

BJS FY25 Consolidated National Criminal History Improvement Program

Total Amount To Be Awarded Under This Funding Opportunity: \$135,000,000

Anticipated Award Ceiling: Up to \$2,410,714

Anticipated Period of Performance Duration: 36 months

Funding Opportunity Number: O-BJS-2025-172527

Deadline to submit SF-424 in Grants.gov **February 24, 2026, by 5:00PM Eastern Time**
Deadline to submit application in JustGrants: **March 3, 2026, by 5:00PM Eastern Time**



Bureau of
Justice Statistics

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BASIC INFORMATION

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

Agency Name	U.S. Department of Justice Office of Justice Programs Bureau of Justice Statistics
NOFO Title	BJS FY25 Consolidated National Criminal History Improvement Program
Announcement Type	Initial
Funding Opportunity Number	O-BJS-2025-172527
Assistance Listing Number	16.554; 16.813

Executive Summary

This consolidated funding opportunity seeks to provide grants to assist states, state court systems, territories, and federally recognized tribes under the [National Criminal History Improvement Program \(NCHIP\)](#), the [National Criminal History Improvement Program Supplemental Funding \(NCHIPSF\)](#) under the Bipartisan Safer Communities Act (BSCA), and the [National Instant Criminal Background Check System \(NICS\) Act Record Improvement Program \(NARIP\)](#). The goal of the funding opportunity is to reduce violent crime and address gun violence by improving the accuracy, utility, and interstate accessibility of criminal history and related records in support of national record systems and their use for name- and fingerprint-based criminal history background checks. Funding is also made available for updating the Federal Bureau of Investigation's (FBI's) National Instant Criminal Background Check System (NICS) with certain mental health, protection and restraining order, domestic violence conviction, and other criminal history record information which may disqualify individuals from purchasing or possessing firearms. This NOFO combines all three funding opportunities into one program. Applicants should submit one application for funding. Please see the [Eligible Applicants](#) section for the eligibility criteria.

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

Funding Opportunity Release Date	January 15, 2026
SAM.gov Registration/Renewal	N/A
Step 1: Grants.gov Application Deadline	5:00 p.m. Eastern Time on February 24, 2026
Step 2: JustGrants Application Deadline	5:00 p.m. Eastern Time on March 3, 2026

Funding Details

Total Amount To Be Awarded Under This Funding Opportunity: \$135,000,000

Anticipated Number of Awards: 56

Anticipated Award Ceiling: Up to \$2,410,714

Note: Applicants may propose a budget that is more or 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.

Anticipated Period of Performance Start Date: April 1, 2026

Anticipated Period of Performance Duration: 36 months

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

NCHIP: 34 U.S.C. § 10132(c)(19)

NCHIPSF BSCA: The Bipartisan Safer Communities Act (P.L. 117-159) and 34 U.S.C. § 10132(c)(19)

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

Agency Contact Information

For assistance with the requirements of this funding opportunity:

Stephanie L. Burroughs, Chief of the Criminal Justice Data Improvement Programs Unit

Phone: 202-307-0765

Email: AskBJS@usdoj.gov (include “FY25 CNCHIP” as the subject)

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

SAM.gov Help Desk

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

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday, except federal holidays

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

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

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

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.



ELIGIBILITY

Eligible Applicants

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

Eligible Applicants for NCHIP

- **Government Entities**
 - State governments
 - Native American Tribal governments (federally recognized)

Eligible Applicants for NARIP

- **Government Entities**
 - State governments
 - Native American Tribal governments (federally recognized)
- **Other**
 - Courts: The state central administrative office or similar entity designated by statute or regulation to administer federal grant funds on behalf of the jurisdiction's court system.

Eligible Applicants for NCHIPSFBSCA

- **Government Entities**
 - State governments
 - Native American Tribal governments (federally recognized)
- **Other**
 - Courts: The state central administrative office or similar entity designated by statute or regulation to administer federal grant funds on behalf of the jurisdiction's court system.
- **State 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.

Limit on Number of Applications

Applications under which two or more entities (project partners) would carry out the federal award will be considered. Up to two applications may be submitted for each state, provided that one agency is the designated NCHIP agency/state record repository, and the other is submitted by the state court. 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

Pursuant to 34 U.S.C. § 10132(c)(19), BJS is authorized to “provide for improvements in the accuracy, quality, timeliness, immediate accessibility, and integration of State and tribal criminal history and related records, support the development and enhancement of national systems of criminal history and related records including the NICS, the National Incident-Based Reporting System (NIBRS), and the records of the National Crime Information Center (NCIC), facilitate State and tribal participation in national records and information systems, and support statistical research for critical analysis of the improvement and utilization of criminal history records.” The NCHIP, NCHIPSFBSCA, and the NARIP programs are three means by which BJS provides for such improvements. The NARIP is authorized by the NICS Improvement Amendments Act of 2007 (NIAA) (34 U.S.C. § 40913), which provides grants be made in a manner consistent with the NCHIP. Therefore, NARIP application procedures parallel the provisions of the Crime Identification Technology Act of 1998 (34 U.S.C. § 40301), which guides the NCHIP.

BJS is publishing this consolidated NOFO to announce the continuation of the NCHIP, the NCHIPSFBSCA, and the NARIP programs in fiscal year (FY) 2025; to identify the program priorities; and to provide information on application requirements. Funding for all three programs have been combined into this NOFO, and BJS will determine which funding source will be awarded for successful applications.

Consolidated Program Areas of Focus

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

BJS invites applications from states, state courts, and tribes that propose projects that specifically and directly address one or more of the five (5) areas identified below.

- 1. Automation and Completeness of Criminal History Records:** Updating, automating, and linking arrests, fingerprints, and case outcomes from courts and prosecutors in state or tribal record systems and the FBI's Criminal History File.

Allowable costs may include activities such as the following:

- Implementing or upgrading state, local, or tribal court record systems that facilitate immediate identification of disposition records, provided that the records are made accessible for criminal history record inquiries at the state and national levels.
- Implementing improved procedures for capturing criminal history information, including complete arrest reporting and researching missing dispositions, provided that the captured data are subsequently included in relevant state and federal files.
- Capturing complete data from prosecutors and courts on misdemeanor convictions of domestic violence.

- d. Ensuring that criminal history record information is shared with investigative service providers for national security and other purposes pursuant to [5 U.S.C. § 9101](#).
- e. Ensuring, through data analysis on the completeness of criminal history records, that records of all criminal events (starting with an arrest or indictment) are included in background check files (e.g., developing analytic tools, data dashboards, etc. to assess arrest and disposition reporting from agencies across the state). BJS encourages working with the NCHIP Training and Technical Assistance provider ([SEARCH Group, Inc.](#)) or another vendor to develop and implement data visualizations and dashboards using universal measures of data quality and methods to better analyze arrest-to-disposition reporting and other record completeness challenges.
- f. Establishing automated interfaces between the record repository and prosecutors, courts, and corrections agencies (*i.e.*, detention, prison, jail, and community supervision), including the development of relevant information exchange package documentation based on the National Information Exchange Model (NIEM).
- g. Capturing data on persons convicted of abusing children, elderly persons, or disabled persons, or of stalking and domestic violence offenses (including protection orders and related violations).
- h. Submitting disposition information to the FBI via the Interstate Identification Index (III) Message Key, Machine Readable Data process, or other methods of transmission accepted by the FBI.
- i. Reducing any backlog of missing court dispositions, provided that the dispositions are made available for criminal history inquiries at the state and national levels.
- j. Implementing the standardized RAP (record of arrest and prosecution) sheet format, which relies on NIEM, and assisting states in converting criminal history records to the standard interstate RAP sheet format or developing related electronic interchange capabilities.
- k. Converting manual or other non-automated criminal history records to electronic records, provided they are available for criminal history inquiries at the state and national level.
- l. Establishing more effective controls over the accuracy and quality of information, including data analysis capabilities.
- m. Upgrading equipment to directly improve the availability of data where appropriate, given the level of data completeness and participation in national record systems. **(The ongoing or maintenance costs associated with any such equipment are allowable only during the initial 12-month period.)**
- n. Purchasing Livescan equipment for local agencies (1) where the funds can be justified on the basis of geographic, population, traffic, or related factors and (2) when the jurisdiction has established an Automated Fingerprint Identification System (AFIS) and either has implemented or is implementing procedures to ensure that the AFIS is compatible with FBI Next Generation Identification (NGI) standards. **(The ongoing or maintenance costs associated with any such equipment are allowable only during the initial 12-month period.)**
- o. Ensuring compatibility with federal record systems, such as III, and implementing integrated system strategies that interface all components of the criminal justice system, including law enforcement, prosecutors, courts, and corrections, to the extent that such expenditures improve the availability of criminal record data at the national level. Any systems funded must be compatible with FBI standards for national data systems, such as NIBRS, NCIC, NICS, and NGI. However, program funds may not be used to support

studies, analysis, design, or development of integrated system strategies. Funds should not be used to primarily improve law enforcement investigative capabilities associated with NGI participation (e.g., latent workstations, palm-print capture, facial recognition, and DNA capture).

2. Full Participation in NICS: Improving access to information concerning persons prohibited from possessing or receiving a firearm and transmitting relevant records to NICS.

Allowable costs may include activities such as the following:

- a. Identifying and developing access to data on persons prohibited from firearm purchases under the Gun Control Act (18 U.S.C. § 922), as amended by the Brady Handgun Violence Prevention Act (P.L. 103–159).
- b. Participating in the FBI's Identification for Firearms Sales program, which is a system for flagging III records for the immediate and accurate identification of convicted felons.
- c. Enabling the state to serve as a point of contact (POC) under the NICS system (including related costs of equipment, software, personnel training, and development and implementation of related operating and administrative procedures). However, funds may not be used to cover ongoing costs of presale firearm background checks but may be used for costs associated with capturing dispositions in response to a specific NICS inquiry (provided that the captured data are entered into the automated state and FBI systems, thus serving to upgrade the permanent quality of the record systems).
- d. Instituting programming or operational changes in records management necessary to comply with the requirements for NICS record keeping and for reporting the status of transactions.
- e. Establishing electronic interfaces or information exchanges between criminal history records, sex offender registries, and civil protection order files to ensure that, consistent with state law, a complete data review is possible in connection with background checks for childcare or other authorized purposes. Funds may be used to develop software to establish protocols to permit interfaces between the criminal history record system, the state sex offender registry, and related protection order files (POF), including files of civil protection orders.

3. Full Participation in the Interstate Identification Index (III): Supporting participation in the III and National Fingerprint File (NFF), including adoption and implementation of the National Crime Prevention and Privacy Compact.

Allowable costs may include activities such as the following:

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

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

4. Automation and Reporting of Relevant Juvenile Records: Improving access and reporting of adult and juvenile dispositions and mental health submissions to NICS.

Allowable costs may include activities such as the following:

- a. Implementing or upgrading state, local, or tribal court record systems that facilitate immediate identification of disposition records (including relevant juvenile records that would prohibit the purchase or possession of firearms, where permissible under state or tribal law), provided that the records are made accessible for criminal history record inquiries at the state and national levels.
- b. Converting juvenile records to the adult system (federal regulations allow the FBI to accept juvenile records if submitted by the state or local arresting agency).
- c. Replacing or updating aging juvenile record systems to ensure the timely transfer of critical information for NICS reporting, where permissible under state or tribal law.

5. Record Sealing and Expungement: Supporting efforts to seal and expunge criminal history information in accordance with state laws and policies.

Allowable costs may include activities such as the following:

- a. Implementing or upgrading systems to automate processes for sealing and expunging criminal history information. (Note: states that have ratified or signed on to the Compact (34 U.S.C. § 40316) and wish to use these funds to automate processes for the sealing of records must ensure that such sealing occurs pursuant to a court order related to a particular subject or pursuant to a federal or state statute that requires action on a sealing petition filed by a particular record subject.)
- b. Paying reasonable costs to reduce or eliminate backlogs in processing expungements.

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, if 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) Combating violent crime;

- (c) Supporting services to American citizens;
- (d) Protecting American children; and
- (e) Supporting American victims of trafficking and sexual assault.

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

Goal 1: This funding will assist state record repositories, state courts, and tribes with developing processes and systems to make more records available to NICS, including relevant records in NCIC, criminal history information available through III, and records in the NICS Indices.

Therefore, through the funded activities, BJS expects that more records (including improved quality, completeness, and timeliness) will become available in these systems.

Objective 1: Provide direct financial assistance to states, state courts, and tribes to improve their criminal history record systems and related systems to support background checks, including NICS checks.

Objective 2: Ensure the infrastructure connects criminal history record systems to the state record repository or appropriate federal agency record system and ensure records are accessible through the FBI record systems.

Objective 3: Allow recipients to secure training and technical assistance needed to ensure that criminal history and related record systems are developed and managed to conform to FBI standards and appropriate technologies, while ensuring that contributing agencies adhere to the highest standards of practice with respect to privacy and confidentiality.

Objective 4: Use systematic evaluation and standardized performance measurements and statistics to assess progress on improving national record holdings and background check systems.

Objective 5: Ensure records of arrests are fingerprint-supported, linked to case outcomes, and accessible through the state record repository and FBI record systems.

Objective 6: Ensure that accurate records are available for use by law enforcement, prosecutors, and courts and to protect public safety and national security.

Objective 7: Automate and electronically transmit records, including relevant juvenile records permitted under state or tribal law, to state and national systems.

Objective 8: Permit states to identify:

- ineligible firearm purchasers
- persons ineligible to hold positions involving children, elderly persons, or disabled persons
- persons subject to protection orders or wanted, arrested, or convicted of stalking and/or domestic violence
- persons ineligible to be employed or hold licenses for specified positions
- persons potentially presenting threats to public safety.

Objective 9: Improve the completeness, automation, and transmittal of records to state and federal systems used by the NICS. These records include criminal history, felony convictions, warrants, protective orders, convictions for misdemeanors involving domestic violence and stalking, drug arrests and convictions, mental health adjudications, and other information that may disqualify an individual from possessing or receiving a firearm under federal law.

How Awards Will Contribute to Program Goals/Objectives

With this NOFO, BJS seeks to reduce violent crime and address gun violence by improving the accuracy, utility, and interstate accessibility of criminal history and related records in support of national record systems and their use for name- and fingerprint-based criminal history record background checks.

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.

Deliverables

Recipients under this funding opportunity will not submit any deliverables beyond 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 for more information on performance measurement activities.

A list of performance measure questions for this funding opportunity can be found below. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

Objective	Performance Measure(s)	Data Recipient Provides
Improve criminal history record systems in the U.S. states and territories to support background checks for the purposes of identifying ineligible firearm purchases and persons ineligible to hold positions involving children, the elderly, or the disabled.	Percentage of state or tribal records that are automated.	<p>Number of criminal history records, manual and automated, in the state's or tribe's criminal history file.</p> <p>Number of fully automated records (records for which the master name index and entire criminal history are automated) in the state's or tribe's criminal history database.</p> <p>Number of records available through the III system (including arrests linked to case outcomes).</p>
Ensure the development of the infrastructure connects each state's and tribe's record systems to national records and connects each state's background check databases to other states.	<p>Percentage of records accessible through the III.</p> <p>Number of states and tribes submitting records to the FBI's III and NICS Indices.</p> <p>Number of states and tribes participating in the FBI's NGI fingerprint capture, POF, and Wanted Persons File.</p>	<p>Number of arrests reported to the repository by mail, fax, electronic, or other means of submission; the number of these communicated by automated interface.</p> <p>Number of court dispositions reported to the repository by mail, fax, electronic, or other means of submission.</p> <p>Number of records submitted by states and tribes in the FBI's NICS Indices.</p> <p>Number of 10-print records submitted to the FBI's NGI.</p> <p>Number of active records submitted by states and tribes to the FBI's POF and Wanted Persons File.</p>
Ensure that the infrastructure is developed to connect the state's and tribe's records systems to the national records systems operated by the	Number of states and tribes participating or making records available to the NICS.	<p>Total number of states and tribes participating or making records available to the NICS.</p> <p>Number of state and tribal records made available for use by the NICS.</p>

FBI, including the NCIC, NGI, III, and NICS Indices.	Number of records available in the NICS. Percentage of complete records made available to the NICS. Percentage of applications for firearm transfers rejected due to data made available to the NICS.	Number of complete records submitted by states and tribes made available to the NICS. Number of applications for firearm transfers. Number of applications for firearm transfers rejected due to a domestic violence misdemeanor conviction. Number of applications for firearm transfers rejected due to a mental health prohibitor.
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Funding Instrument

OJP expects to make awards under this funding opportunity as cooperative agreements, which allow OJP to have substantial involvement in carrying out award activities. 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 subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). States that participate in the Intergovernmental Review process have an opportunity to review the applicant's submission. An applicant may find the names and addresses of state Single Points of Contact (SPOCs) for Intergovernmental Review at <https://www.ojp.gov/IntergovernmentalReviewSPOCList.pdf>. If the applicant's state appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the state's process under E.O. 12372. On the SF-424, an applicant whose state appears on the SPOC list must make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting, "Program is subject to E.O. 12372 but has not been selected by the state for review."

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](#) and the [Application Attachment Tips](#) resource.

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 seeking priority consideration under the [Agency Funding Priorities](#) section should answer the inventory questions in their entirety in the web-based form in JustGrants.

Proposal Narrative

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 45 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, and graphic that are single-spaced or smaller than 12-point size font are permissible. Applicant should make certain they are legible.

Applicants may use a fillable Proposal Narrative .pdf template developed by BJS in writing their application. A link to the Proposal Narrative template is below.

<https://bjs.ojp.gov/document/CNCHIP-proposal-narrative-template.pdf>

Sections of the Proposal Narrative: The Proposal Narrative must include the five sections listed below. 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:

Accomplishments and Progress on Record Improvement Goals

Applicants must summarize the major accomplishments achieved under federally funded criminal history record improvement programs. This section should describe, in quantifiable terms, if possible, results achieved, and advances made since 2019 to the present using federal criminal history record improvement funding. Specifically address accomplishments relating to

participation in each of the national systems and initiatives (i.e., III, NICS, NCIC, POF, domestic violence records, mental health records, and Livescan/AFIS capability). Where relevant, reference surveys and data quality audits. This section should also include any evaluative efforts undertaken to identify the key areas of weakness in the state's criminal record system since submission of previous criminal history improvement applications. Tribal applicants should discuss progress related to record automation and improvement funded by other federal sources that are applicable to the above areas.

For applicants that have not historically received NCHIP, NARIP, or NCHIPSFBSCA funding, please discuss the current gaps in record reporting and challenges to reporting records.

Current Status in Specific Subject Areas

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

a. Dispositions available to III

All applicants should discuss the percentage of state records with final dispositions or case outcomes linked to arrests and available at the time of a firearm background check (including felony and misdemeanor convictions of domestic violence). Applicants should provide information on efforts to improve reporting and availability at the national level. The application should also discuss the extent to which dispositions requested in connection with a NICS inquiry have not been provided within the required time frame and must identify any problems that are delaying instant responses to NICS inquiries and identify proposed solutions to these problems.

b. NICS Indices and mental health record availability

All applications should discuss the extent to which the applicant provides information to the FBI's NICS Indices. Applicants that do not submit information to this file should describe the prohibiting factors and any plans to overcome them. (The Health Insurance Portability and Accountability Act (HIPAA) is not considered to be a prohibiting factor.) Additionally, all applicants should indicate whether mental health records are checked, either by the state POC or the FBI, during a NICS check. Where mental health records are accessible, include the number of records currently available and any plans to improve availability. If mental health records are not currently accessible at the time of a background check, describe factors that limit or prohibit exchange of mental health records.

States that are not currently eligible for funding under NARIP should discuss plans, if any, to establish a relief from disabilities program and progress toward NARIP eligibility. If a state has no immediate plans to pursue development of a relief program, include a statement outlining the reasons for not pursuing one.

c. Protection order file

All applicants should indicate whether they submit information for inclusion in the FBI's NCIC POF. Applicants that submit protection orders should indicate the number of active protection orders provided to the FBI. Applicants that do not submit all active protection orders to NCIC should describe the prohibiting factors and any plans to overcome them.

Applicants should provide the current number of records in the NCIC POF and a description of any known gaps in reporting.

d. Warrants/wanted person records

All applicants should indicate whether they submit records for inclusion in the FBI's NCIC Wanted Persons file. Applicants that submit such records should indicate the number provided to the FBI for the last full calendar year. Applicants that do not submit such records (or do not submit all qualifying records that are maintained at the state or local level) should describe the prohibiting factors and any plans to overcome them.

Applicants should provide the current number of active warrants in the NCIC Wanted Persons File and a description of any known gaps in reporting.

2. Project Goals and Objectives: How will the proposed project address the need identified and address the purpose of the NOFO? Please include:

- Project goals (goals are broad, visionary statements on what the applicant hopes to accomplish).
- Project objectives (objectives are specific outcomes the applicant plans to achieve through project activities).
- How the applicant's goals and objectives relate to the goals and objectives of the NOFO.

3. Project Design and Implementation: How will the applicant implement project activities that meet the goals and objectives? Please include:

Description of Projects to be Funded

Describe the activities proposed for funding over the project period and specifically address how to improve the quality and completeness of criminal history and related records at the state and national level. **Dollar amounts should be included for each proposed project.**

Quantitative Measures

Provide quantitative measures to assess or describe the impact each project will have on the quality, completeness, and availability of records at the national level.

Timeline

Provide a detailed timeline for the project. Be sure to cover all proposed activities. Provide timeline in list form.

Example 1:

- Month 1–2: Start the procurement process for livescans.
- Month 3–4: Work with the chosen vendor.
- Month 5–6: Install equipment, etc.

Example 2:

- Month 1: Start contract process for criminal history disposition information interface initiative.

- Month 2: Work with state supreme court and the state computerized criminal history vendor to begin work on interface task.
- Month 3-9: Complete disposition information interface and testing.

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

Coordination

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

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

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

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

Unexpended Funds

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

Compatibility with Other Systems

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

5. Plan for Collecting the Data Required for This NOFO's Performance Measures

Describe how the applicant will track, manage, and report performance data, including:

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

Note: An applicant is not required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the NOFO goals and objectives identified in the "Goals and Objectives" section of this document. Applicants can visit OJP's performance measurement page for more information on performance measurement activities.

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

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). NOTE: The budget narrative should NOT be a copy of the program narrative.

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](#).

Program-Specific Budget Information

- Staff overtime is allowable; BJS approval is required.
- Provide details on individual tasks for each personnel position.
- Travel is allowed to attend program-specific meetings/conferences.
- The purchase or lease of vehicles is NOT allowable.
- A breakdown of budget categories per subaward/subgrant MUST be provided as additional documentation.
- A vendor's quote is required for equipment costs and contractual services.
- Maintenance costs will ONLY be covered during the initial year of a contract.

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) (if applicable)

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.

MOUs should be submitted as one separate attachment to the application.

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.

- **Timeline:** Provide a detailed timeline, in list form, that covers all activities proposed.
- **Tribal Authorizing Resolution (if applicable):** An application in response to this NOFO may require inclusion of Tribal authorizing documentation as an attachment. If applicable, the applicant will upload the Tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on Tribal authorizing resolutions.

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 OR BJS at AskBJS@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 OR BJS at AskBJS@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 OR BJS at AskBJS@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)
 - MOU (if applicable)

Applicants whose application fails to meet the BMR are provided notice (including appeal instructions) within a few weeks after the submission due date.

Merit Review Criteria

Review Criteria

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

- **Statement of the Problem/Description of the Issue:** What critical issue or problem the applicant is proposing to address with this project.
- **Project Design and Implementation:** 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.
- **Capabilities and Competencies:** The applicant's administrative and technical capacity to successfully complete this project.
- **Budget:** Completeness and cost effectiveness.
- **Plan for Collecting the Data Required for this NOFO's Performance Measures:** Evaluation of the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- **Other:** Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those areas of focus already mentioned, if applicable), available funding, past performance, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, and both allocable to and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the Uniform Requirements 2 C.F.R. Part 200, Subpart E.

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.

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 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.



APPLICATION CHECKLIST

BJS FY25 Consolidated National Criminal History Improvement Program

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

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).
- 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**.

- Submit documents for Intergovernmental Review (if applicable).
- 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 BJS at AskBJS@usdoj.gov or the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or 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.
- 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. See the [Application Resource Guide](#) for additional information.