Objective 1:** Establish partnerships across the medicolegal, law enforcement, forensic science, prosecutorial, and advocacy communities as appropriate. Increase collaboration between entities involved with MP cases and UHR cases.

**Objective 2:** As a multidisciplinary team, identify the scope and backlog of MP and UHR cases in the jurisdiction; identify areas for improvement.

**Objective 3:** As a multidisciplinary team, establish long term goals and objectives to enhance the jurisdiction's response to MP and UHR cases.

### **Goal 2: Establish or expand programs to improve the reporting, forensic processing, identification, and repatriation of both MP and UHR cases in the jurisdiction.**

**Objective 1:** Report and update MP and UHR cases worked under MUHR to NamUs, NCIC, and, where applicable, ViCAP by the end of the grant period.

**Objective 2:** Implement comprehensive plans building jurisdictional capacity to investigate, perform forensic processing, and identify and resolve MP and UHR cases.

**Objective 3:** Notify and repatriate human remains to appropriate relatives as determined by law.

## How Awards Will Contribute to Program Goals/Objectives

OJP anticipates that award recipients will work towards a common goal of improving the reporting, transportation, forensic processing, identification, and repatriation of both missing persons and unidentified human remains. The award recipients will plan and implement comprehensive programs aimed at building improved jurisdictional capacity with consideration for both MP and UHR cases. While successful identifications and repatriation of remains to families are notable program outcomes, OJP anticipates MUHR awards will result in the development of sustainable collaborative programs to address missing persons and unidentified human remains cases, at the state and local level. Collectively these efforts resolve cases, combat violent crime, increase public safety, and enhance justice.

## Expected Outcomes: Deliverables and Performance Measures

To achieve the goals and objectives of this funding opportunity, OJP has identified expected deliverables that must be produced by a recipient. OJP has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives previously identified. Recipients will need to collect and report this performance measure data to OJP.

OJP will measure success by reviewing a recipient's submission of performance reports and data and the extent to which project implementation reflects progress toward the goals and objectives of this NOFO.

### Deliverables

Award recipients will be expected to develop and submit the deliverables listed below in the course of implementing their proposed project.

- A final inventory of missing person and unidentified human remains cases processed with MUHR funding at the end of the performance period. A template will be provided by BJA to awardees to assist in completing this requirement. Award recipients may not completely close out their award until review and approval by BJA of the final inventory.

Additionally, recipients under this funding opportunity will be required to submit the standard [Post-Award Requirements and Administration](#).

### Performance Measures

OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in [Program Goals and Objectives](#). Applicants can visit [OJP's performance measurement page](#) at [ojp.gov/performance](http://ojp.gov/performance) for more information on performance measurement activities.

A list of performance measure questions for this funding opportunity can be found at [BJA Missing and Unidentified Human Remains Program Performance Measures](#).

Additionally, MUHR award recipients utilizing FGG must collect and report the following metrics to BJA in accordance with Section IX of the [DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching \(FGGS\)](#), MUHR award recipients must collect and report the following metrics to BJA:

- The type of crime investigated.
- Whether FGG/FGGS was conducted on a forensic sample or a reference sample.
- The type of forensic sample subjected to FGG and a description of the total amount, condition, and concentration of that sample (e.g., single source, mixed profile, degradation status).
- Whether FGG analysis resulted in a searchable profile.
- The identity of the vendor laboratory used to conduct the FGG analysis and the genetic genealogy service(s) used to search the FGG profile.
- Whether the investigation resulted in an arrest that was based, in part, on the use of FGGS.
- The total amount of federal funding used to conduct FGG/FGGS in each case.

## Funding Instrument

OJP expects to make awards under this funding opportunity as grants. See the “[Administrative, National Policy, and Other Legal Requirements](#)” section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions.



## APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

### Unique Entity Identifier (UEI) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the [System for Award Management \(SAM.gov\)](#). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

**First-time Registration:** Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

**Renewing an Existing Registration:** Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline**. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

### Submission Instructions: Summary

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See [Basic Information: Key Dates and Times](#) for the Grants.gov and JustGrants application deadlines.

- **Step 1:** The applicant must submit the required [Application for Federal Assistance SF-424](#) by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see [JusticeGrants.usdoj.gov](#)).

### Submission Step 1: Grants.gov Submission of SF-424

#### Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov [Quick Start Guide for](#)

[Applicants](#) to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

## Submission of the SF-424

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the [Application Resource Guide](#) for additional information on completing the SF-424.

**Section 8F – Applicant Point of Contact:** Please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (i.e., email address) to assign the application to this user in JustGrants.

**Section 19 – Intergovernmental Review:** This funding opportunity is not subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). Applicants should answer section 19 by selecting, "Program is not covered by E.O. 12372."

**An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from "In Progress" to "Submitted." Applicants will also receive a series of four Grants.gov email notifications. Refer to the [DOJ Application Submission Checklist](#) for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see [Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information](#)). They do not need to submit an update in Grants.gov.

## Submission Step 2: JustGrants Submission of Full Application Access/Registration

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the email address listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.
3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the

Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

## Preparing for Submission

Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare, enter, and upload all the requirements of the application.

Applicants may save their application in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants. After the application deadline, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the “How To Apply” section in the [Application Resource Guide](#).

## Standard Applicant 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 can make whatever edits are needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and confirm the organization’s unique entity identifier, legal name, and address.

## Proposal Abstract

A proposal abstract (no more than 2,000 characters) summarizing the proposed project must be completed in the JustGrants web-based form. The text from abstracts will be made publicly available on the OJP.gov and USASpending.gov websites if the project is awarded, so this section of the application should not contain any personally identifiable information (e.g., the name of the project director).

The abstract should be in paragraph form without bullets or tables and written in the third person (e.g., they, the community, their, themselves, rather than I or we). The abstract should include the following information:

- The name of the applicant’s proposed project.
- The purpose of the proposed project (i.e., what the project will do and why it is necessary).
- Where the project will take place (i.e., the service area, if applicable).
- Who will be served by the project (i.e., who will be helped or have their needs addressed by the project).
- What activities will be carried out to complete the project.
- The subrecipient(s)/partner organizations or entities, if known.
- Deliverables and expected outcomes (i.e., what the project will achieve).

See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.



## Data Requested With Application

### Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess what financial management and internal control systems the applicant has in place, whether these systems would be sufficient to maintain a funding award, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#) for additional guidance on how to complete the questionnaire.

### Agency Funding Priorities Inventory

Applicants should complete the Agency Funding Priorities Inventory to indicate whether they are seeking priority consideration based on any of the items listed in the [Agency Funding Priorities](#) section, and if so, which priority(ies) their project will address.

### Proposal Narrative

Applicants should select the Category(s) to apply to that most closely aligns with their service capabilities, and the goals, objectives, and planned deliverables for the Category. Proposals are expected to clearly identify the Category to which they are applying. If applicants are requesting funds from multiple Categories, a separate application must be submitted for each Category to which they are applying.

**Format of the Proposal Narrative:** The Proposal Narrative will be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; have numbered pages; and should not exceed 15 pages. If the Proposal Narrative does not comply with these restrictions, OJP may consider such noncompliance in peer review and in final award decisions. Tables, charts, references and other relevant materials may be submitted as an appendix to the proposal narrative if needed and will not count toward the page limit.

**Sections of the Proposal Narrative:** The Proposal Narrative must include the three sections listed below: “Description of the Need,” “Project Design and Implementation,” and “Capabilities and Competencies.” If the applicant seeks priority consideration, the Proposal Narrative must state which priority goal(s) the applicant’s project will advance and describe how (see section [Agency Funding Priorities](#) under Program Description).

**1. Description of the Need:** What critical issue or problem is the applicant proposing to address with this project? Please include:

- A brief explanation of the need to expand upon MP and UHR programs and resources in the relevant jurisdiction(s) to achieve the goals and deliverables as described in this NOFO.
- Supporting information and data to demonstrate the scope of unresolved MP and UHR cases in the relevant jurisdiction(s).



- For applicants under Categories 1 and 2: Provide an estimate of the number of MP and UHR cases (as applicable and to be reported separately) that are within your internal RMS (if applicable), NamUs and NCIC for your jurisdiction(s) and as provided on the [MUHR Program Inventory Question Set](#). Discuss the gaps or discrepancies in reported backlog numbers across different databases or case management systems.
  - For applicants under Category 3: Provide an estimate of the number of MP and UHR cases (reported separately) that are within NamUs and NCIC for the entity(s) (small, rural, and/or tribal) for which you are providing services to on a national scale and as provided on the [MUHR Program Inventory Question Set](#). Discuss the gaps or discrepancies in reported backlog numbers.
- Current challenges specific entities and multidisciplinary teams may face with the reporting, processing, identification, and repatriation of MP and UHR. Discuss the impact these challenges have on the criminal justice system, victims, and families.

**2. Project Design and Implementation:** How will the applicant implement project activities that meet the goals and objectives? See below for category-specific requirements.

**Categories 1 and 2:**

- A discussion about the scope of the project. The jurisdictional scope should align with the scope of the Category for which the applicant is applying (i.e., statewide or local). The project scope should include consideration for both MP and UHR cases.
  - Examples of ways both MP and UHR-related efforts could be incorporated into project scopes include investigative efforts for both MP and UHR cases, processing efforts for both MP and UHR-related samples, community engagement and outreach events, and cross-promotion of MP and UHR cases on websites/media outlets, etc. If an applicant is proposing a project scope focused *only* on UHR or *only* on MP efforts, an explanation and justification addressing why it is not feasible to include both must be included in the narrative.
- An estimate of the number of cases the applicant plans to work with MUHR funding. Report MP and UHR numbers separately.
- A description of the collaborative partnerships that will be formed to execute the project and how these partnerships will enhance the jurisdictional response to MP and UHR cases. Discuss representation from medicolegal, law enforcement, forensic science, prosecutorial, and advocacy disciplines, as appropriate.
- **Reporting:** Discuss the plans, activities, and workflow for the reporting/updating of case records in required databases (NCIC, NamUs, and ViCAP) by the end of the grant period as described in the [Notice Regarding Database Reporting](#) section of this NOFO.
  - Include discussion of additional reporting systems that may enhance resolution of MP and UHR cases within their jurisdiction.
- **Processing and Identification:** Discuss plans and activities related to expanding or improving the investigation, forensic processing, and identification efforts of MP and UHR cases.

- Discuss establishment of multidisciplinary teams to evaluate identification strategies, including the subject matter expertise necessary perform case reviews and establish case prioritization and processing plans to effectively identify MP and UHR. Case prioritization and processing plans should be comprehensive and include consideration for cases that may be associated with a threat to public safety (e.g., victim of a violent offender).
- Discuss the proposed case processing workflow using a multidisciplinary approach and the types of forensic processes to be performed (e.g., fingerprints, anthropology, odontology, DNA testing, etc.) on UHR and MP cases and associated FRS.
- Provide a description of how case records pertaining to MP and UHR cases will be retained, until such person is identified.
- Applicants proposing the collection and processing of FRS for upload to CODIS should discuss how their plans and activities align with the requirements described in the [Notice Regarding DNA Analyses](#) section of this NOFO.
  - The applicant must submit a letter of intent with a relevant law enforcement agency and medical/examiner coroner. Please see the [Memorandum of Understanding \(MOU\) and/or Letter of Intent](#) section of this NOFO for more information. NOTE: If an agency, such as a medical examiner's office, operates as a criminal justice entity and possesses the appropriate means to operate as such (via approval from the FBI), please include this information in your application, along with the entity's FBI Originating Agency Identifiers (ORI) Number.
- Applicants proposing the use of traditional or rapid DNA analysis should discuss how their plans and activities align with the requirements described in the [Notice Regarding DNA Analyses](#) section of this NOFO. Plans should include discussion of the processes to be used to review and enter DNA data into CODIS, including the name(s) of the entities that will review and enter data for all proposed technologies.
  - An applicant who does not have access to CODIS **must** partner with an agency who does have access and create appropriate written agreements for inclusion in the application. Please see the [Memorandum of Understanding \(MOU\) and/or Letter of Intent](#) section of this NOFO for more information.
- Applicants proposing the use of FGG should discuss how their plans and activities align with the requirements described in the [Notice Regarding Forensic Genetic Genealogy \(FGG\)](#) section of this NOFO. Applicants should discuss plans and activities related to both the testing and investigative portions of FGG.
- Applicants proposing the purchase and implementation of State-of-the-Art Multimodal, Multipurpose Forensic and DNA Typing and Analytical Equipment (see [Budget and Associated Documentation](#) section of this NOFO) should include either in the proposal narrative or as a separate attachment in the application, a detailed plan and timeline for procurement, validation/performance check, training, and implementation. A sustainability plan should be discussed

that demonstrates the applicant's ability and awareness of how to sustain the equipment after the completion of the project period such as a plan for annual maintenance, purchasing of consumables, and software licensing fees. Justification should be provided for the magnitude of federal investment in comparison to the backlog volume and/or caseload of MP and UHR cases requiring use of the equipment and how the instrumentation/software will improve the jurisdiction's response to MP and UHR cases as it relates to their reporting, processing and identification, or repatriation.

- **Repatriation:** Discuss plans and activities related to the repatriation of human remains to appropriate relatives, as determined by law. Applicant should discuss family notification as well as the transportation and return of their loved ones remains.

### **Category 3:**

- A discussion about the scope of the project. Since Category 3 applicants will provide services on a national scale to assist either small, rural, and/or tribal entities, applicants should include information and examples about the approximate jurisdictional locations or entities that are planned to be addressed with MUHR Program funding. As outlined in the General Purpose of Funding section of this NOFO, a collaborative approach is most effective for addressing the nationwide issue of unresolved MP and UHR cases and consideration should be given to both MP and UHR cases. Examples of ways both MP and UHR-related efforts could be incorporated into project scopes include investigative efforts for both MP and UHR cases, processing efforts for both MP and UHR-related samples, community engagement and outreach events, and cross-promotion of MP and UHR cases on websites/media outlets, etc. If an applicant is proposing a project scope focused only on UHR or only on MP efforts, an explanation and justification addressing why it is not feasible to include both must be included in the narrative.
- An estimate of the number of cases the applicant plans to work with MUHR funding. Report MP and UHR numbers separately.
- A description of the collaborative partnerships that will be formed to execute the project and how these partnerships will enhance the response to MP and UHR cases nationwide. Discuss representation from medicolegal, law enforcement, forensic science, prosecutorial, and advocacy disciplines, as appropriate.
- Discuss the plan and activities related to outreach to assess and support the needs of small, rural, and/or tribal entities and promote the services the applicant will provide related to the reporting, processing and identification, and repatriation of MP and UHR cases.
- **Reporting:** Discuss how the applicant will work with submitting agency(s) to better understand the circumstances and scope of MP and UHR, in the U.S. in regard to small, rural, and/or tribal entities. Discuss the plans, activities, and workflow for the reporting/updating of case records in required databases (NCIC, NamUs, and ViCAP) by the end of the grant period. The submitting agencies will ultimately be responsible for reporting in required databases by the end of the grant period as described in the [Notice Regarding Database Reporting](#) section of this NOFO, but the applicant must detail how they will ensure this critical step takes place for each case.

- Include discussion of additional reporting systems that may enhance resolution of MP and UHR cases
- **Processing and Identification:** Discuss plans and activities related to the acceptance of MP and UHR cases, from small, rural, and/or tribal entities for forensic processing, and identification efforts.
  - Discuss establishment of a multidisciplinary team comprised of forensic experts, investigators, victim advocates, etc. to evaluate identification strategies and establish case prioritization and processing plans to effectively identify MP and UHR cases. Case prioritization and processing plans should be comprehensive and include consideration for cases that may be associated with a threat to public safety (e.g., victim of a violent offender).
  - Discuss the proposed case processing workflow using a multidisciplinary approach and the types of forensic processes to be performed (e.g., fingerprints, anthropology, odontology, DNA testing, etc.) on UHR and MP cases and associated family reference samples.
  - Provide a description of how case records pertaining to MP and UHR cases will be retained, and information shared with the submitting agency, until such person is identified.
  - Applicants proposing to assist submitting agencies with the collection and processing of family reference samples for upload to CODIS should discuss how their plans and activities align with the requirements described in the [Notice Regarding DNA Analyses](#) section of this NOFO.
    - BJA recognizes that under Category 3, relevant partnerships may not be formed until after execution of the award. If any partnerships have already been established at the time of the application, applicants are encouraged to submit a letter(s) of commitment with a relevant law enforcement agency(s) and medical/examiner coroner(s). Please see the [Memorandum of Understanding \(MOU\) and/or Letter of Intent](#) section of this NOFO for more information regarding a partnering agency's engagement. NOTE: If an agency, such as a medical examiner's office, operates as a criminal justice entity and possesses the appropriate means to operate as such (via approval from the FBI), please include this information in your application, along with the entity's FBI Originating Agency Identifiers (ORI) Number.
  - Applicants proposing the use of traditional or rapid DNA analysis should discuss how their plans and activities align with the requirements described in the [Notice Regarding DNA Analyses](#) section of this NOFO. Plans should include discussion of the processes to be used to review and enter DNA data into CODIS, including the name(s) of the entities that will review and enter data for all proposed technologies.
    - An applicant who does not have access to CODIS **must** partner with an agency who does have access and create appropriate written agreements for inclusion in the application. Please see the Memorandum

of Understanding (MOU) and/or Letter of Intent section for more information regarding a partnering agency's engagement.

- Applicants proposing the use of FGG should discuss how their plans and activities align with the requirements described in the [Notice Regarding Forensic Genetic Genealogy \(FGG\)](#) section of this NOFO. Applicants should discuss plans and activities related to both the testing and investigative portions of FGG.
- **Repatriation:** Discuss plans and activities related to assisting submitting agencies with repatriation of human remains to appropriate relatives, as determined by law. Applicants should discuss assistance to the appropriate investigative agency and/or medicolegal authority related to family notification as well as the transportation and return of remains.

**3. Capabilities and Competencies:** What administrative and technical capacity and expertise does the applicant bring to successfully complete this project? Please include:

- A short description of the applicant's capacity to deliver the proposed project and meet the requirements of the award, including collecting and reporting the required performance measure data. Who will be responsible for this task, and how will the applicant collect the data? Refer to [Program Description: Performance Measures](#) for additional details on performance measures for this funding opportunity.
- A summary of relevant experience of team members with key responsibilities for implementing the project. A description of projects or activities the applicant organization has conducted, or is currently conducting, that demonstrate the applicant's ability to undertake the proposed project activities.
- A discussion of the management structure to implement the project, including staffing and key partners. Describe how the partners, if any, will work together to implement the key project elements. Provide information, if any, on past efforts and/or outcomes as a result of this partnership, and why it will enhance efforts in this area.

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

### **Budget and Associated Documentation: Budget Detail Form**

The applicant will complete the JustGrants budget detail form. The form collects the individual costs under each cost category needed to implement the proposed project. Applicants should ensure that the name/description of each cost is clear and provide the detailed calculation (e.g., cost per unit and number of units) for the total cost. Applicants should enter additional narrative, as needed, to fully describe the cost calculations and connection to the project goals and objectives (including, if applicable, describing connections to OJP priority goals).

Budget proposals should include the funding needed to implement the proposed activities. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the project funded under the federal award and when they comply with the funding statute and agency requirements, including the conditions of the award and the cost principles set out in [2 C.F.R. Part 200, Subpart E](#) and the [DOJ Grants Financial Guide](#).



## Permissible Expenses

Below are non-exhaustive examples of permissible uses of funds that the applicant may utilize upon receipt of the grant award. However, other uses of funds may be allowable based on the scope of the proposed project.

- **Exhumation of Human Remains:** as authorized by law. If an individual is exhumed and reburied by the funded applicant, then the reburial costs after the exhumation process is an allowable expense. Please note that the exhumation of human remains will require the applicant to undergo the National Environmental Protection Act (NEPA) review process. See the NEPA information under the [Additional Application Components](#) section of this NOFO for more details.
- **Salary (full-time, part-time, overtime) and Benefits for Personnel:** Funds may be used for hiring and maintaining staff directly engaged in performing reporting (e.g., entry to NCIC, NamUs, and, where applicable, ViCAP), investigation, forensic processing and identification (e.g., forensic analysis, to include family reference samples), and family notification related to MP and/or UHR cases. Funds may also be used for additional DNA case analysts and technicians, fingerprint examiners, forensic odontologists, forensic anthropologists, and medical examiners and coroners for those activities directly related to MP and UHR identification programs.
- **Travel:** Funds may be used for reasonable travel expenses directly associated with MP and UHR cases in relation to the scope of the proposed project. Examples of allowable travel expenses include UHR and MP case reporting and outreach efforts, location of evidence and records, interviewing and notifying families and collection of family reference samples for submission. Travel funds may also support attendance at allowable training activities as described under Training (limited funding usage) below. These costs must be in accordance with federal policy or an organizationally approved travel policy. The Office of the Chief Financial Officer reserves the authority to determine the reasonableness of the recipient's own established travel rates. Current federal travel policy and per diem rate information are available at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).
- **Computer equipment:** Funds may be used to upgrade, replace, lease, or purchase computer hardware or software that will be used exclusively for the reporting, investigation, forensic processing, identification, and record retention for MP and/or UHR cases. This includes equipment, such as document scanners, used for modernizing and digitizing the storage of existing files and records.
- **Supplies:** Funds may be used for supplies related to performing reporting, investigation, forensic processing (e.g., forensic analysis, to include family reference samples), and identification of MP and UHR, and for other supplies directly related to the performance of the proposal's objectives. The proposal must clearly demonstrate that the types and quantity of supplies requested are appropriate for the proposed level of effort.
- **Laboratory supplies:** Funds may be used to acquire laboratory supplies for forensic processing of UHR, FRS, and MP cases. The proposal must clearly demonstrate that the types and number of supplies requested are appropriate for the proposed caseload.
- **Transportation of Unidentified Remains and Missing Persons Cases:** Funds may be used for reasonable expenses related to transporting UHR and MP case samples (1) to

and from the laboratory (or the entity) conducting the processing or analysis of such cases, and (2) in order to repatriate the human remains. Examples include packing and shipping supplies and shipping costs.

NOTE: Once an individual is repatriated back to appropriate relatives (an allowable expense), funding is **not allowed** to pay for funeral or burial costs. Please examine the information under the “OVC Victim Compensation Program,” in the [Additional Program-Specific Resources](#) section of this NOFO for potential assistance on funeral and/or burial costs.

- **Training (limited funding usage):** Funds may be used for limited training that directly supports personnel in relation to activities that improve the quality and outcomes of the project under the MUHR Program. However, training for general purposes and usages by the applicant and its staff, that is not specifically related to the goals, objectives, and deliverables of the MUHR Program, are unallowable. Travel and training costs for continuing education/training opportunities that are associated with professional meetings and conferences (including workshops provided at such meetings and conferences) should not exceed 5% of the total award. Additionally, education that is of primary benefit to an individual (e.g., certificate or degree programs) are unallowable.
- **Processing and Identification:** Funds may be used for the processing and identification efforts of UHR such as DNA testing (to include family reference samples), digital forensics, odontology, anthropology, fingerprint analysis, and other forensic methodologies. See requirements described in the [Notice Regarding DNA Analyses](#) section of this NOFO.
  - Procurement of services to support forensic processing of MP and UHR cases, to include DNA testing in accredited laboratories
  - Support for CODIS lab uploads for MP/UHR/family reference samples.
- **FGG:** See requirements described in the [Notice Regarding Forensic Genetic Genealogy \(FGG\)](#) section of this NOFO.
  - Procurement of services to outsource the testing portion of FGG (i.e., DNA extraction, single nucleotide polymorphism (SNP) testing, reference sample processing and confirmation sample processing). In the interest of fiscal responsibility, award recipients that propose outsourcing FGG testing are encouraged to choose vendors that limit further outsourcing thereby minimizing third-party fees and preserving the integrity of the evidence.
  - In the interest of fiscal responsibility, BJA highly recommends that the awardee leverage the FBI’s resources for the tree-building/investigative portion of FGG (at no cost to the awardee). If the applicant requests funding to outsource the genealogy portion of FGG (i.e., tree building and subsequent steps in the process) they should provide additional justification as to why in-house genealogy or the FBI Investigative Genetic Genealogy (IGG) team is unlikely to meet their jurisdictional needs.
- **State-of-the-Art Multimodal, Multipurpose Forensic and DNA Typing and Analytical Equipment:** Funds may be used for upgrading, replacing, and purchasing equipment, instrumentation, and computer hardware or software for analyses of UHR and/or reference samples from state or local government MP investigations.

- All equipment must be dedicated solely to this purpose, or costs must be prorated accordingly.
- Additional justification will be required for instrumentation and analyses software that requires significant financial investment from BJA. See [Project Design and Implementation](#) section of this NOFO for additional information.

### Expenses That Are Not Permitted

In general, the requested items must be in accordance with completion of the specific MUHR project and meeting the goals, objectives, and deliverables of the overall MUHR Program. Below is a non-exhaustive list of common examples of expenses that are not allowable:

- Construction costs
- Funeral and/or Burial Costs (after repatriation process)
- Expert Witness Personnel Costs
- Recipient direct administrative expenses that exceed 10 percent of the total grant amount
- Vehicle purchase and leasing

**Costs Associated With a Conference/Meeting/Training:** An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should review the [Application Resource Guide](#) for information on prior approval, planning, and reporting costs for a conference/meeting/training.

**Costs Associated With Language Assistance and Access:** If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the [Application Resource Guide](#) for information on costs associated with language assistance.

For additional information about how to prepare a budget for federal funding, see the [Application Resource Guide](#) section on “[Budget Preparation and Submission Information](#)” and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

### Budget and Associated Documentation: Budget/Financial Attachments

**Indirect Cost Rate Agreement (if applicable):** An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. See the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#) for additional information on indirect cost rate agreements.



**Consultant Rate (if applicable):** OJP has established maximum rates for consultants; see the “Listing of Costs Requiring Prior Approval” section of the [DOJ Grants Financial Guide](#) for more information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

**Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable):** If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000, the recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. Applicants may request a waiver from this requirement by submitting the appropriate form. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

**Disclosure of Process Related to Executive Compensation (if applicable):** This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this funding opportunity are not required to provide this disclosure.

### **Memorandum of Understanding (MOU) and/or Letter of Intent**

It is expected that applicants form collaborative partnerships with other entities to execute a comprehensive project in alignment with the goals and objectives of the MUHR Program. If collaborations with entities are described in the program narrative, the relevant supporting letters must be included in the application.

For each named partner involved in the project (whether as a subrecipient that will receive federal funds to carry out part of the federal award, or otherwise), applicants should include a signed Memorandum of Understanding (MOU) or a letter of intent that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. MOUs or letters of intent demonstrate the commitment of partner organizations to participate in the project. An MOU is a formalized commitment of staff and/or resources that is signed by authorized representatives of both partner organizations. A letter of intent indicates the organizations’ intention to partner, but the details of the commitment have not been fully worked out and officially agreed to.

Each MOU should include the following:

- Names of the organizations involved in the agreement.
- What service(s) and other work will be performed under the agreement by what organization.
- Duration of the agreement.

Letters of intent should include the following:

- Names of the organizations involved in the agreement.
- High level summary of what service(s) and other work will be performed under the agreement by what organization

The following are examples of supporting entities and instances in which MOUs/Letters of Intent are expected as part of MUHR application components:

- **Forensic DNA laboratory:** Include if DNA analyses is proposed via either a public or private laboratory. The letter should clearly indicate which public laboratory(s) will perform CODIS uploads in support of the project for all DNA technologies proposed in the project design (STR, Y-STR, and mtDNA).
- **Law Enforcement Agency:** Include if needed to achieve case entry into NamUs, NCIC, or ViCAP, if the project scope involves MP cases, or if collection of family reference samples is proposed. NOTE: If an agency, such as a medical examiner's office, operates as a criminal justice entity and possesses the appropriate means to operate as such (via approval from the FBI), please include this information in your application, along with the entity's FBI Originating Agency Identifiers (ORI) Number. The letter should indicate the agency's commitment to enter/update case records in the relevant databases, collect family reference samples, if applicable, and their involvement in other aspects of the project design.
- **Medical examiner/coroner:** Include if needed to achieve case entry into NamUs as well as if the project scope involves UHRs. The letter should indicate the agency's commitment to enter/update case records in NamUs and their involvement in other aspects of the project design.
- **Other:** Include as applicable for other agency(s) whose participation will be required to successfully implement a comprehensive approach to the project under this program. The letter should include a statement of their commitment to their involvement in the project as presented in the application.

MOUs/letters of intent should be signed and then submitted as one separate attachment to the application in JustGrants. Unsigned draft MOUs may be submitted with the application, but the applicant should describe in a cover page to the attachment why it is unsigned.

## Additional Application Components

The applicant should attach the additional requested documentation listed below in JustGrants.

- **Certification as to Privacy Protections for Biological Family Reference Samples:** If an award is made, prior to receiving award funds, the recipient must submit an express certification as to the Privacy Protections for Biological Family Reference samples as described in the Additional Applicant Eligibility Factors section of this NOFO.

Certification must be provided on the BJA-provided template found [here](#). Submission of this certification is not required at the time of application but is strongly encouraged. If an award is made, access to award funds will be withheld until this certification is received and approved by BJA.

- **Certification as to the use of MUHR Funds for FGG:** If an award is made, prior to receiving award funds, the recipient must submit an express certification acknowledging the requirements regarding the use of MUHR funds for FGG on UHRs as described in full in the [Notice Regarding FGG](#) Section of this NOFO.

Certification must be provided on the BJA-provided template found [here](#). Submission of this certification is not required at the time of application but is strongly encouraged. If an award is made, access to award funds will be withheld until this certification is received and approved by BJA.

- **Potential Environmental Impact:** The National Environmental Policy Act (NEPA) of 1969 (Public Law No. 90-190; 42 U.S.C. § 4371, et seq.) established a national policy to promote the protection and enhancement of the environment. This policy was in response to growing concerns about the ecological balance and preservation of wildlife in the United States while meeting the demands of a growing population. Any BJA grant recipient with a project involving construction, expansion, renovation, facility planning, site selection, site preparation, and security or facility upgrades must be in compliance with the NEPA requirements during the initiation of the project as part of its planning, site selection, and site preparation. The BJA grant recipient must complete the NEPA process prior to actual construction, expansion, renovation, or remodeling (including security upgrades). Additionally, any BJA grant recipient with a project involving the use of chemicals must complete the NEPA process prior to project initiation.

A Categorical Exclusion (CATEX)—a class of actions that, either individually or cumulatively, would not have a significant effect on the human environment and therefore would not require preparation of an environmental assessment or environmental impact statement under NEPA—may be available for some projects where the environmental impact is minimal. A Programmatic Environmental Assessment (PEA) has been conducted that may cover certain projects, particularly those limited to routine indoor laboratory activities.

Alternatively, a grant recipient may be required to conduct an environmental assessment (EA), to assess the need for a project or proposed action, alternatives to the project/action, and the environmental impacts of the proposed and alternative project/action. If a grantee is required to conduct an EA, BJA will provide this service free of charge. Applicants do not need to allocate funding for this process in their grant applications.

Depending on a review of the project, after award grant recipients may be asked to provide additional information, so BJA can determine if either the CATEX or the PEA completes the NEPA process for particular projects or if an EA is necessary. For more information regarding NEPA, please visit <https://bja.ojp.gov/national-environmental-policy-act-nepa-guidance>.

- **MUHR Program Inventory Question Set:** The MUHR Program Inventory Question Set should be completed using the provided [template](#) and submitted as part of the application.
- **List of Individuals in the Application:**
  - Organizational Chart of the applicant agency and all proposed collaborators involved in the project. Include project-related staffing plans and narratives for each organizational chart, proposed new hires, and any anticipated staffing changes related to MUHR Program funding, if received.
  - List (to the extent known) of key personnel. The list should include those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list

should include for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Attach this as a separate PDF file titled “Proposed Project Staff.”

## Disclosures and Assurances

The applicant will address the following disclosures and assurances.

**Disclosure of Lobbying Activities:** JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. 1352) to complete and submit a lobbying disclosure, should enter “No.” By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

**Disclosure of Duplication in Cost Items:** To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

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

**DOJ Certifications:** Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies](#). An applicant must review and sign the certification document in JustGrants. See the [Application Resource Guide](#) for more information.

**Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable):** If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk recipient 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 that is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

## Submission Dates & Times

Refer to [Basic Information: Key Dates and Times](#) for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the Certify and Submit feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

## Experiencing Technical Issues Preventing Submission of an Application (Technical Waivers)

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. OJP will only consider requests to submit an application via alternative methods or after the deadline when the applicant can document that there is a technical issue with a government system that was beyond their control and that prevents submission of the application via the standard process prior to the deadlines. Issues resulting from circumstances within the applicant's control, such as failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time, will not be considered.

Requests and documentation must be sent to the OJP Response Center at [OJP.ResponseCenter@usdoj.gov](mailto:OJP.ResponseCenter@usdoj.gov). Applicants should follow these steps if they experience a technical issue:

- 1. Contact the relevant help desk to report the issue and receive a tracking number.**

See [Basic Information: Contact Information](#) for the phone numbers, email addresses, and operating hours of the SAM.gov, Grants.gov, and JustGrants help desks. Reports of technical issues to the help desk must occur **before** the application deadline.

If an applicant calls the help desk and experiences a long wait time, they can also email the help desk to obtain a tracking number. Tracking numbers are generated automatically when an applicant emails the applicable service desk, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

**2. If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at [OJP.ResponseCenter@usdoj.gov](mailto:OJP.ResponseCenter@usdoj.gov) within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. The applicant's request will need to include:**

- A description of the technical difficulties experienced (provide screenshots if applicable).
- 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).
- An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
- The applicant's unique entity identifier (UEI).
- Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.

**3. If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at [OJP.ResponseCenter@usdoj.gov](mailto:OJP.ResponseCenter@usdoj.gov) within 24 hours of the JustGrants deadline to request approval to submit after the deadline. See step 2 for the list of information the applicant must provide as part of its request.**

As a reminder: the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. 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 (including all information previously listed), 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 Technical Issues" section in the [Application Resource Guide](#).





## APPLICATION REVIEW

### Responsiveness (Basic Minimum Requirements) Review

OJP screens applications to ensure they meet the basic minimum requirements (BMR) prior to conducting the merit review. Following are the basic minimum requirements for this funding opportunity. If OJP determines that an application does not include these elements, it will not proceed to merit review and will not receive any further consideration.

- The application is submitted by an eligible applicant.
- The application is responsive to the scope of the NOFO.
- The following application elements are included:
  - SF-424 (Grants.gov)
  - Proposal Narrative (JustGrants)
  - Budget detail form, which includes the budget items, their calculations, and explanation (JustGrants)
  - *Applicant State or local government entities only:* Certification by the Chief Executive Officer (or senior official) of the Applicant Government (using the [Appendix 1](#) template)
  - Memorandum of Understanding and/or Letter of Intent (*If collaborations with other entities are described in the program narrative*)

Applicants whose application fails to meet the BMR are provided notice (including an appropriate point of contact for questions) within a few weeks after the submission due date.

### Merit Review Criteria

#### Peer Review Criteria

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

- **Statement of the Problem/Description of the Issue (20%):** What critical issue or problem the applicant is proposing to address with this project.
- **Project Design and Implementation (45%):** The strength of how the applicant will implement activities, including the soundness of the project design and how the activities align to the stated goals and objectives and MUHR program requirements such as those related to DNA analyses, FGG and Database Reporting.
- **Capabilities and Competencies (20%):** The applicant's administrative and technical capacity to successfully complete this project. The strength of the proposed project team and collaborative partnerships accompanied by sufficiently descriptive MOUs/Letters of Intent.
- **Budget (15%):** Completeness, cost effectiveness, and allowability. The budget and associated narrative should correlate with the proposed activities described in the Project Design and Implementation.

#### Programmatic and Financial Review Criteria

After the peer review, applications undergo additional programmatic and financial reviews. OJP staff may reach out to applicants during the programmatic or financial review if a submitted form

is incomplete or needs to be updated. Note that OJP staff are not authorized to provide information on peer review scores or comment on programmatic, risk, or budget/financial reviews while the merit review is in progress.

In addition to BMR and peer review criteria, other important considerations for OJP include geographic coverage, strategic priorities (including, but not limited to, the priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the budget detail form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. If cost sharing/match is not required for this opportunity, applicants will not receive higher consideration by proposing a voluntary match contribution in their budget.

Additionally, OJP will give consideration to applicants whose projects focus beyond backlog reduction goals during the grant performance period and who propose and appropriately justify sustainable and capacity-building improvements to the processing, identification, and reporting of missing persons and unidentified remains in their jurisdictions.

## Risk Review

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to applicant risk. OJP assesses whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, including by (among other things) checking whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

Depending on the severity and nature of the risk factors, the risk assessment may result in the removal of an applicant from consideration or selection for award, or it may result in additional post-award conditions and oversight for an awarded applicant.

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.gov.

**Important Note on Responsibility/Qualification Data (formerly FAPIIS):** An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

## Selection Process

All final award decisions will be made by the Assistant Attorney General, unless a statute explicitly authorizes award decisions by another official or there is written delegation of authority to another official. This official may consider not only peer review ratings and program office recommendations, but also other factors as indicated in the “Application Review” section to make final award decisions. For additional information on the application review process, see the [Application Resource Guide](#).





## AWARD NOTICES

### Federal Award Notices

For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. The Authorized Representative for the entity should accept or decline the award within 45 days of the notification. See the [Application Resource Guide](#) for information on award notifications and instructions.

Applicants not selected for an award will receive notification after all award recipients have been notified. OJP also provides unsuccessful applicants with a summary of peer reviewer comments.

### Future Funding Opportunities

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

Applications submitted under this FY 2025 funding opportunity may be funded in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.



# POST-AWARD REQUIREMENTS AND ADMINISTRATION

## Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Semi-annual performance reports.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Future awards and fund drawdowns may be withheld if reports are delinquent, and in appropriate cases, OJP may require additional reports.

## Performance Measure Reporting

Award recipients are required to submit performance measure data and performance reports in JustGrants on a semi-annual basis. Applicants selected for an award will receive further guidance on post-award reporting processes.

## Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (e.g., programmatic or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

## 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 [Application Resource Guide](#).

## Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail on OJP's [Legal Overview—FY 2025 Awards](#) webpage under the

“Civil Rights Requirements” section. Additional resources are available from the [OJP Office for Civil Rights](#).

Compliance with federal civil rights and nondiscrimination laws is material to the government’s decision to make any award and payment under this program, including for purposes of the False Claims Act, and each recipient will be required to certify (in its acceptance of the conditions of the award) that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws.

See OJP’s [Partnerships with Faith-Based and Other Neighborhood Organizations webpage](#) for specific information for faith-based organizations applying under this NOFO.

### **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 set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

### **Information Technology Security Clauses**

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

### **Other Reporting Requirements**

Applicants and recipients are required to notify OJP if you know that you or any of your organization’s principals for the award transaction are presently excluded or disqualified (i.e., debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. 180.335. Recipients must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient’s award includes a federal share of more than \$500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See the [Reporting Requirements page](#) for more information.



## OTHER INFORMATION

### Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this NOFO. For additional information on what should be included in the application, see the [Application Resource Guide](#) section “Information Regarding Potential Evaluation of Programs and Activities.”

### Freedom of Information and Privacy Act

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

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

### Provide Feedback to OJP

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

### Additional Program-Specific Resources

- **BJA’s Forensics Training and Technical Assistance (FTTA) Program:** Awarded in FY 2022, the FTTA Program, led by RTI International and comprised of a team of subject matter experts, offers expertise and assistance to grantees of BJA’s forensic science programs. The FTTA Program assists BJA forensics program grantees with meeting strategic goals and objectives, implementing national recommendations into policy, enhancing capacity and outcomes, and fostering sustainability through the implementation of new technologies to enhance existing policies and practices. For more information, visit [www.forensicstta.org/](http://www.forensicstta.org/).
- **NamUs Program:** NamUs is a free, secure, and national information repository and resource center that provides technology, forensic services, and investigative support to resolve missing, unidentified, and unclaimed person cases across the U.S. Funded and administered by the National Institute of Justice (NIJ) and managed through a contract with RTI International, all NamUs resources are provided at no cost to law enforcement, medical examiners, coroners, allied forensic professionals, and family members of MP. For more information, visit: <https://namus.nij.ojp.gov/>.
- **The U.S. Custom and Border Protection, Special Operations: Missing Alien Program:** The Missing Alien Program seeks to prevent the loss of life among the alien population crossing the border into the United States of America in accordance with the Missing Persons and Unidentified Remains Act. This complex objective is achieved through alliances with police agencies, forensic doctors, non-governmental organizations, educational institutions, families and citizens.. The Stray Alien Program supports four lines of effort:
  - Prevention
  - Location

- Identification
- Reunification

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

- **Office for Victims of Crime (OVC) Missing or Murdered Indigenous Persons**

**Program:** DOJ and OVC are committed to addressing the persistent violence endured by Native American families and communities across the country, including by working with Tribal nations to address the missing or murdered Indigenous persons crisis. OVC offers resources that underscore the scope of this issue and equip victim service providers and allied professionals with tools to assist relatives of missing or murdered Indigenous persons. For more information, visit: <https://ovc.ojp.gov/topics/missing-murdered-indigenen-persons/overview>.

- **OVC Victim Compensation Program:** OVC distributes money to states from the Crime Victims Fund—established by the 1984 Victims of Crime Act (VOCA)—to support victim compensation and assistance programs. OVC Victim Compensation Programs reimburse victims for crime-related expenses such as medical costs, mental health counseling, funeral and burial costs, and lost wages or support. For more information, visit: <https://ovc.ojp.gov/topics/victim-compensation>.



## APPLICATION CHECKLIST

### BJA FY25 Missing and Unidentified Human Remains (MUHR) 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](#).

### SAM.gov Registration/Renewal

- Confirm that your entity’s registration in the System for Award Management (SAM.gov) is active through the NOFO period. Submit a new or renewal registration in SAM.gov, if needed (see [Application Resource Guide](#)).

### Grants.gov Registration

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

### Grants.gov Opportunity Search

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID.
  - **Category 1: Statewide Projects – C-BJA-2025-00084-PROD**
  - **Category 2: Local Projects – C-BJA-2025-00085-PROD**
  - **Category 3: Services to Assist Small, Rural, and/or Tribal Entities on a National Scale – C-BJA-2025-00086-PROD**
- Access the funding opportunity and application package (see Step 7 under “[OJP Application Submission Steps](#)” in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

### Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see [Eligibility: Eligible Applicants](#)).
- Confirm your proposed budget is within the allowable limits (see [Basic Information: Funding Details](#)), includes only allowable costs (see [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#)), and includes cost sharing if applicable (see [Eligibility: Cost Sharing/Match Requirement](#)).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on this data (see [Program Description: Performance Measures](#)).
- Review the “[Legal Overview—FY 2025 Awards](#)” in the [OJP Funding Resource Center](#) and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under “Listing of Costs Requiring Prior Approval” in the [DOJ Grants Financial Guide](#) or see the [Application Resource Guide](#).



## Submission Step 1: Grants.gov

After registering with SAM.gov, submit the SF-424 in Grants.gov.

- Complete and submit the SF-424 by the deadline.
- Confirm Section 8F of the SF-424 lists the name and contact information of the individual **who will complete the application in JustGrants**.
- Confirm that, within 48 hours of your submission in Grants.gov, you receive four (4) Grants.gov email notifications:
  - A submission receipt
  - A validation receipt
  - A grantor agency retrieval receipt
  - An agency tracking number assignment
- If no Grants.gov receipt and validation email is received, or if error notifications are received, contact the OJP Response Center at 800-851-3420, 202-353-5556, or [OJP.ResponseCenter@usdoj.gov](mailto:OJP.ResponseCenter@usdoj.gov) or the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#)”).
- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

## Submission Step 2: JustGrants

- Complete the following information:
  - Entity and User Verification (first-time applicants)
  - Standard Applicant Information
  - Proposal Abstract
  - Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
  - Agency Funding Priorities Inventory
- Upload the Proposal Narrative.\*
- Complete the budget detail form.\*
- Upload other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
  - [Certification as to Privacy Protections for Biological Family Reference Samples](#) (if available; not required at time of application)
  - [Certification\(s\) as to the Use of MUHR Funds for FGG](#) (if available; not required at time of application)
  - MOUs/Letters of Intent
  - [MUHR Program Inventory Question Set](#)
  - List of Individuals in the Application (organizational chart and list of key personnel)
  - *Applicant State or local government entities only:* Upload properly executed *Certification by the Chief Executive Officer (or senior official) of the Applicant Government*, using only the certification template provided in the specified [Appendix](#) to this NOFO.\*

- Complete the required disclosures and assurances:
  - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
  - Disclosure of Duplication in Cost Items
  - DOJ Certified Standard Assurances
  - Applicant Disclosure and Justification – DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

***\*Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review nor receive further consideration.***

### **JustGrants Review, Certification, and Application Submission**

- Address any validation errors displayed on screen after attempted submission, then return to the “Certify and Submit” screen to submit the application.
- Note the confirmation message at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.
- If you do not receive an application submission confirmation email or validation from JustGrants, or if you receive an error notification, please contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). See the [Application Resource Guide](#) for additional information.

## Appendix 1

### U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS

#### Certification by the Chief Executive Officer (or senior official) of the Applicant Government

On behalf of the applicant named below, and in support of its application, I certify under penalty of perjury to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

- (1) I am the chief executive officer of the State or local government ("the jurisdiction") of which the applicant entity named below is a part (or a senior official of the jurisdiction, with the legal authority to bind the same), I have received appropriate legal advice as to this certification, and I have the authority to make this certification on my own behalf as chief executive officer (or senior official) and on behalf of the jurisdiction and the applicant entity. I understand that OJP will rely upon this certification as a material representation in any decision to make an award to the applicant entity.
- (2) I have carefully reviewed (or have received pertinent legal advice concerning) 8 U.S.C. §§ 1373(a) & (b) and 1644, including the prohibitions on certain actions by State and local government entities, agencies, and officials regarding information on citizenship and immigration status.
- (3) I (and the applicant entity) understand that, for purposes of this certification, the term "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (*see* 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (*cf.* 42 U.S.C. § 901(a)(2)).
- (4) I (and the applicant entity) assure that the applicant entity (and its officials and other personnel) will comply with 8 U.S.C. §§ 1373 and 1644 in any "program or activity" receiving federal financial assistance under any award made by OJP pursuant to this application. I further certify that any subrecipient (at any tier) of such federal financial assistance (and its officials and other personnel) will also comply with 8 U.S.C. §§ 1373 and 1644.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 34 U.S.C. § 10271 or under 18 U.S.C. § 1001 or 1621, and may subject me and the applicant entity to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729–3730 and §§ 3801–3812). I also acknowledge that OJP awards, including certifications provided in connection with such awards, are subject to review by USDOJ, including by OJP and by the USDOJ Office of the Inspector General.

\_\_\_\_\_  
Signature of Chief Executive Officer (or senior official) of the Applicant Government

\_\_\_\_\_  
Date of Certification

\_\_\_\_\_  
Printed Name of Chief Executive Officer (or senior official)

\_\_\_\_\_  
Title of Chief Executive Officer (or senior official)

\_\_\_\_\_  
Name of Applicant Government Entity