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

Solicitation Title: BJA FY24 Missing and Unidentified Human Remains (MUHR) Program
Assistance Listing Number: 16.050
Grants.gov Opportunity Number: O-BJA-2024-172155
Solicitation Release Date: May 24, 2024
Step 1: Application Grants.gov Deadline: 8:59 p.m. Eastern Time on July 17, 2024
Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on July 24, 2024

Contents

Synopsis

Program Description Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for funding.

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

Under the Missing and Unidentified Human Remains (MUHR) Program, BJA will provide funding to eligible entities to expand upon the reporting, transportation, processing, and identification of missing persons (MP) and unidentified human remains (UHR) cases in their jurisdictions, including migrants. This program increases public safety by providing resources to locate and identify MP and UHR in the United States.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Funding Category

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2024-00058-PROD	Purpose Area 1: Statewide Agencies	Up to 3	$1,000,000	10/1/2024 12:00 a.m.	36
C-BJA-2024-00059-PROD	Purpose Area 2: Counties and/or Units of Local Government	Up to 6	$500,000	10/1/2024 12:00 a.m.	36
C-BJA-2024-00060-PROD	Purpose Area 3: Services to Assist Small, Rural, and/or Tribal Entities	1	$1,000,000	10/1/2024 12:00 a.m.	36

Eligibility

- State governments
- City or township governments
- County governments
- Other:
  - Accredited, publicly funded, Combined DNA Index System (CODIS) forensic laboratories
  - Medical examiner offices
  - Accredited, publicly funded toxicology laboratories
  - Accredited, publicly funded crime laboratories
  - Publicly funded university forensic anthropology laboratories
  - 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
  - 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 solicitation.

NOTE: BJA will consider applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

NOTE: The "Eligibility" list is based on the overall program eligibility as defined in the statutory authority (legislation). Eligible applicants will decide what Purpose Area(s) to apply under based on their service capabilities and adhering to the goals, objectives, and deliverables for those Purpose Areas. Proposals are expected to clearly identify the purpose area to which they are applying. If applicants are requesting funds from multiple purpose areas, a separate proposal must be submitted for each purpose area to which they are applying.

Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only) or email grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the "How To Apply" section, [Experiencing Unforeseen Technical Issues](#).

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

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Pre-Application Information Session

BJA will hold a webinar to provide a detailed overview of this solicitation and allow interested applicants to ask questions. Once available, a link to register will be included on the [Funding Webinars](#) webpage. The session will be recorded and available on the BJA website once ready.

Application Submission Information

Registration
Before submitting an application, an applicant must have a registration in the [System for Award Management (SAM.gov)](#).

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

Step 1: The applicant must register for this opportunity in Grants.gov at https://grants.gov/register and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form (SF-424)](#) and a [Disclosure of Lobbying Activities (SF-LLL)](#)**.** See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application,** including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline. See the Submission Dates and Time section for application deadlines.

Program Description

Program Description Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for funding.

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

Under the MUHR Program, BJA will provide funding to eligible entities to expand upon the reporting, transportation, processing, and identification of missing persons (MP) and unidentified human remains (UHR) cases in their jurisdictions, including migrants. This program increases public safety by providing resources to locate and identify MP and UHR in the United States.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Statutory Authority

Pub. L. No. 106-177, Title II (codified at 34 U.S.C. §§ 40501–40503).

Specific Information

Administered by BJA, the MUHR Program provides funding to support eligible applicants for services focused on reporting and identifying MP and UHR in the United States, including migrants. By providing grant funds directly to jurisdictions, the MUHR Program augments the existing services available through OJP's National Institute of Justice's National Missing and Unidentified Persons System (NamUs) Program, which is a national, centralized repository and resource center for locating and identifying MP, UHR, and repatriating unclaimed persons.

There are three Purpose Areas under this solicitation. If applicants are requesting funds from multiple Purpose Areas, a separate proposal must be submitted for each purpose area to which they are applying.

For All Purpose Areas: Applicants should develop a collaborative approach and partner with other entities/agencies to cover both unidentified and missing persons in their jurisdiction, if applicable. This collaborative approach and partnership will help ensure that the applicant is able to address the overall goals, objectives, and deliverables for the Purpose Area under which they are applying.

NOTE: It is acceptable for an applicant to propose working *only* UHR cases OR *only* MP cases, provided that an explanation and justification to BJA is included in that application, if addressing both is not feasible.

For Purpose Area 3 (Services to Assist Small, Rural, and/or Tribal Entities): BJA is seeking to award funding to one applicant that will be able to provide services to assist either small, rural, and/or Tribal entities **on a national scale**. If an applicant seeks to assist these groups at the state and/or local levels only, they should apply under Purpose Area 1 (Statewide Agencies) or Purpose Area 2 (Counties and/or Units of Local Government).

NOTE: The "Eligibility" list on the previous pages is based on overall program eligibility as defined in the statutory authority (legislation). Eligible applicants should decide what Purpose Area(s) to apply under based on their service capabilities in order to adhere to the goals,

objectives, and deliverables for that specific Purpose Area. Proposals are expected to clearly identify the Purpose Area to which applicants are applying.

Successful Grant Application Examples:
Samples of previous and successful applications under both Purpose Area 1: Statewide Agencies and Purpose Area 2: Counties and/or Units of Local Government can be found at https://bja.ojp.gov/program/muhr/funding.

Grantee Success Stories and Publications
Additional information, including success stories and publications, is available at: https://bja.ojp.gov/program/strengthening-mec/overview.

Attendance at BJA's 2024 Forensics Programs Grantee Meeting (Virtual Event)
Award recipients **must** attend BJA's annual virtual two-day forensics workshop under BJA's individual forensic grant programs. Key personnel (up to three representatives per award) will be expected to attend each annual meeting during the course of the grant period. The workshop will focus on the elements of a successful project and key issues regarding forensics, medical examiners, coroners, laboratories, and other areas. Please review the archived 2023 event for more information.

Additional Resources

- **BJA's Forensics Training and Technical Assistance (FTTA) Program:** Awarded in FY 2022, the FTTA Program, led by RTI International 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/.

- **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 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, U.S. Border Patrol Missing Migrant Program (MMP):** The MMP is dedicated to the humanitarian effort for migrants and seeks to prevent the loss of life amongst the migrant population traversing through the U.S. southern border. This complex objective is addressed through MMP's intense efforts and relationships with foreign consulates, medical examiners' offices, forensic pathologists, law enforcement partners, electric companies, ranch owners, nongovernmental organizations (NGOs), institutions of higher learning, and families. Moreover, the establishment processes and relationships seek to meet the MMP objectives of:
  - Prevention
  - Location
  - Identification
  - Reunification

For more information, visit: https://www.cbp.gov/border-security/along-us-borders/operations/special-operations.

- **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-indigenous-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.

Program Requirements

DNA Analyses

- All nongenetic genealogy DNA analyses conducted as a result of this program must be performed by a laboratory (government-owned or fee-for-service) that is accredited, and which currently undergoes external audits not less than once every two years (with the exception of Forensic Genetic Genealogy - FGG testing). These audits must demonstrate that the laboratory maintains compliance with the DNA Quality Assurance Standards established by the Director of the FBI. Sites must use laboratories that can test evidence in an expeditious manner so as to meet the MUHR Program's goals within the grant period.

- To the extent applicable, all eligible DNA profiles obtained with funding under this program must be entered into CODIS and, where applicable, uploaded to the National DNA Index System (NDIS). BJA suggests that no profiles generated during the testing portion of this program be entered into any nongovernmental DNA database (with the exception of FGG testing).

- 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).

- **Certification Statement:** All entities and relevant subrecipients **must submit** a certification as part of the application that includes the statement:

  "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. 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."

Rapid DNA

Rapid DNA analysis can be utilized with these grant funds only in the event of a Disaster Victim Identification (DVI)/Mass Casualty scenario for **family reference samples only**. Rapid DNA analysis must be used in a way that is compatible with the FBI's Addendum to the QAS for Rapid DNA analysis (https://ucr.fbi.gov/lab/biometric-analysis/codis/summary-of-rapid-dna-addenda-effective-12-1-14) and incorporated into the QAS revision effective 2020 at https://www.fbi.gov/file-repository/qas-audit-for-forensic-dna-testing-laboratories.pdf/view.

As of the posting date of this solicitation, this only includes known reference samples and does not include either crime scene samples or human remains. See the Definitions section for additional information about Rapid DNA.

Forensic Genetic Genealogy (FGG)

FGG is an allowable activity under all Purpose Areas. Award recipients utilizing MUHR funds for FGG must adhere to the DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching (FGGS) document. In accordance with Section IX of this document, MUHR award recipients must collect and report the following metrics to BJA:

- The type of crime investigated.
- Whether FGG DNA analysis/forensic genetic genealogical DNA analysis and FGG searching (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.

NOTE: These requirements may change in accordance with future iterations of the FGGS policy. MUHR award recipients will be updated should changes occur that could impact their practices and/or performance metrics.

Requirements for using MUHR funds for FGG are as follows:

- **Outsourcing of Funds:** MUHR funds may be used to outsource the testing portion of FGG (i.e., DNA extraction, single nucleotide polymorphism (SNP) testing, reference sample processing and confirmation sample processing). However, award recipients that propose outsourcing FGG work must choose a vendor laboratory that performs SNP testing in-house. This helps ensure the integrity of the evidence and fiscal responsibility with grant funds and avoid paying additional third-party fees.

  In the interest of being fiscally responsible, BJA highly suggests that the awardee leverage the FBI's resources for the tree-building/investigative portion of FGG (at no cost to the awardee). Funding from this program may be used for the testing portion of FGG (i.e., wet-lab processing).

- **In-House FGG Services**: Award recipients that are proposing to conduct in-house forensic genetic genealogy (i.e., tree building and subsequent steps in the process) will

be required to complete the [BJA/FBI Archived FGG training][1] as well as any future BJA/FBI FGG trainings that may occur during the lifespan of the grant. Note, all users will need to create an account through the academy website to attend/listen to the training.

Further Considerations for FGG Work

- It is highly recommended that a CODIS profile be entered, and searches conducted in CODIS for a minimum of six months before proceeding to FGG, unless an immediate and ongoing threat to public safety is identified. In the event of such a threat, BJA will consider exceptions on a case-by-case basis.

- For UHR cases, both short tandem repeats (STR) and Mitochondrial DNA (mtDNA) profiles must be uploaded to CODIS before proceeding to FGG.

- In the event that a case has only mtDNA, or only STR technologies in CODIS (and not both), 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.

- It is highly recommended that applicants who will be performing familial DNA searches should consider partnering with their lab and provide in their application documentation of their lab's commitment to perform a specified number of familial searches per month for MUHR cases. This is to ensure the submission of cases for FGG (should the familial search prove negative) are not unnecessarily delayed. BJA will consider exceptions to the familial searching policy on a case-by-case basis.

- If a STR profile is only searched in the State DNA Index System (SDIS) or Local DNA Index System (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. If this is not feasible, approval from BJA must be sought.

- 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).

- **NOTE:** All qualified cases processed with MUHR funding must be entered and updated into NamUS, NCIC, and (where applicable) the FBI's Violent Crime Apprehension Program (ViCAP) by the end of the grant period. Also note that cases wishing to proceed to FGG must submit their cases to ViCAP (where applicable) and NamUs prior to FGG.

Family Reference Samples

For the collection and processing of family reference samples for upload to CODIS (to match and identify missing and unidentified person(s), the applicant must submit a letter of commitment with a relevant law enforcement agency and medical examiner/coroner. 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

---

[1] To access the archived training entitled "OVCCC: Forensic Genetic Genealogy Training," a login must be created on the Sexual Assault Kit Initiative Training and Technical Assistance website if the user does not already have login credentials. More information can be found here: https://academy.sakitta.org/.

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.

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.

ViCAP

Award recipients must also:

1. Enter all "criteria cases" into ViCAP before the end of the grant period to increase the chances of identifying missing person(s), and

2. 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.

Award recipients should budget for 60 minutes per ViCAP entry plus additional time for personnel to conduct searches for matches, follow up on leads, etc. Funding for this activity can come from MUHR Program grants but **must not exceed 10 percent of the total budget**. Applicants with high case volumes that estimate needing more than 10 percent of their award amount to meet this requirement may be permitted to prioritize the entry of cases into ViCAP based on the nature of the perpetrator, subject to BJA's approval.

Further details about ViCAP entry:

- 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.
- All questions are to be appropriately answered and, when available, additional detail provided.
- Information must be comprehensive. The narrative section should be detailed but succinct.
- Narrative information can be copied and pasted directly from an agency's incident report. Recipients should enter all solved and unsolved ViCAP criteria cases, as a solved case could very well link to another agency's unsolved case.

NOTE: 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.

Definitions

For purposes of this solicitation, the following 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 FBI program of support for criminal justice DNA databases, as well as the software used to run these databases.

- **Family Reference Sample:** 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 identify remains by tying the DNA to a family with a missing person or to point to the likely identity of a perpetrator.

- **Odontology:** A branch of dentistry that can help in identifying the remains of a deceased individual.

- **National DNA Index System (NDIS):** NDIS is one part of CODIS—the national level containing the DNA profiles contributed by participating federal, state, and local 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.

- **Rapid DNA Technology:** Describes the fully automated process of developing a DNA profile without human intervention.

- **Records Management System (RMS):** Can be an agency-wide system that provides for the storage, retrieval, retention, manipulation, archiving and viewing of information, records, documents, or files.

- **Violent Criminal Apprehension Program (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.

Solicitation Goals and Objectives

Goals
The goals of the MUHR Program are to implement a comprehensive approach to establish and/or expand a jurisdictions ability to improve the reporting, processing, and identification efforts of MP and/or UHR, including migrants.

Objectives
Purpose Areas 1 and 2: Receive reports on the scope and tracking of the unaddressed MP/UHR cases to be supported with this funding.

Purpose Area 3: Support the transportation, testing, and identification of MPs UHRs (including migrants) for these aforementioned entities.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

Priority Areas

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

1A. Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services and other parts of an organization's or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

1B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

To receive this additional priority consideration, applicants must describe how being a population specific organization (or funding the population specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which historically underserved populations are intended or expected to be served or have their needs addressed under the proposed project(s).

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 an award.

Federal Award Information

Awards, Amounts, and Durations
Anticipated Number of Awards: 10
- Purpose Area 1: Up to 3 awards
- Purpose Area 2: Up to 6 awards
- Purpose Area 3: 1 award

Anticipated Maximum Dollar Amount per Award:
- Purpose Area 1 anticipated maximum amount: Up to $1,000,000
- Purpose Area 2 anticipated maximum amount: Up to $500,000
- Purpose Area 3 anticipated maximum amount: Up to $1,000,000

Period of Performance Start Date: October 1, 2024
Period of Performance Duration (Months): 36
Anticipated Total Amount to Be Awarded Under This Solicitation: Approximately $5,348,227

Continuation Funding Intent

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. 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, when making continuation award decisions.

Availability of Funds

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

Type of Award

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 that apply to many (or in some cases, all) OJP grants.

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

For eligibility information, see the Synopsis section.

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

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.

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov "How to Apply for Grants"
2. OJP "How To Apply" section in the Application Resource Guide
3. JustGrants Application Submission Training

This solicitation (notice of funding opportunity) incorporates guidance provided in the OJP Grant Application Resource Guide (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the Application Resource Guide, the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the Application Resource Guide that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at https://grants.gov/register by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline**. If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as "submitted" or "agency tracking number assigned."

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. 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 all the requirements of the application. Applicants may save their progress 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.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the "How To Apply" section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 8:59 PM, July 17, 2024.

The **full application** must be submitted in JustGrants by 8:59 PM, July 24, 2024.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)
OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov: contact the [SAM.gov Help Desk (Federal Service Desk)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

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

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

Waiver requests sent to the OJP Response Center must—
- Describe the technical difficulties experienced (provide screenshots if applicable);
- Include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- Include an attachment of the complete grant application and all the required documentation and materials;
- Include the applicant's Unique Entity Identifier (UEI); and
- Include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

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

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the Application Resource Guide.

Application and Submission Information

Content of Application Submission and Available Surveys

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

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

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

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

Intergovernmental Review: This funding opportunity **is not** subject to Executive Order (E.O.) 12372. In completing the SF-424, an applicant should answer question 19 by selecting "Program is not covered by E.O. 12372."

Content of the JustGrants Application Submission
Entity and User Verification (First Time Applicant)
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 individual 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 this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 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. Find additional information on JustGrants Application Submission 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 make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

Survey

Applicants will be required to respond to the survey questions at the end of the solicitation. Please refer to the steps below to help guide you through initiating, completing, modifying, and obtaining the status of the survey in the JustGrants system:

1. To initiate the survey, please click on the survey title to open.

2. When you have completed the survey, please click the "Finish" button in the lower right corner of the screen. The system will direct you to a review screen displaying your survey responses.

3. To go back to the main application screen, go to the "Actions" menu in the top right corner of the screen and select "Close" to exit the survey review screen.

4. The survey you just completed will still display an "Open" status. To confirm the completed status of your survey, go back to the "Actions" menu and select "Refresh." The status of your completed survey will change to "Resolved or Completed."

5. If you would like to verify the responses to a completed survey, you may click the survey title to reopen it and view your saved responses.

6. If you would like to change and/or update the responses to a completed survey, you may click the "Reopen" option to update your saved responses.

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 the financial management and internal control systems, 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 Questionnaire 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.

Brief Applicant Entity Questionnaire

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 15 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

The main body of the Proposal Narrative must include the following sections:

a. Description of the Issue

- Describe the need to expand upon MP and UHR resources to achieve the goals and deliverables as described in this grant announcement.

- Demonstrate awareness of current gaps and challenges that specific entities may face when trying to address MP and UHR.

- Demonstrate an understanding of the multidisciplinary challenges involved with MP and UHR cases, and their impact on the criminal justice system, victims, and families of the missing.

b. Project Design and Implementation
- The application must include information on the MUHR Program survey question set (see Page 42), showing the number of MP and/or UHR cases found in the applicant's RMS (if applicable), NamUs and NCIC for the applicant's jurisdiction(s).
- The application must include the estimated number of MP and/or UHR cases that the applicant plans to work with MUHR Program funding.

- Demonstrate awareness and competencies of the state of current DNA technologies, and other forensic technologies and their application to solving MP and UHR cases.

- Provide description of the workflow of reporting into NCIC, and when possible, to law enforcement authorities throughout the applicant's jurisdiction regarding every deceased unidentified person, regardless of age.

- Provide a description of how records pertaining to unidentified persons will be retained, until such person is identified.

- Provide a description of the workflow to collect and report information to NamUs.

- Provide a description of the type of analyses and processes to be performed (for example: DNA testing, fingerprint, etc.) on UHR and/or family reference samples.

- Describe implementation of a working commitment with any applicable agency that is not the lead applicant (e.g., NamUs, medical examiner/coroner, local law enforcement) to address the deliverables of the grant (if applicable).

- Demonstrate establishment of multidisciplinary teams to evaluate identification strategies, including the subject matter expertise necessary to effectively identify MP and UHR, and establish case prioritization plans.

- Provide description of the processes to be used to review and enter DNA data into the FBI's CODIS, including the name(s) of the entities that will review and enter data. Create appropriate written agreements between entities in place and included with the application.

- **For Purpose Area 3 Only**: Demonstrate an outreach approach to assess and support the needs of small, rural, and/or tribal entities to report, transport, process, and identify MP and/or UHR.

- If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

c. Capabilities and Competencies

- Describe the capabilities and competencies of the staff (all individuals that will be significantly involved in substantive aspects of the proposal) assigned to address the challenges as outlined under "Description of the Issue" and "Project Design" sections above.

- Demonstrate ability and experience of the applicant organization to manage the efforts of the project.

- Demonstrate the qualifications and experience, subject expertise, and management competencies of each proposed formal partner organization.

- If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s), should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and should include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

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

- Describe the process and plan for collecting and measuring project performance.
- Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the project's impact.
- Describe the process to accurately report data.
- **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 solicitation goals and objectives identified in the "Goals and Objectives" section.

A list of performance measure questions for this program can be found at www.ojp.gov/performance. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award. A list of performance measure questions for this program can be found here. Some measures are presented as examples, but others are the exact measures that every recipient will be expected to address.

Note on Project Evaluations

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

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

The applicant will submit the project's goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the Application Submission Job Aid for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.

- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.

- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Each applicant must stay within scope of the purpose area for which they are applying (i.e., Statewide Agencies, Counties and/or Units of Local Government, or Services for Small, Rural, and/or Tribal Entities).

Deliverables Expected by Successful Applicants

Program objectives and deliverables should be included in one timeline**.**

All MUHR Program award recipients are required to report specific performance measures (see https://bja.ojp.gov/funding/performance-measures/missing-unidentified-human-remains-measures.pdf). In addition, the applicant is asked to consider what other measures may be of use in demonstrating the successful outcome of the program/project.

The application should include a description of how the below activities will achieve the above goals and objectives, based on each purpose area.

All Purpose Areas:

- 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.

- Enter the unique case identification number (e.g., medical examiner/coroner case number, NCIC number) on the death certificate for each unidentified person.

- Retain all records pertaining to unidentified persons until a person is identified.

- Collect and report information to NamUs regarding MP and/or UHR.

- Assist stakeholders within the MP and/or UHR communities by collecting, entering, locating, and documenting pertinent case information, and when/if necessary, 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.

- Record the number of UHR cases processed.

- Record the number of CODIS associations and identifications.

- Record the number of anthropology cases processed.

- Record the number of odontology cases processed.

- Record the number of suspected border-crossing cases processed, and identifications made.

- Report to ViCAP all applicable MP and/or UHR cases throughout the applicant's jurisdiction.

- Report on any cases worked under this program that proceeded to prosecution.

- Track and analyze quantitative metrics to demonstrate the national impact of the awardee's project by providing summaries of the collected analytics and success stories.

- Each award recipient will need to complete and submit a final inventory utilizing the provided tracking sheet upon being awarded.

- Recipients may not completely close out their award until review and approval by BJA of the tracking sheet and final inventory.

Purpose Area 1: Statewide Agencies

Awardees under this Purpose Area shall report the scope of the unaddressed MP/UHR cases in their jurisdiction(s) and track those cases that will be worked with MUHR funding.

Applicants shall provide in the application Proposal Narrative:

1. An estimate of the number of MP and/or UHR cases (as applicable, and to be reported separately) that are within your internal RMS (if applicable), NamUs and NCIC for your jurisdiction(s).

   Please complete the FY 2023 MUHR Program Survey Questions in JustGrants to submit these numbers. Instructions on how to complete this information is located on Page 19 of this solicitation (See "Data Requested with Application"), and solicitation survey questions are located on Page 42, for reference.

2. Based on the number of cases in #1 above, estimate the number of cases you plan to work with MUHR funding. Report MP and UHR numbers separately (if applicable).

If awarded, the awardee shall:

3. Provide a final inventory of the cases worked with MUHR funding at the end of the award. A tracking sheet will be provided by BJA to awardees to assist in completing this requirement.

All qualified cases worked with MUHR funding must be entered and/or updated in NamUs, NCIC, and, where applicable, ViCAP by the end of the grant period.

An agency who does not have access to the aforementioned databases must obtain access themselves and/or partner with an agency who does have access with the understanding that the partnering agency must provide a Letter of Support for submission of application. Please see the Letter of Support section for more information regarding a partnering agency's engagement.

Report: Reporting shall occur to not only better understand the circumstances and scope of MP and UHR cases in the U.S. (including migrants), but to also increase identifications and repatriations of unaddressed MPs and UHR cases. Methods for reporting shall include systems such as NCIC and NamUs, as well as notifying the relatives of MP and UHR, as applicable. Agencies shall determine which additional reporting systems may enhance resolution of MPs and unidentified remains cases within their jurisdiction.

Identify: Applicants shall determine which cases need to undergo identification efforts. Agencies must develop a comprehensive plan for case prioritization to select cases that may be associated with a threat to public safety (e.g., victim of a violent offender), and a plan for identification that will enable the entity to select the proper identification method(s) for each specific case. Applicants **must** establish a multidisciplinary team comprised of forensic experts, investigators, victim advocates, etc., to establish the best method of identification for each case.

Repatriate Human Remains: Agencies shall develop and implement a plan to return human remains to appropriate relatives, as determined by law.

Purpose Area 2: Counties and/or Units of Local Government

Awardees under this purpose area shall report the scope of the unaddressed MP and UHR cases in their jurisdiction(s) and track those cases that will be worked with MUHR Program funding.

Applicants shall provide in the application Proposal Narrative:

1. An estimate of the number of MP and/or UHR cases (as applicable, and to be reported separately) that are within your internal RMS (if applicable), NamUS and NCIC for your

jurisdiction(s).

Please complete the FY 2023 MUHR Program Survey Questions in JustGrants to submit these numbers. Instructions on how to complete this information is located on Page 19 of this solicitation (See "Data Requested with Application"), and solicitation survey questions are located on Page 42, for reference.

2. Based on the number of cases in the above, estimate the number of cases you plan to work with MUHR funding. Report MP and UHR numbers separately (if applicable).

If awarded, the awardee shall:

3. Provide a final Inventory of the cases worked with MUHR funding at the end of the award. A tracking sheet will be provided to awardees to assist in completing this requirement.

All qualified cases worked with MUHR funding must be entered and/or updated in NamUs, NCIC, and, where applicable, ViCAP by the end of the grant period.

An agency who does not have access to the aforementioned databases must obtain access themselves and/or partner with an agency who does have access with the understanding that the partnering agency must provide a Letter of Support for submission of application. Please see the Letter of Support section for more information regarding a partnering agency's engagement.

Report: Reporting shall occur to not only better understand the circumstances and scope of MP and UHR, including migrants, in the U.S., but to also increase identifications and repatriations of unaddressed MP and UHR cases Methods for reporting shall include NCIC and NamUs, as well as notifying the relatives of MP and UHR, as applicable. Agencies shall determine which additional reporting systems may enhance resolution of MP and unidentified remains cases within their jurisdiction.

Identify: Applicants shall determine which inventoried cases within their jurisdiction need to undergo identification efforts. Agencies must develop a comprehensive plan for case prioritization to select cases that may be associated with a threat to public safety (e.g., victim of a violent offender). Applicants are encouraged to establish a multidisciplinary team comprised of forensic experts, investigators, victim advocates, etc., to establish the best method of identification for each case.

Repatriate Human Remains: Agencies shall develop and implement a plan to return human remains to appropriate relatives, as determined by law**.**

Purpose Area 3: Services to Assist Small, Rural, and/or Tribal Entities

The objective of Purpose Area 3 is to serve either small, rural, and/or tribal entities by funding one applicant to provide the transportation, testing, and identification of MPs UHRs (including migrants) for these aforementioned entities. Due to limited resources and the potentially limited volume of UHRs and MPs cases, small, rural, and/or tribal entities (jurisdictions) may not have the staffing and general capabilities to fully implement the goals, objectives, and deliverables under this program. As such, the intent of this purpose area is to ensure that cases in these jurisdictions receive the critical resources to assist with resolution.

NOTE: Under Purpose Area 3, BJA is seeking to fund only one applicant that will be able to provide services to assist either small, rural, and/or tribal entities on a national scale**.** Entities

that may apply and potentially be awarded under Purpose Area 3 include those listed under the "Eligible Applicants" section.

Applicants must propose to implement a comprehensive approach to MP and UHR cases (including migrants) that directly achieves the goals of the MUHR Program as it pertains specifically to assisting small, rural, and/or tribal entities **on a national scale.**

Applicants will need to define the scope of the unaddressed MP and UHR problem, and report which entities (either small, rural, and/or tribal cases) they plan to work with MUHR Program funding.

Applicants shall provide in the application Proposal Narrative:

1. An estimate of the number of MP and/or UHR cases (reported separately) that are within found in NamUs and NCIC for the entity(s) (small, rural, and/or tribal).

   Please complete the FY 2023 MUHR Program Survey Questions in JustGrants to submit these numbers. Instructions on how to complete this information is located on Pages 19 of this solicitation (See "Data Requested with Application"), and solicitation survey questions are located on Page 42, for reference.

2. Estimate the number of cases you plan to work with MUHR funding. Report MP and UHR numbers separately (if applicable). Since Purpose Area 3 applicants will provide services on a national scale to assist either small, rural, and/or tribal entities, applicants should include information and examples on the approximate locations that are planned to be addressed with MUHR Program funding.

If awarded, the awardee shall:

3. Provide a final inventory of the cases worked with MUHR Program funding at the end of the award. A tracking sheet will be provided to awardees to assist in completing this requirement.

Report: The applicant must propose a plan with regards to how they will work with submitting agency(s) to better understand the circumstances and scope of MP and UHR, including migrants, in the U.S. in regard to small, rural, and/or tribal entities. Methods for reporting shall include NCIC and NamUs, as well as notifying the relatives of MP/unidentified remains, as applicable. Applicants shall determine which additional reporting systems may enhance resolution of MP and unidentified remains cases within the U.S., for the jurisdictions of small, rural, and/or tribal entities.

NOTE: The submitting agencies will ultimately be responsible for reporting, but the applicant must detail how they will ensure this critical step takes place for each case.

Identify: Applicants shall accept cases from small, rural, and/or tribal entities for identification efforts. Applicants must develop a comprehensive plan for case prioritization to select cases that may be associated with a threat to public safety (e.g., victim of a violent offender). Applicants must establish a multidisciplinary team comprised of forensic experts, investigators, victim advocates, etc., to establish the best method of identification for each case.

Repatriate Human Remains: Applicants shall develop and implement a plan to assist submitting agencies with the return of human remains to appropriate relatives, as determined by law.

Purpose Area 3, Only:

- Establish successful outreach campaigns to promote the services your agency will offer to small, rural, and/or tribal jurisdictions for MP and/or UHR cases.

- Routinely report the turnaround time (or backlog time) for identification processes.

- Routinely report the number and type (i.e., UHR/MP) of cases that are being processed.

- Routinely report the number of submitting agencies you are assisting and the type of small, rural, and/or tribal entity (i.e., Alaskan Native, American Indian, etc.).

Budget and Associated Documentation
Funding Restrictions

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee. Budget information for All Purpose Areas shall:

- Demonstrate alignment of the proposed budget with proposed activities for the entire project period, that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
- Demonstrate efforts to maximize cost effectiveness of grant expenditures.
- Demonstrate use of existing resources and overall cost effectiveness in relation to the objectives of the project.
- Provide budget detail breakdown and associated narrative of how any proposed subrecipient(s) plans to use the funds.

No-Cost Extensions: If awarded, an award recipient can request a no-cost extension to lengthen their project period. This would allow them the capability to complete their project in relation to their state/local level timeframe, which may not correlate with the federal fiscal year or federal project duration.

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. For example, equipment for enhancing the laboratory's overall capacity, that is not specific solely for this project, is not allowable. Below is a non-exhaustive list of common examples of expenses that are not allowable:

- Supplanting
- 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 purchases

Permissible Expenses

Below are 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 on an approved case-by-case basis.

- **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 need to be addressed in the applicant's the National Environmental Protection Act (NEPA) checklist. See the NEPA information under the "Additional Application Components" section 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), inventory, investigation, and identification (e.g., forensic analysis, to include family reference samples) of MP and/or UHR. Funds may also be used for anthropologists, odontologists, medical examiners, coroners, and fingerprint examiners for those activities directly related to establishing whether UHR are amenable to subsequent identification or entry into NamUs.

- **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. In addition, the training costs should be limited and must not be excessive in relation to the overall project costs.

- **Supplies**: Funds may be used for supplies related to performing inventory, investigation, and identification (e.g., forensic analysis, to include family reference samples) of MP and/or 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.

- **Computer Equipment**: Funds may be used to upgrade, replace, lease, or purchase computer hardware or software that will be used exclusively for the reporting, inventory, investigation, and identification of MP and/or UHR.

- **Laboratory Supplies**: Funds may be used to acquire laboratory supplies for forensic analysis of unidentified remains. The proposal must clearly demonstrate that the types and quantity of supplies requested are appropriate for the proposed level of effort. Award recipients whose proposals involve the purchase or use of chemicals may encounter delays in the release of award funds pending satisfactory completion of the NEPA review process. See the NEPA information under the "Additional Application Components" section for more details.

- **Transportation of Unidentified Remains/Family Reference Samples**: Funds may be used for reasonable travel expenses related to transporting UHR (including those of migrants) (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.
  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," located on previous pages, for potential assistance on funeral and/or burial costs.

- **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.

For the collection and processing of family reference samples for upload to CODIS (to match and identify missing and unidentified person(s)), the applicant must submit a letter of commitment with a relevant law enforcement agency and medical examiner/coroner. 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.

- o **NOTE**: If an agency such as a Medical Examiner office operates as a criminal justice entity, possesses the appropriate means to operate as such (via approval from the FBI) please include this in your application.
- o Procurement of contracts to support forensic testing from accredited laboratories.
- o Outsourcing samples to qualified accredited public or private laboratories.
- o Support for CODIS lab uploads for MP/UHR/family reference samples. Applicants must include the name(s) of the entities that will review and enter data into CODIS. Appropriate written letters of support between entities must be in place and be included with the application.

- **FGG DNA Analysis:** DNA profiles that have not resulted in a match via CODIS may use FGG as an expanded method to identify and match to the unidentified person(s). Program activity involving forensic genetic genealogical DNA analysis and searching FGGS is subject to the DOJ Interim Policy on Forensic Genetic Genealogical DNA Analysis and Searching or the final policy, when issued. Further detailed information and requirements when utilizing grant funds for FGG can be found under the previous "Program Requirements" section.

- **State-of-the-Art Multimodal, Multipurpose Forensic 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.

- o All equipment must be dedicated solely to this purpose or costs must be prorated accordingly.
- o **NOTE**: Equipment for enhancing the laboratory's overall capacity, that is not specific solely for this project, is not allowable

Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

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.

If the applicant is seeking priority consideration under Priority 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime,

violence and victimization, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1B based on the identification of a proposed subrecipient as a population specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient **specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

Budget/Financial Attachments

Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the "Costs Requiring Prior Approval" section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. 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. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the DOJ Grants Financial Guide for information on the consultant rates, which require prior approval from OJP.

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 made under a funding opportunity, an award 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. 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)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the "Application Attachments" section of the Application Resource Guide for information.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes (if applicable)

Provide resumes of key personnel who will work on the proposed project.

Tribal Authorizing Resolution (if applicable)

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

Letters of Support (if applicable)

Applicants must submit signed letters of commitment that outline the supporting/partnering entity's reasons for supporting the project. Examples of such supporting entities: crime laboratory that provides DNA services to the applicant agency (including private laboratory), the law enforcement agency (if collecting family reference samples, providing support to enter cases into ViCAP, NCIC, etc.), the medical examiner/ coroner as applicable, or other agency(s) whose participation will be required to successfully implement a comprehensive approach to the project under this program, stating their commitment to the project as presented in the application.

If collaborations with other entities are described in the program narrative, the relevant supporting letters must be included in the application to be considered for funding. Applicants must ensure that the signed letter of commitment, memorandum of understanding, or other mutually signed documents that clearly states the supporting entity's understanding of their involvement and commitment with the applicant includes that basic annual deliverables must be reported. These deliverables might include but are not limited to the following: number of

technical reviews, cases processed (i.e., anthropology, odontology, DNA, etc.), CODIS uploads, missing persons cases, family reference samples processed and subsequent CODIS uploads, uploads to ViCAP, NamUS, NCIC. Utilizing the performance measures under this program is recommended as a basis of the type of information that is required to be reported to the project lead (awardee) throughout the duration of the project. These commitments ensure that a comprehensive project is implemented, limiting gaps in a multidisciplinary approach to addressing the goals, objectives, and deliverables of this program. Attach this as a separate PDF file titled "Letters of Commitment."

Letters of support should be signed and then submitted as one separate attachment to the application in JustGrants.

Research and Evaluation Independence and Integrity Statement (if applicable)

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

CODIS Certification

All entities and relevant subrecipients must submit a certification statement as part of the application that states:

"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. 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."

Lists of Key Personnel

- 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 all proposed project staff members. 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."

Potential Environmental Impact Coversheet and Checklist — National Environmental Policy Act (NEPA)

Each applicant is to submit a BJA Programmatic Cover Sheet and Checklist with its application to assist BJA in assessing the potential environmental impacts of the activities proposed for funding by the applicant. Specifically, the applicant is expected to:

- Carefully read the [Programmatic Environmental Assessment](#).

- Complete the [Cover Sheet and the attached Programmatic Checklist](#).
- Attach the completed documents to the grant application.

The applicant should also submit a Cover Sheet and BJA Programmatic Checklist for any organization identified in the budget worksheet that will receive grant funds through a subaward or procurement contract to perform any of the following activities: new construction or renovations that change the basic prior use of a facility or significantly change the size, research and/or technology development that could be expected to have an effect on the environment, or implementation of programs involving the use of chemicals. For more information about NEPA and BJA's NEPA Process, please go to https://bja.ojp.gov/funding/nepa-guidance .

Disclosures and Assurances
The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities
The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items
To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based 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 Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing
Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [Application Resource Guide](#) for additional information.

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

Application Review Information

Review Criteria
Basic Minimum Review Criteria
OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.

- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Merit Review Criteria

Scored Review Criteria for All Purpose Areas
Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- Statement of the Problem/Description of the Issue (15%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (40%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (30%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
  - Demonstrate alignment of the proposed budget with proposed activities for the entire project period, that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
  - Demonstrate effort to maximize cost effectiveness of grant expenditures.
  - Demonstrate use of existing resources and overall cost effectiveness in relation to the objectives of the project.
  - Provide budget detail breakdown and associated narrative of how any proposed subrecipient(s) plans to use the funds.

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

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

In addition, if OJP anticipates that an award will exceed $250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.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.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the Application Resource Guide for information on award notifications and instructions.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the Application Resource Guide.

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the Application Resource Guide section entitled "Information Regarding Potential Evaluation of Programs and Activities."

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 it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: Overview of Legal Requirements Generally

[Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#) under the "Civil Rights Requirements" section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient's program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at https://www.lep.gov/language-access-planning. Additional resources are available at https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep.

If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see https://www.ada.gov/ or contact OJP.

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

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

General Information About Post-Federal Award Reporting Requirements
In addition to the deliverables described in the "[Program Description](#)" section, all award recipients under this solicitation will be required to submit certain reports and data.

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

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

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the Synopsis.

Other Information

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

Provide Feedback to OJP
See the Application Resource Guide for information on how to provide feedback to OJP.

Performance Measures

Performance measures for BJA's MUHR Program can be found here: https://bja.ojp.gov/funding/performance-measures/missing-unidentified-human-remains-measures.pdf

Application Checklist

BJA FY24 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.

Pre-Application
Before Registering in Grants.gov
- Confirm your entity's registration in the System Award Management (SAM.gov) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see Application Resource Guide).

Register in Grants.gov
- 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).

Find the Funding Opportunity
- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID:
  - Purpose Area 1: C-BJA-2024-00058-PROD
  - Purpose Area 2: C-BJA-2024-00059-PROD
  - Purpose Area 3: C-BJA-2024-00060-PROD
- Access the funding opportunity and application package (see Step 7 in the Application Resource Guide).
- Sign up for Grants.gov email notifications (optional) (see Application Resource Guide).
- Read Important Notice: Applying for Grants in Grants.gov (about browser compatibility and special characters in file names).
- Read OJP policy and guidance on conference approval, planning, and reporting available at https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8 (see Application Resource Guide).

Review the Overview of Post-Award Legal Requirements
- Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards" in the OJP Funding Resource Center.

Review the Scope Requirement
- The federal amount requested is within the allowable limit(s) of
  - Purpose Area 1 (State Agencies): $500,000 to $1,000,000
  - Purpose area 2 (Counties and/or units of Local Government): $100,000 to $500,000
  - Purpose area 3 (Services for Small/Rural/Tribal): Up to $1,000,000

Review Eligibility Requirement
- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

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

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

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

- 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 BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov customer support, or support@grants.gov regarding technical difficulties (see "Application Resource Guide" section on Experiencing Unforeseen Technical Issues).

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

- Proceed to Application Step 2 and complete application in JustGrants.

Application Step 2

Submit the following information in JustGrants:

Application Components
- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

Budget and Associated Documentation
- Budget Detail Narrative and web-based form*
- Financial Management and System of Internal Controls Questionnaire (see Application Resource Guide)
- Indirect Cost Rate Agreement (if applicable) (see Application Resource Guide)
- Disclosure of Process related to Executive Compensation (see Application Resource Guide)

Additional Application Components
- Tribal Authorizing Resolution (if applicable) (see Application Resource Guide)
- Research and Evaluation Independence and Integrity (see Application Resource Guide)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see Application Resource Guide)
- Timeline
- CODIS Certification
- Inventory Certification
- Letters of Support (if applicable)

- JustGrant Form—FY 2023 MUHR Program Survey Questions (Total Number of MP and UHR Cases). See pages 23–24 and page 46.
- Position descriptions and resumes
- List of all proposed project staff members
- List of procurement contracts (if applicable)
- Organizational chart
- Potential Environmental Impact Coversheet and Checklist – [National Environmental Policy Act (NEPA)](#)

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

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

Review, Certify, and Submit Application in JustGrants
- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the "Certify and Submit" screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the "bell" alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received—
- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

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

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

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

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

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.

FY 2023 MUHR Program Survey Questions

Solicitation Question Set

1. What is the total number of missing persons (MP) cases from your jurisdiction's Records Management System (RMS)? _____

2. What is the total number of unidentified human remains (UHR) cases from your jurisdiction's Records Management System (RMS)? _____

3. What is the total number of missing persons (MP) cases for your agency currently in NamUs? _____

4. What is the total number of unidentified human remains (UHR) cases for your agency currently in NamUs? _____

5. What is the total number of missing persons (MP) for your agency currently in the National Crime Information Center (NCIC)? _____

6. What is the total number of unidentified human remains (UHR) cases for your agency in the National Crime Information Center (NCIC)? _____