



SHERIFF ED GONZALEZ

SHERIFF'S OFFICE 1200 Baker Street, Houston, Texas 77002 ★ (346) 286-1600 ★ www.sheriff.hctx.net

April 6, 2026

To: Ed Gonzalez, Sheriff *Ed Gonzalez* <sup>4/7/2026</sup> Approved

Tommy Diaz, Chief Deputy *Tommy R Diaz* <sup>4/7/2026</sup> Approved  
Executive Bureau

Mike Lee, Director *Mike Lee* <sup>4/6/2026</sup> Approved  
Office of Research & Development

Thru: Brian Schmitz, Grants Manager *Brian Schmitz* <sup>4/6/2026</sup> Approved  
Grants Management Office

From: Jazmin Gonzales, Grant Analyst  
Grants Management Office

Re: FY 2025 Crime Gun Intelligence Center Grant Application

The Grants Management Office requests authorization to submit to Commissioners Court an application for the FY 2025 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative grant from the U.S. Department of Justice in the amount of \$285,830. This grant would fund a NIBIN Technician position and a BrassTrax H4 Acquisition Station, including subscription and maintenance. There is no cash match required.

Your consideration in this matter is greatly appreciated.

Regards,

*Jazmin Gonzales*

Standard Applicant Information

Project Information

|                                                  |                                                        |                                         |
|--------------------------------------------------|--------------------------------------------------------|-----------------------------------------|
| <b>Project Title</b>                             | <b>Proposed Project Start Date</b>                     | <b>Proposed Project End Date</b>        |
| Harris County Sheriff's Office CGIC              | 10/1/25                                                | 9/30/27                                 |
| <b>Federal Estimated Funding (Federal Share)</b> | <b>Applicant Estimated Funding (Non-Federal Share)</b> | <b>Program Income Estimated Funding</b> |
| 285830.0                                         | 0.0                                                    | 0.0                                     |
| <b>Total Estimated Funding</b>                   |                                                        |                                         |
| 285830.0                                         |                                                        |                                         |

Areas Affected by Project (Cities, Counties, States, etc.)

No items

Type Of Applicant

Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

Other (specify):

Application Submitter Contact Information

|                                    |                                    |                                   |
|------------------------------------|------------------------------------|-----------------------------------|
| <b>Application POC Prefix Name</b> |                                    |                                   |
|                                    |                                    |                                   |
| <b>Application POC First Name</b>  | <b>Application POC Middle Name</b> | <b>Application POC Last Name</b>  |
| Jazmin                             |                                    | Gonzales                          |
| <b>Application POC Suffix Name</b> |                                    |                                   |
|                                    |                                    |                                   |
| <b>Organizational Affiliation</b>  |                                    |                                   |
|                                    |                                    |                                   |
| <b>Phone Number</b>                | <b>Title</b>                       | <b>Email ID</b>                   |
| 713-274-4763                       | Grant Analyst                      | jazmin.gonzales.@sheriff.hctx.net |
| <b>Fax Number</b>                  |                                    |                                   |
|                                    |                                    |                                   |
| <b>ORINumber</b>                   |                                    |                                   |
|                                    |                                    |                                   |

Executive Order and Delinquent Debt Information

Is Application Subject to Review by State Under Executive Order 12372? 

b. Program is subject to E.O. 12372 but has not been selected by the State for review

Is the Applicant Delinquent on Federal Debt?

No

SF424 Attachments (4)

|                                                                                   |                                                                                         |                             |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------|
|  | <b>Name</b><br><a href="#">Form SF424_4_0-V4.0.pdf</a>                                  | <b>Date Added</b><br>3/9/26 |
|  | <b>Name</b><br><a href="#">SF424_4_0-1234-Areas Affected.pdf</a>                        | <b>Date Added</b><br>3/9/26 |
|  | <b>Name</b><br><a href="#">SF424_4_0-1235-Harris County Congressional Districts.pdf</a> | <b>Date Added</b><br>3/9/26 |
|  | <b>Name</b><br><a href="#">GrantApplication.xml</a>                                     | <b>Date Added</b><br>3/9/26 |

Authorized Representative

Authorized Representative Information

Prefix Name

Other (Specify)

First Name Middle Name Last Name Suffix Name

LINA ——— HIDALGO ———

Title

Harris County Judge

Verify Legal Name, Doing Business As, and Legal Address

Legal Name

HARRIS COUNTY

UEI

JFMKAENLGN81

Legal Address

Street 1

201 CAROLINE ST

Street 2

City

HOUSTON

State

TX

Zip/Postal Code

77002

Congressional District

18

Country

USA

Doing Business As

Certification

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile legal name and address is applicable to ALL applications and awards associated to this fiscal agent.

1. If this information is correct confirm/acknowledge to continue with completion of this application.

☒ I confirm this is the correct entity.

Signer Name

Jazmin Gonzales

Certification Date / Time

04/02/2026 03:54 PM

2. If the information displayed does not accurately represent the legal entity applying for federal assistance:
- a. Contact your Entity Administrator.
  - b. Contact the System for Award Management (SAM.gov) to update the entity legal name/address.
3. If the above information is not the entity for which this application is being submitted, Withdraw/Delete this application. Please initiate a new application in Grants.gov with using the correct UEI/SAM profile.

Proposal Abstract



The Harris County Sheriff’s Office proposes the expansion of its Crime Gun Intelligence Center under the FY 2025 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative, Category 1: Expansion of an Existing CGIC. The project will enhance the agency’s ability to respond to firearm-related violence by improving the speed and consistency of ballistic evidence processing and the timely development of investigative leads. Ongoing high levels of shootings, increased evidence submissions, and limited staffing have created delays in NIBIN entry and analysis, reducing the effectiveness of crime gun intelligence.

The project will take place in Harris County, Texas, serving more than 2.2 million residents in unincorporated areas and supporting regional law enforcement partners. The project will serve investigators, prosecutors, and communities impacted by violent crime, especially those experiencing recurring firearm-related incidents.

Key activities include hiring a dedicated NIBIN Technician and acquiring a BrassTrax H4 Acquisition Station. The technician will conduct test fires, enter ballistic evidence, review correlations, and generate leads. The system will improve the speed, quality, and consistency of ballistic imaging. These efforts will support a standardized workflow to ensure timely entry of eligible evidence and rapid dissemination of leads.

HCSO will collaborate with federal, state, and local partners to ensure effective information sharing and follow-up. Deliverables include increased and timelier NIBIN entries and reduced lead turnaround time. Expected outcomes include increased suspect identification, improved clearance rates, stronger collaboration, and a more effective response to firearm-related violence.

Data Requested with Application



- › Funding Priority Inventory 2
- › Financial Management and System of Internal Controls

Proposal Narrative



|  | Name                                                        | Category           | Created by      | Date Added |  |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------|-----------------|------------|-------------------------------------------------------------------------------------|
|                                                                                   | <a href="#">HCSO FY25 CGIC Grant Proposal Narrative.pdf</a> | Proposal Narrative | Jazmin Gonzales | 04/02/2026 |                                                                                     |

Budget and Associated Documentation

Budget Summary

Budget / Financial Attachments

Indirect Cost Rate Agreement

No documents have been uploaded for Indirect Cost Rate Agreement

Consultant Rate Justification

No documents have been uploaded for Consultant Rate Justification

Employee Compensation Waiver

No documents have been uploaded for Employee Compensation Waiver

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

No documents have been uploaded for Financial Management Questionnaire

Disclosure of Process Related to Executive Compensation

No documents have been uploaded for Disclosure of Process Related to Executive Compensation

Additional Attachments

No documents have been uploaded for Additional Attachments

Budget and Associated Documentation

| Budget Category | Year 1    | Year 2   | Total     |
|-----------------|-----------|----------|-----------|
| Personnel       | \$40,748  | \$54,330 | \$95,078  |
| Fringe Benefits | \$24,897  | \$33,196 | \$58,093  |
| Travel          | \$0       | \$0      | \$0       |
| Equipment       | \$125,000 | \$0      | \$125,000 |
| Supplies        | \$0       | \$0      | \$0       |
| Construction    | \$0       | \$0      | \$0       |
| SubAwards       | \$0       | \$0      | \$0       |
| Procurement     | \$0       | \$0      | \$0       |

|                       |           |          |           |
|-----------------------|-----------|----------|-----------|
| Procurement Contracts | \$0       | \$0      | \$0       |
| Other Costs           | \$0       | \$0      | \$0       |
| Total Direct Costs    | \$190,645 | \$87,526 | \$278,171 |
| Indirect Costs        | \$7,659   | \$0      | \$7,659   |
| Total Project Costs   | \$198,304 | \$87,526 | \$285,830 |
| Federal               | \$198,304 | \$87,526 | \$285,830 |
| Non-Federal           | \$0       | \$0      | \$0       |

Budget Totals

|                    | Total     | Percentage |
|--------------------|-----------|------------|
| Total Project Cost | \$285,830 |            |
| Federal Funds      | \$285,830 | 100.00%    |
| Non-Federal Amount | \$0       | 0.00%      |
| Match Amount       | \$0       | 0.00%      |
| Program Income     | \$0       | 0.00%      |

**Please note:** After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

| Standard Applicant Information                  | Equals | Budget Summary        |
|-------------------------------------------------|--------|-----------------------|
| Total Estimated Funding                         | =      | Total Project Costs   |
| Federal Estimated Funding (federal share)       | =      | Federal Funds         |
| Applicant Estimated Funding (non-federal share) | =      | Match Amount          |
| Program Income Estimated Funding                | =      | Program Income Amount |

DOES THIS BUDGET CONTAIN CONFERENCE COSTS WHICH IS DEFINED BROADLY TO INCLUDE MEETINGS, RETREATS, SEMINARS, SYMPOSIA, AND TRAINING ACTIVITIES? No

Personnel Instructions

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the narrative section, please provide a specific description of the responsibilities and duties for each position, and explain how the responsibilities and duties support the project goals and objectives outlined in your application.

Year 1

| Year 1 Personnel Detail |                  |             |      |             |                        |             |
|-------------------------|------------------|-------------|------|-------------|------------------------|-------------|
| Name                    | Position         | Salary      | Rate | Time Worked | Percentage of Time (%) | Total Cost  |
| (TBD)                   | NIBIN Technician | \$54,330.00 | Y    | 1.00        | 75.00%                 | \$40,747.50 |

| Personnel Total Cost | Total Non-Federal Amt<br>(Match or Prog Inc) | Total Federal Amount |
|----------------------|----------------------------------------------|----------------------|
| \$40,748             | \$0                                          | \$40,748             |

Additional Narrative

Personnel costs support one NIBIN Technician responsible for entering ballistic evidence into the National Integrated Ballistic Information Network (NIBIN), conducting correlation reviews, and assisting in the development of actionable investigative leads in support of Crime Gun Intelligence Center (CGIC) operations. The NIBIN Technician will work collaboratively with law enforcement and forensic partners to ensure timely entry, analysis, and dissemination of crime gun intelligence. This position directly supports CGIC performance measures by increasing NIBIN entry timeliness and the number of actionable leads generated.

Year 1 funding reflects 9 months (75% of annual salary) to account for an anticipated three-month hiring and onboarding period. During this time, recruitment, selection, and training will be completed prior to full program implementation.

Calculation: \$54,330 × 75% = \$40,747.50

**Alignment with OJP Funding Priorities:**

**Priority (a): Directly supporting law enforcement operations** – The NIBIN Technician enables law enforcement to process ballistic evidence efficiently and enhances investigative capacity.

**Priority (b): Combatting violent crime** – Timely entry and analysis of ballistic evidence generate actionable leads, contributing to the resolution of firearm-related violent crimes.

Year 2

Year 2

Personnel Detail

| Name  | Position         | Salary      | Rate | Time Worked | Percentage of Time (%) | Total Cost  |
|-------|------------------|-------------|------|-------------|------------------------|-------------|
| (TBD) | NIBIN Technician | \$54,330.00 | Y    | 1.00        | 100.00%                | \$54,330.00 |

| Personnel Total Cost | Total Non-Federal Amt<br>(Match or Prog Inc) | Total Federal Amount |
|----------------------|----------------------------------------------|----------------------|
| \$54,330             | \$0                                          | \$54,330             |

Additional Narrative

Personnel costs support one NIBIN Technician responsible for entering ballistic evidence into the National Integrated Ballistic Information Network (NIBIN), conducting correlation reviews, and assisting in the development of actionable investigative leads in support of Crime Gun Intelligence Center (CGIC) operations. The NIBIN Technician will work collaboratively with law enforcement and forensic partners to ensure timely entry, analysis, and dissemination of crime gun intelligence. This position directly supports CGIC performance measures by increasing NIBIN entry timeliness and the number of actionable leads generated.

Year 2 reflects a full 12 months (100%) of personnel costs as the position will be fully staffed and operating at full capacity throughout the project period.

Calculation: \$54,330 × 100% = \$54,330

**Alignment with OJP Funding Priorities:**

**Priority (a): Directly supporting law enforcement operations** – The NIBIN Technician enables law enforcement to process ballistic evidence efficiently and enhances investigative capacity.

**Priority (b): Combatting violent crime** – Timely entry and analysis of ballistic evidence generate actionable leads, contributing to the resolution of firearm-related violent crimes.

Fringe Benefits

Instructions

Fringe benefits should be based on the actual known costs or an approved negotiated rate by a Federal Agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in Personnel budget category listed and only for the percentage of time devoted to the project. In the narrative section, please provide a specific description for each item

Fringe Benefit Detail

| Name                              | Base                                                 | Rate (%)                    | Total Cost  |
|-----------------------------------|------------------------------------------------------|-----------------------------|-------------|
| NIBIN<br>Technician<br>(TBD)      | \$40,748.00                                          | 61.1%                       | \$24,897.03 |
|                                   |                                                      |                             |             |
| <b>Fringe Benefits Total Cost</b> | <b>Total Non-Federal Amt<br/>(Match or Prog Inc)</b> | <b>Total Federal Amount</b> |             |
| \$24,897                          | \$0                                                  | \$24,897                    |             |

Additional Narrative

Fringe benefits are calculated at a rate of 61.1% of salary and include FICA (7.65%), unemployment insurance (0.10%), workers' compensation (1.01%), retirement (15.10%), and employer-paid health insurance.

Year 1 fringe costs are prorated to reflect 9 months of employment. Salary-based fringe is calculated on the reduced salary amount (\$40,747.50). Health insurance is a fixed annual employer cost and is prorated to 75% of the annual amount.

Total Year 1 fringe: \$24,897.03

All fringe benefits are calculated as a percentage of salary only and are consistent with the agency's established policies.

Year 2

Fringe Benefit Detail

| Name                              | Base                                                 | Rate (%)                    | Total Cost  |
|-----------------------------------|------------------------------------------------------|-----------------------------|-------------|
| NIBIN<br>Technician<br>(TBD)      | \$54,330.00                                          | 61.1%                       | \$33,195.63 |
|                                   |                                                      |                             |             |
| <b>Fringe Benefits Total Cost</b> | <b>Total Non-Federal Amt<br/>(Match or Prog Inc)</b> | <b>Total Federal Amount</b> |             |
| \$33,196                          | \$0                                                  | \$33,196                    |             |

Additional Narrative

Fringe benefits are calculated at a rate of 61.1% of salary and include FICA (7.65%), unemployment insurance (0.10%), workers' compensation (1.01%), retirement (15.10%), and employer-paid health insurance.

Year 2 fringe reflects a full 12 months of employment, including the full annual employer cost for health insurance.

Total Year 2 fringe: \$33,195.63

All fringe benefits are calculated as a percentage of salary only and are consistent with the applicant agency's established policies.

Travel

Instructions

Itemize travel expenses for staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; if unknown, indicate "location/dates to be determined." In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Year 1

Travel Detail

| Purpose of Travel | Location | Type of Expense                           | Basis | Cost                 | Quantity | # Of Staff | # Of Trips | Total Cost | Non-Federal Contribution | Federal Request |
|-------------------|----------|-------------------------------------------|-------|----------------------|----------|------------|------------|------------|--------------------------|-----------------|
| No items          |          |                                           |       |                      |          |            |            |            |                          |                 |
| Travel Total Cost |          | Total Non-Federal Amt (Match or Prog Inc) |       | Total Federal Amount |          |            |            |            |                          |                 |
| \$0               |          | \$0                                       |       | \$0                  |          |            |            |            |                          |                 |

| Year 2            |          |                                           |       |                      |          |            |            |            |                          |                 |
|-------------------|----------|-------------------------------------------|-------|----------------------|----------|------------|------------|------------|--------------------------|-----------------|
| Travel Detail     |          |                                           |       |                      |          |            |            |            |                          |                 |
| Purpose of Travel | Location | Type of Expense                           | Basis | Cost                 | Quantity | # Of Staff | # Of Trips | Total Cost | Non-Federal Contribution | Federal Request |
| No items          |          |                                           |       |                      |          |            |            |            |                          |                 |
| Travel Total Cost |          | Total Non-Federal Amt (Match or Prog Inc) |       | Total Federal Amount |          |            |            |            |                          |                 |
| \$0               |          | \$0                                       |       | \$0                  |          |            |            |            |                          |                 |

Equipment

Instructions

List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category Applications should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Sub awards" (Sub grants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.

| Year 1                                                                                                                                                                                                                                                                                                                                                                                                                        |            |                                           |              |                          |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------|--------------|--------------------------|-----------------|
| Equipment Detail                                                                                                                                                                                                                                                                                                                                                                                                              |            |                                           |              |                          |                 |
| Equipment Item                                                                                                                                                                                                                                                                                                                                                                                                                | # of Items | Cost                                      | Total Cost   | Non-Federal Contribution | Federal Request |
| BrassTrax Acquisition Station                                                                                                                                                                                                                                                                                                                                                                                                 | 1.00       | \$125,000.00                              | \$125,000.00 |                          | \$125,000.00    |
|                                                                                                                                                                                                                                                                                                                                                                                                                               |            |                                           |              |                          |                 |
| Equipment Total Cost                                                                                                                                                                                                                                                                                                                                                                                                          |            | Total Non-Federal Amt (Match or Prog Inc) |              | Total Federal Amount     |                 |
| \$125,000                                                                                                                                                                                                                                                                                                                                                                                                                     |            | \$0                                       |              | \$125,000                |                 |
| Additional Narrative                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                           |              |                          |                 |
| Funds are requested in the amount of \$125,000 for the purchase of a BrassTrax Acquisition Station to support National Integrated Ballistic Information Network (NIBIN) operations. This cost includes the BrassTrax Acquisition Station, required software, and a multi-year subscription and maintenance plan covering the project period. Title to the BrassTrax Acquisition Station will pass to our agency upon payment. |            |                                           |              |                          |                 |
| The BrassTrax Acquisition Station enables automated imaging and entry of ballistic evidence into NIBIN, significantly improving the timeliness, accuracy, and consistency of evidence processing. This capability is critical to generating actionable investigative leads and supporting Crime Gun Intelligence Center (CGIC) workflows.                                                                                     |            |                                           |              |                          |                 |

**Priority (b): Combatting violent crime** – By facilitating faster and more accurate correlations, the system contributes to solving firearm-related violent crimes and reducing gun violence in the community.

| Purpose of Supply Items    | # of Items | Unit Cost | Total Cost                                       | Non-Federal Contribution    | Federal Request |
|----------------------------|------------|-----------|--------------------------------------------------|-----------------------------|-----------------|
| No items                   |            |           |                                                  |                             |                 |
| <b>Supplies Total Cost</b> |            |           | <b>Total Non-Federal Amt (Match or Prog Inc)</b> | <b>Total Federal Amount</b> |                 |
| \$0                        |            |           | \$0                                              | \$0                         |                 |

Construction

Instructions

As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the DOJ grant-making component before budgeting funds in this category. In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Year 1

Construction Detail

| Purpose of Construction | Description of Work | # of Items | Cost                                      | Total Cost | Non-Federal Contribution | Federal Request |
|-------------------------|---------------------|------------|-------------------------------------------|------------|--------------------------|-----------------|
| No items                |                     |            |                                           |            |                          |                 |
| Construction Total Cost |                     |            | Total Non-Federal Amt (Match or Prog Inc) |            | Total Federal Amount     |                 |
| \$0                     |                     |            | \$0                                       |            | \$0                      |                 |

Year 2

Construction Detail

| Purpose of Construction | Description of Work | # of Items | Cost                                      | Total Cost | Non-Federal Contribution | Federal Request |
|-------------------------|---------------------|------------|-------------------------------------------|------------|--------------------------|-----------------|
| No items                |                     |            |                                           |            |                          |                 |
| Construction Total Cost |                     |            | Total Non-Federal Amt (Match or Prog Inc) |            | Total Federal Amount     |                 |
| \$0                     |                     |            | \$0                                       |            | \$0                      |                 |

Subawards

Instructions

Subawards (see "Subaward" definition at 2 CFR 200.92) : Provide a description of the Federal Award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to the application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category Subawards (Subgrants) Contracts by including the label "(subaward)" with each subaward category.

Year 1

Subaward (Subgrant) Detail

| Description           | Purpose | Consultant | Country                                   | State/U.S. Territory | City                 | Total Cost | Non-Federal Contribution | Federal Request |
|-----------------------|---------|------------|-------------------------------------------|----------------------|----------------------|------------|--------------------------|-----------------|
| No items              |         |            |                                           |                      |                      |            |                          |                 |
| Subawards Total Cost  |         |            | Total Non-Federal Amt (Match or Prog Inc) |                      | Total Federal Amount |            |                          |                 |
| \$0                   |         |            | \$0                                       |                      | \$0                  |            |                          |                 |
| Add Consultant Travel |         |            |                                           |                      |                      |            |                          |                 |
|                       |         |            |                                           |                      |                      |            |                          |                 |

Year 2

Subaward (Subgrant) Detail

| Description           | Purpose | Consultant                                | Country | State/U.S. Territory | City | Total Cost | Non-Federal Contribution | Federal Request |
|-----------------------|---------|-------------------------------------------|---------|----------------------|------|------------|--------------------------|-----------------|
| No items              |         |                                           |         |                      |      |            |                          |                 |
| Subawards Total Cost  |         | Total Non-Federal Amt (Match or Prog Inc) |         | Total Federal Amount |      |            |                          |                 |
| \$0                   |         | \$0                                       |         | \$0                  |      |            |                          |                 |
| Add Consultant Travel |         |                                           |         |                      |      |            |                          |                 |

Procurement contracts (see “Contract” definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant’s formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$250,000) for prior approval. Please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application. Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer. Consultant fees in excess of \$650 per day require additional written justification, and must be pre-approved in writing by the COPS Office if the consultant is hired via a noncompetitive bidding process. Please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application. Please visit <https://cops.usdoj.gov/grants> for a list of allowable and unallowable costs for this program.

Instructions

Procurement contracts (see “Contract” definition at 2 CFR 200.1): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant’s formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for noncompetitive procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$250,000).

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Written prior approval and additional justification is required for consultant fees in excess of the DOJ grant-making component's threshold for an 8-hour day.

In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Year 1

Procurement Contract Detail

| Description                    | Purpose | Consultant                                | Country | State/U.S. Territory | City | Total Cost | Non-Federal Contribution | Federal Request |
|--------------------------------|---------|-------------------------------------------|---------|----------------------|------|------------|--------------------------|-----------------|
| No items                       |         |                                           |         |                      |      |            |                          |                 |
| Do you need Consultant Travel? |         |                                           |         |                      |      |            |                          |                 |
| Procurement Cost               |         | Total Non-Federal Amt (Match or Prog Inc) |         | Total Federal Amount |      |            |                          |                 |
| \$0                            |         | \$0                                       |         | \$0                  |      |            |                          |                 |

Year 2

▼ Procurement Contract Detail

| Description | Purpose | Consultant | Country | State/U.S. Territory | City | Total Cost | Non-Federal Contribution | Federal Request |
|-------------|---------|------------|---------|----------------------|------|------------|--------------------------|-----------------|
| No items    |         |            |         |                      |      |            |                          |                 |

Do you need Consultant Travel?  
\_\_\_\_\_

|                  |                                              |                      |
|------------------|----------------------------------------------|----------------------|
| Procurement Cost | Total Non-Federal Amt<br>(Match or Prog Inc) | Total Federal Amount |
| \$0              | \$0                                          | \$0                  |

Other Direct Costs

**Instructions**  
List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.

Year 1

Other Cost Detail

| Description | Quantity | Basis | Costs | Length of Time | Total Costs | Non-Federal Contribution | Federal Request |
|-------------|----------|-------|-------|----------------|-------------|--------------------------|-----------------|
| No items    |          |       |       |                |             |                          |                 |

|                        |                                              |                      |
|------------------------|----------------------------------------------|----------------------|
| Other Costs Total Cost | Total Non-Federal Amt<br>(Match or Prog Inc) | Total Federal Amount |
| \$0                    | \$0                                          | \$0                  |

Year 2

Other Cost Detail

| Description | Quantity | Basis | Costs | Length of Time | Total Costs | Non-Federal Contribution | Federal Request |
|-------------|----------|-------|-------|----------------|-------------|--------------------------|-----------------|
| No items    |          |       |       |                |             |                          |                 |

|                        |                                              |                      |
|------------------------|----------------------------------------------|----------------------|
| Other Costs Total Cost | Total Non-Federal Amt<br>(Match or Prog Inc) | Total Federal Amount |
| \$0                    | \$0                                          | \$0                  |

Indirect Costs

**Instructions**  
Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the “de minimis” rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval (a fully executed, negotiated agreement). If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal

approval, (a fully-executed, negotiated agreement). If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) All requested information must be included in the budget detail worksheet and budget narrative. In order to use the "de minimis" indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant's eligibility (to use the "de minimis" rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.

Year 1

Indirect Cost Detail

| Description                      | Base                                             | Indirect Cost Rate          | Total Cost | Non-Federal Contribution | Federal Request |
|----------------------------------|--------------------------------------------------|-----------------------------|------------|--------------------------|-----------------|
| Indirect Costs                   | \$153,171.00                                     | 5.00%                       | \$7,658.55 |                          | \$7,658.55      |
| <b>Indirect Costs Total Cost</b> | <b>Total Non-Federal Amt (Match or Prog Inc)</b> | <b>Total Federal Amount</b> |            |                          |                 |
| \$7,659                          | \$0                                              | \$7,659                     |            |                          |                 |

Additional Narrative

Indirect costs are calculated at 5 percent of personnel costs (\$153,171), totaling \$7,659. The rate is applied only to allowable costs and excludes equipment, in accordance with 2 CFR 200.

These funds cover standard administrative support needed to manage the project, including finance, payroll, procurement, and oversight functions that cannot be directly assigned to a single activity.

Year 2

Indirect Cost Detail

| Description                      | Base                                             | Indirect Cost Rate          | Total Cost | Non-Federal Contribution | Federal Request |
|----------------------------------|--------------------------------------------------|-----------------------------|------------|--------------------------|-----------------|
| No items                         |                                                  |                             |            |                          |                 |
| <b>Indirect Costs Total Cost</b> | <b>Total Non-Federal Amt (Match or Prog Inc)</b> | <b>Total Federal Amount</b> |            |                          |                 |
| \$0                              | \$0                                              | \$0                         |            |                          |                 |

Additional Narrative

Additional Application Components

Curriculum Vitae or Resumes

|                                                                                     |                                                              |                                                |                                      |                                 |                                                                                       |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------|--------------------------------------|---------------------------------|---------------------------------------------------------------------------------------|
|  | <b>Name</b><br><a href="#">Kimber Burks Reece Resume.pdf</a> | <b>Category</b><br>Curriculum Vitae or Resumes | <b>Created by</b><br>Jazmin Gonzales | <b>Date Added</b><br>03/29/2026 |  |
|  | <b>Name</b><br><a href="#">Sgt. Sean Simpson Resume.pdf</a>  | <b>Category</b><br>Curriculum Vitae or Resumes | <b>Created by</b><br>Jazmin Gonzales | <b>Date Added</b><br>03/29/2026 |  |

Tribal Authorizing Resolution

No documents have been uploaded for Tribal Authorizing Resolution

Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

No documents have been uploaded for Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

Additional Attachments

|                                                                                   |                                                                                    |                                                                                                                              |                                      |                                 |                                                                                     |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------|-------------------------------------------------------------------------------------|
|  | <b>Name</b><br><a href="#">FY25 CGIC - HCDAO &amp; HCSO Letters of Support.pdf</a> | <b>Category</b><br>Additional Letters of Support:                                                                            | <b>Created by</b><br>Jazmin Gonzales | <b>Date Added</b><br>03/29/2026 |  |
|  | <b>Name</b><br><a href="#">FY25 CGIC Grant Application - Appendix 1.pdf</a>        | <b>Category</b><br>Appendix 1: Certification by the Chief Executive Officer (or senior official) of the Applicant Government | <b>Created by</b><br>Jazmin Gonzales | <b>Date Added</b><br>03/29/2026 |  |
|  | <b>Name</b><br><a href="#">FY25 CGIC - ATF Letter of Support.pdf</a>               | <b>Category</b><br>Letter of Support ATF Field Division (Required):                                                          | <b>Created by</b><br>Jazmin Gonzales | <b>Date Added</b><br>03/29/2026 |  |

Disclosures and Assurances

No Lobbying Activities

The applicant is not required to submit a lobbying disclosure under 31 U.S.C. 1352 for this application.

No documents have been uploaded for Disclosure of Lobbying Activities

Disclosure of Duplication in Cost Items

Yes. My organization has pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this funding opportunity and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this funding opportunity.

| Federal or State Funding Agency       | Solicitation Name/Project Name                                     | Grantor POC Name                      | Grantor POC Phone | Grantor POC Email     |
|---------------------------------------|--------------------------------------------------------------------|---------------------------------------|-------------------|-----------------------|
| Texas Governor's Public Safety Office | FY 2027 Paul Coverdell Forensic Sciences Improvement Grant Program | Texas Governor's Public Safety Office | 512-463-1919      | eGrants@gov.texas.gov |

DOJ Certified Standard Assurances



On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--
  - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
  - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
  - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--
  - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
  - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
  - c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
  - d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.
- (5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).
- (6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).
- (7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.
- (8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance--
  - a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
  - b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.
- (9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--
  - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
- (10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law—including, but not limited to, the Indian Self-Determination and Education Assistance Act—seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).
- (11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge ★

Signed

**Signed**

jazmin.gonzales@sheriff.hctx.net

**Signing Date / Time**

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

U.S. DEPARTMENT OF JUSTICE

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; COORDINATION WITH AFFECTED AGENCIES**

Applicants should refer to the regulations and other requirements cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations or other cited requirements before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in

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Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local)

transaction or private agreement or transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at [Ojpcompliance@usdoj.gov](mailto:Ojpcompliance@usdoj.gov); for OJV Applicants, to OJV at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)), unless such disclosure has already been made.

### 3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at [Ojpcompliance@usdoj.gov](mailto:Ojpcompliance@usdoj.gov); for OJV Applicants, to OJV at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

### 4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by--

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will--

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OJV award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 999 North Capitol Street, NE Washington, DC 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge ★  
Certified

**SignerID**  
jazmin.gonzales@sheriff.hctx.net

**Signing Date / Time**  
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Other Disclosures and Assurances

Applicant Disclosure and Justification - DOJ High Risk Grantees

No documents have been uploaded for Application Disclosure and Justification - DOJ High Risk Grantees

No documents have been uploaded for Other Disclosures and Assurances

Declaration and Certification to the U.S. Department of Justice as to this Application Submission

By [taking this action], I --

1. Declare the following to the U.S. Department of Justice (DOJ), under penalty of perjury: (1) I have authority to make this declaration and certification on behalf of the applicant; (2) I have conducted or there was conducted (including by the applicant's legal counsel or appropriate, and made available to me) a diligent

of the applicant; (2) I have conducted or there was conducted (including by the applicant's legal counsel as appropriate, and made available to me) a diligent review of all requirements pertinent to and all matters encompassed by this declaration and certification.

2. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this application submission: (1) I have reviewed this application and all supporting materials submitted in connection therewith (including anything submitted in support of this application by any person on behalf of the applicant before or at the time of the application submission and any materials that accompany this declaration and certification); (2) The information in this application and in all supporting materials is accurate, true, and complete information as of the date of this request; and (3) I have the authority to submit this application on behalf of the applicant.
3. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Please Acknowledge ★

Signed

**SignerID**

jazmin.gonzales@sheriff.hctx.net

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**Other**

No documents have been uploaded for Other

Certified

**FY 2025 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative  
Category 1: Expansion of an Existing Crime Gun Intelligence Center (CGIC)  
Harris County Sheriff's Office (HCSO)**

The Harris County Sheriff's Office is requesting \$ **285,830** in federal funding to support the expansion of its Crime Gun Intelligence Center (CGIC) operations over two years. Of this total, **\$153,171** will fund personnel costs for a **NIBIN Technician** responsible for entering ballistic evidence into the National Integrated Ballistic Information Network (NIBIN), conducting correlation reviews, and generating actionable investigative leads in collaboration with law enforcement and forensic partners. An additional **\$125,000** will fund the **BrassTrax H4 Acquisition Station**, including subscription and maintenance, to automate ballistic imaging and correlation, enhancing the efficiency and accuracy of crime gun intelligence processing. These investments directly support **law enforcement operations, combat violent crime**, and **strengthen state/local coordination with federal partners** in accordance with **OJP funding priorities (a), (b), and (f)**.

**Description of the Need**

Harris County, Texas, is confronting a sustained and complex pattern of firearm-related violence that requires a coordinated, intelligence-driven response. With a population of 5,009,302 residents as of July 1, 2024, the county is the largest in Texas and one of the most populous jurisdictions in the United States (U.S. Census Bureau, 2024). **More than 2.2 million residents**, approximately 45% of the population, live in unincorporated areas patrolled primarily by the Harris County Sheriff's Office (HCSO). This service population alone exceeds that of the City of Houston, effectively making HCSO responsible for a jurisdiction comparable to a major metropolitan police department, but without the benefit of a centralized municipal public safety infrastructure.

HCSO provides law enforcement services across more than 1,100 square miles, creating a significant operational imbalance between population size and available resources. Unlike a traditional city police department, HCSO operates within the fiscal and administrative constraints of county government while addressing urban-scale crime challenges. This challenge is compounded by the regional mobility of crime guns, which frequently move across jurisdictional boundaries between incorporated and unincorporated areas. As a result, firearm violence in Harris County cannot be effectively addressed through isolated enforcement strategies and instead requires coordinated, intelligence-led approaches supported by real-time information sharing.

**Firearm-related violence** continues to place substantial and sustained demands on HCSO resources. Between 2022 and 2025, the agency responded to 5,104 firearm-related incidents, with a **peak of 1,526 incidents in 2023**, the highest level in the past four years. Although incidents declined to 1,208 in 2024 and 1,009 in 2025, this decline from the 2023 peak may be partly attributable to FY22 CGIC grant-supported interventions. Despite this progress, totals remain elevated compared to historical trends. Early 2026 data already reflects continued activity, indicating that demand for enforcement and investigative response remains high. The table below summarizes the total firearm-related incidents by year:

| HCSO Total Firearm-Related Incidents |       |
|--------------------------------------|-------|
| 2022                                 | 1,361 |
| 2023                                 | 1,526 |
| 2024                                 | 1,208 |
| 2025                                 | 1,009 |

**Non-fatal shootings**, often a precursor to retaliatory violence, have remained consistently elevated, with **205 incidents in 2024** and **208 in 2025**. **Firearm-related homicides** have also remained steady, with **101 in 2024** and **100 in 2025**. These figures underscore the cyclical nature

of firearm violence and reinforce the need for timely investigative intervention. The **violent crime rate** within HCSO's jurisdiction is approximately **317 incidents per 100,000 residents** annually, further emphasizing the need for targeted, intelligence-driven strategies (Texas Department of Public Safety, 2025 Group A Offense Report).

Despite progress made under prior funding, critical gaps remain in the timely processing and analysis of ballistic evidence. Investigative effectiveness is directly tied to how quickly cartridge cases and crime guns are entered into NIBIN. Delays in entry can result in missed opportunities to identify suspects, link related cases, and prevent additional violence. Currently, not all ballistic evidence is entered within the recommended 24-48 hour window, and investigators do not consistently receive real-time intelligence linking firearm-related incidents.

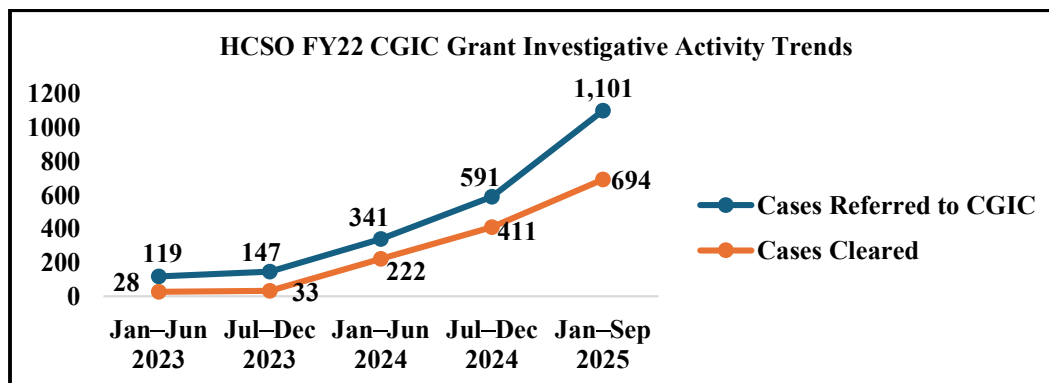
HCSO previously acquired a BrassTrax Acquisition Station, which improved the agency's ability to enter ballistic evidence; however, no dedicated personnel were funded to operate and sustain this capability. As a result, existing staff already managing substantial caseloads have been required to absorb NIBIN responsibilities, contributing to delays and inconsistent throughput. This issue has been further compounded by a 2025 policy change requiring all crime guns to be routed through the HCSO Crime Scene Investigation (CSI) Crime Laboratory for test firing and NIBIN entry. While this policy strengthens standardization and compliance with best practices, it has significantly increased submission volume to an already burdened laboratory.

HCSO's prior Crime Gun Intelligence Center funding demonstrated the effectiveness of an integrated approach that combines forensic intelligence with investigative operations as depicted in the table below. Referrals to the CGIC investigative team increased from 119 cases in early 2023 to more than 1,100 cases by 2025, while case clearances rose from 28 to 694 (see

chart below). Suspect identification increased to more than 2,600 individuals, and more than 1,800 NIBIN crime gun links were identified, directly supporting the disruption of violent offenders and networks.

| HCSO FY22 CGIC Grant Key Metrics by Reporting Period |              |              |              |              |              |        |
|------------------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------|
| Metric                                               | Jan–Jun 2023 | Jul–Dec 2023 | Jan–Jun 2024 | Jul–Dec 2024 | Jan–Sep 2025 | Totals |
| <b>Crime Guns Recovered</b>                          | 749          | 1,107        | 1,402        | 833          | 1,216        | 5,307  |
| <b>eTrace Submissions</b>                            | 205          | 341          | 1,200        | 202          | 434          | 2,382  |
| <b>Cases Referred to CGIC</b>                        | 119          | 147          | 341          | 591          | 1,101        | 2,299  |
| <b>Cases Cleared (Arrest/Exceptional)</b>            | 28           | 33           | 222          | 411          | 694          | 1,388  |
| <b>New Suspects Identified</b>                       | 43           | 49           | 436          | 763          | 1,340        | 2,631  |
| <b>New Suspects Arrested</b>                         | 38           | 43           | 253          | 518          | 895          | 1,747  |
| <b>New Defendants Charged</b>                        | 38           | 43           | 173          | 457          | 744          | 1,455  |
| <b>New Defendants Convicted</b>                      | 1            | 1            | 28           | 41           | 69           | 140    |
| <b>Ballistics Entered into NIBIN</b>                 | 951          | 1,483        | 880          | 367          | 1,167        | 4,848  |
| <b>Test-Fire Ballistics Entered</b>                  | 2,498        | 2,711        | 277          | 83           | 388          | 5,957  |
| <b>Ballistics Entered ≤1 Day</b>                     | 688          | 1260         | 155          | 92           | 560          | 2,755  |
| <b>Test-Fire Ballistics Entered ≤1 Day</b>           | 378          | 856          | 220          | 71           | 38           | 1,563  |
| <b>NIBIN Ballistic Links</b>                         | 385          | 440          | 178          | 118          | 207          | 1,328  |
| <b>NIBIN Crime Gun Links</b>                         | 257          | 282          | 391          | 296          | 592          | 1,818  |

During the grant period, HCSO processed more than 5,300 crime guns, submitted over 2,300 successful eTrace firearm traces, and referred 2,299 cases to CGIC. These cases resulted in 1,388 clearances, 2,631 suspects identified, and 1,747 suspects arrested. These outcomes demonstrate the effectiveness of the CGIC model; however, the continued growth in case volume has outpaced current staffing and technological capacity. Without additional investment, HCSO risks losing momentum and limiting the impact of its crime gun intelligence efforts.



The proposed expansion will build upon this foundation by improving timeliness, increasing investigative leads, and strengthening regional collaboration. HCSO works closely with federal, local, and regional partners, and enhanced NIBIN capacity will allow for more efficient evidence processing and intelligence sharing across jurisdictions. In a service area of more than 2.2 million residents, the need for a fully resourced and integrated CGIC remains critical.

### **Project Goals and Objectives**

The primary goal of this project is to expand and enhance the Harris County Sheriff's Office Crime Gun Intelligence Center to support a timely, intelligence-driven response to firearm-related violence. This project strengthens the integration of forensic technology, dedicated personnel, and coordinated investigative processes to improve the identification of shooters, the linkage of firearm-related incidents, and the disruption of violent criminal activity. To achieve this goal, HCSO has established the following objectives:

#### **Objective 1: Improve Timeliness of NIBIN Entry**

HCSO will increase the percentage of eligible ballistic evidence entered into NIBIN within 24 to 48 hours of recovery.

Baseline: Entry timelines currently vary due to staffing limitations and competing workload demands.

Target: Achieve consistent 24–48 hour entry for all eligible cartridge cases.

Strategy: Utilize the BrassTrax H4 Acquisition Station and a dedicated NIBIN Technician to streamline test firing, imaging, and data entry processes, reducing delays and improving consistency.

#### **Objective 2: Reduce Turnaround Time for Investigative Leads**

HCSO will reduce the time between ballistic evidence recovery, NIBIN correlation, and dissemination of investigative leads to personnel in the field.

Baseline: Delays occur due to backlog in laboratory processing and NIBIN entry.

Target: Same-day or next-day dissemination of NIBIN leads following correlation.

Strategy: Implement a standardized “collect, test, enter, and identify” workflow supported by dedicated personnel and enhanced technology to ensure rapid processing and communication.

### **Objective 3: Increase NIBIN Correlations and Crime Gun Linkages**

HCSO will increase the number of ballistic correlations generated through NIBIN, strengthening the ability to link firearm-related incidents across jurisdictions.

Baseline: 1,818 NIBIN crime gun links identified during the FY22 CGIC period.

Target: Increase annual NIBIN correlations by 10–20% over baseline by expanding evidence entry volume and improved imaging quality.

Strategy: Increase cartridge case entry and leverage the enhanced capabilities of the BrassTrax H4 Acquisition Station to improve correlation reliability and investigative value.

### **Objective 4: Enhance Investigative Outcomes and Accountability**

HCSO will improve investigative outcomes by ensuring that all NIBIN leads are assigned, tracked, and investigated in a timely and consistent manner.

Baseline: Existing policy requires investigation of all NIBIN leads.

Target: Maintain 100% assignment and documented follow-up of all NIBIN leads.

Strategy: Continue structured CGIC coordination meetings, case tracking protocols, and supervisory oversight to ensure accountability and follow-through.

### **Objective 5: Increase Identification and Apprehension of Violent Offenders**

HCSO will increase the number of suspects identified and arrested in firearm-related cases through the effective use of crime gun intelligence.

Baseline: More than 2,600 suspects identified and over 1,700 arrests made during the FY22 CGIC period.

Target: Sustain and improve outcomes in suspect identification, arrests, and case clearances, achieving a 10–15% increase over baseline.

Strategy: Integrate NIBIN leads with investigative and analytical resources, including link analysis and case coordination, to support case development and enforcement action.

### **Objective 6: Strengthen Regional Collaboration and Intelligence Sharing**

HCSO will expand its role as a regional hub for crime gun intelligence by supporting partner agencies with NIBIN entry, analysis, and lead development.

Baseline: Established partnerships with federal, local, and regional law enforcement agencies.

Target: Increase partner agency participation, evidence submissions, and intelligence sharing by 20–30%.

Strategy: Provide timely processing, feedback, and coordination to partner jurisdictions, recognizing the cross-jurisdictional nature of firearm violence.

### **Project Design and Implementation**

The Harris County Sheriff's Office will expand its existing Crime Gun Intelligence Center by strengthening the integration of forensic technology, personnel, and investigative workflows to ensure the timely generation and use of actionable crime gun intelligence. This project builds on a proven foundation established under the FY22 CGIC award and is designed to address current capacity gaps in ballistic evidence processing, NIBIN entry, and investigative follow-through.

At the core of this initiative is the implementation of a fully integrated, time-sensitive workflow centered on NIBIN. HCSO will operationalize a standardized "collect, test, enter, and identify" process, with the goal of entering all eligible ballistic evidence into NIBIN within 24 to 48 hours of recovery. Cartridge casings collected at crime scenes will be prioritized for rapid submission to the HCSO CSI Crime Laboratory, where they will be processed using the newly acquired BrassTrax H4 Acquisition Station. This technology will allow for high-resolution, automated imaging of ballistic evidence, improving both speed and consistency while reducing the potential for human error.

The acquisition of the BrassTrax H4 Acquisition Station will significantly enhance HCSO's technical capacity by enabling faster throughput of cartridge case evidence and more reliable correlation results. Immediate access to ballistic correlations will allow analysts and investigators to identify links between shooting incidents in near real time, strengthening the ability to detect patterns, identify serial offenders, and disrupt retaliatory violence cycles.

To ensure that this enhanced technological capacity translates into operational impact, HCSO will establish a dedicated NIBIN Technician position funded through this grant. This

position is critical to sustaining the CGIC workflow and ensuring compliance with Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) minimum operating standards. The NIBIN Technician will be responsible for test firing all functional firearms, entering cartridge cases into NIBIN, conducting correlation reviews, issuing lead notifications, and completing eTrace submissions. By assigning these responsibilities to a dedicated, trained specialist, HCSO will eliminate current bottlenecks caused by competing workload demands and significantly improve turnaround times for investigative leads.

The project design also emphasizes structured coordination between forensic processing and investigative response. HCSO will continue to convene regular CGIC meetings involving representatives from the Violent Crimes Unit, the Non-Fatal Shooting Team, crime analysts, prosecutors, and federal partners. During these meetings, NIBIN leads, shooting trends, and geographic “hot spots” will be reviewed, and investigative strategies will be developed collaboratively. This ensures that ballistic intelligence is not only generated quickly but also acted upon in a timely and coordinated manner.

In addition, HCSO will maintain its practice of immediate dissemination of actionable intelligence. NIBIN leads will be assigned for investigation without delay, and all leads will be tracked to ensure accountability and case follow-up. This approach builds on policies implemented during the FY22 CGIC award, which established a requirement that all NIBIN leads be investigated and integrated into casework.

The expanded CGIC will also strengthen regional collaboration. HCSO will continue to work in partnership with the ATF, the Houston Police Department, Harris County Constable Offices, and other local and neighboring agencies. The enhanced NIBIN capacity will allow HCSO to serve as a regional resource for ballistic evidence processing, particularly for smaller

agencies that lack the ability to conduct timely test fires or NIBIN entry. This collaborative model supports a broader intelligence-sharing network and acknowledges the cross-jurisdictional nature of firearm violence. HCSO will proactively notify and invite regional law enforcement agencies to submit firearm-related evidence to the CSI Crime Laboratory for processing, using announcements and direct outreach to ensure awareness. This approach will encourage participation and support timely, effective NIBIN entries across jurisdictions.

This project is further supported by HCSO's existing data infrastructure and analytical capabilities. Tools such as Power BI dashboards and integrated case tracking systems will continue to be used to monitor NIBIN activity, non-fatal shooting trends, and investigative outcomes in near real time. These systems provide command staff and investigators with actionable insights, enabling data-driven decision-making and resource deployment.

Implementation of this project will occur immediately upon award. Procurement of the BrassTrax H4 Acquisition Station will be completed in accordance with county purchasing requirements, and the NIBIN Technician position will be posted, filled, and trained as quickly as possible. HCSO will leverage existing policies, procedures, and training protocols to ensure rapid integration of both the equipment and personnel into current operations.

Overall, this project represents a targeted and strategic expansion of an already successful CGIC model. By addressing critical gaps in staffing and technology, HCSO will improve the timeliness and quality of crime gun intelligence, enhance investigative outcomes, and strengthen its ability to reduce firearm-related violence across Harris County.

### **Capabilities and Competencies**

The Harris County Sheriff's Office possesses the organizational capacity, technical expertise, and established operational framework necessary to successfully implement and

sustain the proposed expansion of its Crime Gun Intelligence Center. Building on its experience as a FY22 CGIC grantee, HCSO has demonstrated the ability to translate crime gun intelligence into measurable investigative outcomes and meaningful reductions in violent crime.

HCSO operates within one of the largest and most complex jurisdictions in the nation, providing law enforcement services to more than 2.2 million residents in unincorporated Harris County. To meet this demand, the agency has developed specialized units, standardized procedures, and strong interagency partnerships that collectively support an intelligence-driven approach to violent crime reduction.

A core strength of HCSO's CGIC model is the integration of forensic processing, crime analysis, and investigative response. The HCSO CSI Crime Laboratory, an ANSI National Accreditation Board (ANAB)-accredited facility, serves as the central hub for firearm evidence processing, including test firing and entry into NIBIN. The laboratory operates under established policies, including HCSO Policy 603, which ensures that all crime guns are processed through a standardized and controlled workflow. This policy has strengthened consistency and compliance but has also increased submission volume, reinforcing the need for additional capacity.

The Crime Scene Investigations Sergeant, Sean Simpson, oversees these operations and brings extensive experience in forensic science and NIBIN management (resume attached). Serving as both Quality Manager and NIBIN Supervisor, Sergeant Sean Simpson holds dual certifications as an IAI Crime Scene Analyst and a Texas Forensic Science Commission Firearm/Toolmark Technician. With more than two decades of law enforcement experience, including hundreds of death investigations and extensive evidence processing, this leadership role ensures that CGIC operations are guided by technical expertise, quality assurance, and adherence to best practices.

HCSO has also established dedicated investigative resources to support CGIC operations. The Violent Crimes Unit and the Non-Fatal Shooting Team are responsible for investigating firearm-related offenses and responding to NIBIN leads. These units operate within a structured framework that requires all NIBIN leads to be reviewed, assigned, and investigated, ensuring that forensic intelligence is consistently translated into investigative action.

Complementing these efforts is a dedicated Crime Analyst assigned to the Houston Area CGIC (resume attached). This analyst plays a critical role in bridging forensic data and investigative response by reviewing NIBIN lead sheets, identifying ballistic matches, and developing actionable intelligence. The analyst also produces link and association charts, particularly for complex cases involving homicides or multiple related incidents, enabling investigators to identify patterns and connections across cases.

HCSO's analytical capabilities are further supported by integrated data systems, including NIBIN, eTrace, and the agency's Records Management System, which feed into Power BI dashboards for near real-time analysis. This infrastructure allows command staff and investigators to monitor trends, evaluate performance, and make data-driven decisions regarding resource allocation and enforcement strategies.

The agency is also supported by an experienced Grants Management Office that oversees financial management, procurement compliance, reporting, and overall grant administration. This office ensures that all federal grant requirements are met and that funded resources are managed effectively and transparently.

HCSO maintains strong partnerships with federal, state, and local agencies, including participation in regional task forces and collaborative investigative efforts. These relationships support intelligence sharing, joint enforcement actions, and coordinated prosecution strategies,

further enhancing the impact of CGIC operations. The Harris County Sheriff and Command Staff fully support this CGIC project, as documented in the attached letter from the Sheriff.

Additionally, both the ATF and the Harris County District Attorney's Office endorse the project, with letters of support included.

While HCSO has demonstrated significant success, increased firearm-related incidents and policy-driven evidence submissions have placed additional strain on existing personnel and laboratory resources. The proposed addition of a NIBIN Technician and upgraded BrassTrax technology will directly address these capacity limitations, allowing the agency to sustain and expand its proven CGIC model.

#### **Plan for Data Collection and Performance Measures**

The Harris County Sheriff's Office will implement a structured and comprehensive approach to data collection, performance measurement, and reporting to ensure accountability, transparency, and continuous improvement of Crime Gun Intelligence Center operations. This approach builds on systems and processes established during the FY22 CGIC award and leverages existing analytical tools and personnel.

HCSO will collect and report all required performance metrics in alignment with Bureau of Justice Assistance guidelines. Key data points will include the number of firearm-related incidents, cartridge cases entered into NIBIN, NIBIN correlation leads generated, time from evidence recovery to NIBIN entry, time from lead generation to investigative assignment, eTrace submissions, crime gun recoveries, arrests, case clearances, and prosecutorial outcomes.

Data will be captured through multiple established systems. NIBIN-related activity, including entries and correlations, will be tracked through ATF-managed systems. Firearm trace data will be collected through eTrace. Case-related information, including arrests, charges, and clearances, will be documented in the HCSO Records Management System. These data sources

will be integrated into Power BI dashboards, allowing for near real-time monitoring of trends, case activity, and performance indicators.

The Crime Analyst assigned to the CGIC will play a central role in data collection and analysis. This analyst will review NIBIN lead sheets, track ballistic matches, and ensure that leads are documented and disseminated appropriately. The analyst will also maintain link and association charts for cases involving NIBIN leads, supporting both investigative efforts and performance tracking. Regular analytical reports will be produced to summarize activity, identify trends, and inform operational decisions.

The NIBIN Technician will support data integrity by ensuring that all eligible ballistic evidence is entered accurately and within established timeframes. This includes maintaining complete and accurate records for NIBIN entries and eTrace submissions, ensuring compliance with ATF standards and supporting overall data quality.

HCSO will establish internal benchmarks to monitor performance and drive improvement. The primary benchmark will be the entry of all eligible cartridge cases into NIBIN within 24 to 48 hours. Additional benchmarks will include timely lead review, rapid dissemination to investigators, and prompt case assignment.

Performance will be evaluated using both process-based and outcome-based measures. Process measures include improvements in NIBIN entry timeliness and increases in evidence processed, while outcome measures include increases in correlations, suspects identified, arrests, case clearances, and successful prosecutions. Baseline data from the FY22 CGIC grant will be used to establish realistic targets. These targets will be reviewed regularly and adjusted as needed based on operational conditions and emerging trends.

HCSO will submit all required reports in accordance with federal guidelines, with oversight provided by the Grants Management Office. In addition to formal reporting, collected data will be used internally to guide strategy, allocate resources, and refine enforcement approaches. Regular CGIC meetings will incorporate performance reviews to ensure that data is actively used to support decision-making and operational effectiveness.

### **Sustainability Plan**

The Harris County Sheriff's Office is committed to sustaining and institutionalizing the enhancements to its Crime Gun Intelligence Center beyond the grant period. The proposed investments in personnel and technology are intended to become permanent components of the agency's long-term strategy for reducing firearm-related violence through intelligence-driven enforcement.

A central component of sustainability is the integration of the NIBIN Technician position into ongoing operations. During the grant period, this role will become fully embedded within the CSI Crime Laboratory workflow, supporting test firing, NIBIN entry, correlation review, and lead dissemination. HCSO will work with county leadership to identify funding mechanisms to absorb this position into the agency's operating budget following the grant period. Given the demonstrated impact of timely crime gun intelligence on investigative outcomes, the agency anticipates strong justification for continued support.

The BrassTrax H4 Acquisition Station will also be incorporated into standard laboratory operations as a core piece of forensic equipment. HCSO is committed to maintaining this system beyond the grant period, including ongoing service, maintenance, and subscription costs. These expenses will be planned for through the agency's annual budgeting process to ensure continuity of operations.

Sustainability is further supported by established policies and procedures, including HCSO Policy 603, which mandates centralized processing of all crime guns through the CSI Crime Laboratory. This policy ensures a consistent and standardized workflow that will remain in place regardless of grant funding. Additionally, existing requirements for the investigation of all NIBIN leads will continue to guide accountability and operational practices.

HCSO's partnerships with federal, state, and local agencies will also continue to support CGIC operations. These relationships are well-established and independent of grant funding, providing a stable foundation for ongoing collaboration, intelligence sharing, and coordinated enforcement efforts.

The agency's investment in data infrastructure and analytical capacity further reinforces sustainability. Tools such as Power BI dashboards and integrated case tracking systems will continue to support performance monitoring and strategic planning. The Crime Analyst assigned to the CGIC will remain a key component of this effort, ensuring that data-driven insights continue to guide operations.

HCSO has a demonstrated history of sustaining and building upon prior grant-funded initiatives. Following the FY22 CGIC award, the agency maintained key operational practices, expanded investigative resources, and continued participation in regional enforcement efforts. This track record reflects a broader organizational commitment to integrating successful programs into long-term operations.

As firearm-related violence continues to impact Harris County, maintaining a robust and fully integrated CGIC will remain a priority. By aligning personnel, technology, policy, and partnerships, HCSO is well-positioned to sustain the proposed enhancements and continue delivering measurable public safety benefits beyond the grant period.

# BJA FY25 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative

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Anticipated Total Amount To Be Awarded Under This  
Funding Opportunity: \$3,000,000

Anticipated Award Ceiling: Category 1: Up to  
\$300,000, Category 2: Up to \$700,000

Anticipated Period of Performance Duration:  
Category 1: 24 months, Category 2: 36 months

Funding Opportunity Number: O-BJA-2025-172482

Deadline to submit SF-424 in Grants.gov: **March 30, 2026 11:59 PM Eastern Time**

Deadline to submit application in JustGrants: **April 8, 2026 8:59 PM Eastern Time**



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

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## BASIC INFORMATION

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

|                                   |                                                                                          |
|-----------------------------------|------------------------------------------------------------------------------------------|
| <b>Agency Name</b>                | U.S. Department of Justice<br>Office of Justice Programs<br>Bureau of Justice Assistance |
| <b>NOFO Title</b>                 | BJA FY25 Local Law Enforcement Crime Gun Intelligence Center Integration                 |
| <b>Announcement Type</b>          | Initial                                                                                  |
| <b>Funding Opportunity Number</b> | O-BJA-2025-172482                                                                        |
| <b>Assistance Listing Number</b>  | 16.738                                                                                   |

## Executive Summary

This funding opportunity seeks to address firearm-related crime through the establishment and expansion of Crime Gun Intelligence Centers (CGICs). This initiative is a partnership with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) to assist local law enforcement in utilizing intelligence and technology, swiftly identifying crime guns and their sources, and effectively prosecuting perpetrators. Please see the [Eligible Applicants](#) section for the eligibility criteria.

- **Category 1: Expansion of an Existing CGIC (Anticipated Award Amount: \$300,000)**  
Category 1 supports local law enforcement agencies with established CGICs to enhance their operational effectiveness. Successful applicants will demonstrate a strong track record of using ballistic evidence to solve violent crimes—including documented National Integrated Ballistic Information Network (NIBIN) inputs, leads generated, firearms recovered, and arrests made that directly improved public safety in their communities.
- **Category 2: Implementation of a New CGIC (Anticipated Award Amount: \$700,000)**  
Category 2 supports law enforcement agencies establishing CGICs for the first time to strengthen their ability to combat violent firearms crimes. Successful applicants will demonstrate a clear strategy for partnering with ATF to create a comprehensive system for collecting, analyzing, and acting on ballistic evidence and firearms intelligence.

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

## Key Dates and Times

|                                                |                                                                                                                                                                |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Funding Opportunity Release Date</b>        | February 19, 2026                                                                                                                                              |
| <b>Pre-Application Webinar</b>                 | Details about a webinar for this NOFO will be provided at a later date. Please be sure to check BJA's <a href="#">Upcoming Events</a> for further information. |
| <b>SAM.gov Registration/Renewal</b>            | Recommend beginning process by Feb 19 2026, and no later than March 16, 2026                                                                                   |
| <b>Step 1: Grants.gov Application Deadline</b> | 11:59 p.m. Eastern Time on March 30, 2026                                                                                                                      |
| <b>Step 2: JustGrants Application Deadline</b> | 8:59 p.m. Eastern Time on April 8, 2026                                                                                                                        |

## Funding Details

**Anticipated Total Amount To Be Awarded Under This Funding Opportunity**  
**\$3,000,000**

- **C-BJA-2025-00089-PROD Category 1: Expansion of an Existing CGIC**
  - **Anticipated Number of Awards:** 3
  - **Anticipated Award Ceiling:** Up to \$300,000  
*Note: Applicants may propose a budget that is less than the anticipated award ceiling amount. The budget should be reasonable to conduct the proposed project and be within the applicant's capacity to manage.*
  - **Anticipated Period of Performance Start Date:** October 1, 2025
  - **Anticipated Period of Performance Duration:** 24 months
- **C-BJA-2025-00090-PROD Category 2: Implementation of a New CGIC**
  - **Anticipated Number of Awards:** 3
  - **Anticipated Award Ceiling:** Up to \$700,000  
*Note: Applicants may propose a budget that is less than the anticipated award ceiling amount. The budget should be reasonable to conduct the proposed project and be within the applicant's capacity to manage.*
  - **Anticipated Period of Performance Start Date:** October 1, 2025
  - **Anticipated Period of Performance Duration:** 36 months

## Availability of Funds

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

United States or its departments, agencies, entities, officers, employees, agents, or any other person.

## Statutory Authority

Pub. L. No. 90-351, Title I, Sec. 506(b) (codified at 34 U.S.C. § 10157(b)). The Edward Byrne Memorial Justice Assistance Grant (JAG) Program authorization provides that up to 5 percent of the funds available to carry out subpart 1 of Title I, Part E of the Omnibus Crime Control and Safe Streets Act of 1968 may be granted, among other reasons, for one or more of the purposes specified in 34 U.S.C. § 10152 upon a determination that it is necessary “to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime.” 34 U.S.C. § 10157(b)(1).

## Agency Contact Information

For assistance with the requirements of this funding opportunity:

**OJP Response Center**

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

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

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

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

**SAM.gov Help Desk**

Phone: 866-606-8220

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

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

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

**Grants.gov Customer Support Hotline**

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

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

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

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

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

**JustGrants Service Desk**

Phone: 833-872-5175

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

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

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

## Resources for Applying

### Pre-Application Webinar:

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

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

**[JustGrants Application Submission Training Webpage](#)**: Offers helpful information and resources on the grant application process.

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



## ELIGIBILITY

### Eligible Applicants

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

- **Government Entities**
  - State governments
  - County governments
  - City or township governments
  - Special district governments
  - Native American Tribal governments (federally recognized)
  - Native American Tribal governments (other than federally recognized)
- **Other**
  - Other units of local government
  - State, local, and Tribal law enforcement agencies, including prosecutors' offices

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

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

### Additional Applicant Eligibility Factors

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

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

### Limit on Number of Applications

An applicant may only submit one application in response to this NOFO. Applicant can apply to only one category of the NOFO.

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

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

## Cost Sharing/Match Requirement

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



## PROGRAM DESCRIPTION

### General Purpose of the Funding

In collaboration with ATF, the Local Law Enforcement Crime Gun Intelligence Center Integration Initiative supports law enforcement agencies in the establishment and expansion of CGICs to address firearm-related crime. CGICs are an interagency collaboration focused on the timely collection, management, and analysis of crime gun evidence, such as shell casings and semiautomatic handguns, using ATF's National Integrated Ballistic Information Network (NIBIN) and Electronic Tracing System (eTrace).

**Eligible applicants may apply under one of the following categories:**

#### Category 1: Expansion of an existing CGIC

Category 1 supports local law enforcement agencies with established CGICs to enhance their operational effectiveness. Successful applicants will demonstrate a strong track record of using ballistic evidence to solve violent crimes—including documented NIBIN inputs, leads generated, firearms recovered, and arrests made that directly improved public safety in their communities.

#### Category 2: Implementation of a new CGIC

Category 2 supports law enforcement agencies establishing CGICs for the first time to strengthen their ability to combat violent firearms crimes. Successful applicants will demonstrate a clear strategy for partnering with ATF to create a comprehensive system for collecting, analyzing, and acting on ballistic evidence and firearms intelligence.

Applicants of either category could propose a regional approach, by including surrounding jurisdictions as subgrantees or by providing them NIBIN access. The regional approach is strongly recommended for smaller rural jurisdictions to help demonstrate the need, and for larger jurisdictions as a justification for expansion.

Applicants must clearly state to which category they are applying and may not apply under both.

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

### Agency Funding Priorities

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

- (a) Directly supporting law enforcement operations (including immigration law enforcement operations);
- (b) Combatting violent crime;
- (c) Supporting services to American citizens;

- (d) Protecting American children;
- (e) Supporting American victims of trafficking and sexual assault; and
- (f) State/local law enforcement efforts that are coordinated with federal law enforcement efforts (including immigration law enforcement efforts)—at minimum as shown by—

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

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

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

## Unallowable Uses of Funds

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

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

immigration-related legal services that may be expressly authorized or required by any law, or any judicial ruling, governing or applicable to the award.

## Program Goals and Objectives

### Goal 1: Timely identification, arrest, and prosecution of armed violent offenders.

**Objective 1:** Develop leads through NIBIN.

**Objective 2:** Test fire and trace all crime guns apprehended.

**Objective 3:** Increase clearance rates for non-fatal shooting and homicide cases.

**Objective 4:** Decrease the number of shootings in a community.

## How Awards Will Contribute to Program Goals/Objectives

Award recipients will utilize crime gun intelligence (CGI) to improve their investigations of gun crimes, enabling them to increase their examination of gun ballistics within 24 to 48 hours to determine the solvability of cases to prioritize and increase their clearance rates for violent gun offenses.

## Expected Outcomes: Deliverables and Performance Measures

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

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

### Deliverables

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

- A final report that documents the process, outcomes, evaluation findings, and lessons learned. For example, if applicants choose to use funds to evaluate the effectiveness of their CGIC include major findings on the use of CGI and improvements to the solvability of gun cases.
- A completed application for ATF's CGIC Certification. All successful applicants that receive awards must apply for CGIC certification from ATF's Firearms Operation Division to demonstrate the dedication and understanding of the effective use for CGI in a violent crime reduction strategy. Additional information on ATF's certification can be found at <https://crimegunintelcenters.org/atf/>.

### Performance Measures

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

A list of performance measure questions for this funding opportunity can be found at [Local Law Enforcement Crime Gun Intelligence Center Integration Initiative](#).

## Funding Instrument

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



## APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

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

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

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

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

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

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

### Submission Instructions: Summary

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

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

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

#### Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov [Quick Start Guide for Applicants](#) to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

## Submission of the SF-424

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

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

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

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

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

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

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

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

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

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

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.

3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

## Preparing for Submission

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

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

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

## Standard Applicant Information

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

## Proposal Abstract

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

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

- The name of the applicant’s proposed project and which category they are applying under.
- The purpose of the proposed project (i.e., what the project will do and why it is necessary).
- Where the project will take place (i.e., the service area, if applicable).
- Who will be served by the project (i.e., who will be helped or have their needs addressed by the project).

- What activities will be carried out to complete the project.
- The subrecipient(s)/partner organizations or entities, if known.
- Deliverables and expected outcomes (i.e., what the project will achieve).

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

## Data Requested With Application

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

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

### Agency Funding Priorities Inventory

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

## Proposal Narrative

**An applicant may only submit one application** in response to this NOFO. An entity may be proposed as a subrecipient in more than one application.

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

**Sections of the Proposal Narrative:** The Proposal Narrative must include the four sections listed below. If the applicant seeks priority consideration, the Proposal Narrative must state which priority goal(s) the applicant's project will advance and describe how (see section, Agency Funding Priorities under Program Description).

**1. Description of the Need:** What critical issue or problem is the applicant proposing to address with this project? For both Categories 1 and 2, the applicant must clearly identify how the funding will directly address a precipitous or extraordinary increase in violent firearm-related crime in its jurisdiction. This could be for the applicant's entire jurisdiction or for a specific area in the jurisdiction. Specifically, the applicant must provide:

- Their respective violent crime rate based on their population.
- The number of non-fatal shootings for the past two years.
- The number of homicides resulting from illegal firearms for the past two years.

- The population of the jurisdiction.
- Period of time during which firearm-related crime increased.
- The number of total firearm violence in the target locality or region.
- A brief explanation of the need, gap, or issue to be addressed by the proposed project.
- Supporting information, data, or evidence to demonstrate the need's existence, size, and impact on the target population and community.
- How the need relates to the purpose of the NOFO.

**For Category 1: Expansion of an Existing CGIC**, the applicant should also include:

- A description of the existing CGIC business process that is aligned with [ATF's minimum operating standards](#).
- The number of casings inputted into NIBIN in a timely manner.
- The number of acquisitions.
- The number of NIBIN leads.
- The number of recovered firearms tests fired.
- The number of firearms submitted to eTrace.
- The number of arrests based on intelligence from a NIBIN lead.
- The number of convictions based on intelligence from a NIBIN lead.
- The need for the additional resources to improve or expand their CGIC, which could include:
  - Additional personnel such as, but not limited to, investigators, analysts, firearm examiners, prosecutors, law clerks, and lab personnel.
  - Additional resources to support surrounding jurisdictions and their utilization of CGI to expand using the regional approach.
  - Equipment and technology such as but not limited to microscopes, license plate readers, Cellebrite, bullet detection systems, NIBIN, acquisition machines, tools needed for DNA testing, and analytic software or tools.
  - Training needs for the CGIC team.
  - Implementation of ATF's [NIBIN Enforcement Support System \(NESS\)](#) plus record management system (NESS+ RMS). NESS is a web-based investigative tool that overlays NIBIN data with local law enforcement shooting and crime gun recovery information on one platform. ATF provides free NESS access to law enforcement agency personnel, and NESS+ RMS allows local law enforcement to automatically transfer record management system (RMS) data to NESS.
  - Integration with eTrace DIRECT. eTrace is a web-based application used to trace the origin of firearms used in crimes. The system is key in generating investigative leads to help solve violent crimes across the country. By leveraging the new eTrace DIRECT service, law enforcement agencies can fully automate the electronic exchange (submission and retrieval) of firearm trace-related data between an existing RMS and ATF's National Tracing Center Division.

**For Category 2: Implementation of a New CGIC**, the applicant should also include:

- A plan describing how they will work with ATF to collaborate on the immediate collection, management, and analysis of crime gun evidence such as shell casings and test fires of unlawfully used firearms that have been recovered. If selected, the applicant will be

required to develop a memorandum of understanding (MOU) with ATF outlining the development of a new CGIC.

- A description of how this collaboration will use both ATF's eTrace, run by the National Tracing Center, and NIBIN, and, if applicable for the site, the NIBIN National Correlation and Training Center (NNCTC); and how they will develop strategies working with their partner agencies to identify the trafficking of crime guns, straw purchasers, and corrupt federal firearm licensees.
- A plan to establish collaborative meetings with local, state, and federal partners to review intelligence and information on recent shootings and NIBIN leads.

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

- Project goals (goals are broad, visionary statements on what the applicant hopes to accomplish) that reflect how the CGIC business model will be implemented and/or improved as well as how partners will be engaged in the process.
- Project objectives (objectives are specific outcomes the applicant plans to achieve through project activities) that detail measurable outcomes, such as increased clearance rates and efficient collection and processing of evidence.
- How the applicant's goals and objectives relate to the goals and objectives of the NOFO, specifically as they relate to the principles and practices of CGICs.

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

- What activities the applicant will conduct to achieve the proposed goals and objectives. Award recipients will be expected to implement the CGIC business model by:
  - Consistently collecting all ballistic evidence (shell casings and crime guns) regardless of the severity of the crime being investigated.
  - Utilizing NIBIN and eTrace in a timely manner.
  - Establishing a dedicated investigative team that coordinates efforts.
  - Using forensic technology to drive investigations and prosecutions.
  - Working with prosecutors to review evidence to determine whether state or federal prosecution should be pursued.
  - Tracking outcomes of CGIC related cases.
  - Providing feedback to the officers on successful outcomes that were a result of their collection of gun ballistic evidence.
  - Holding meetings that include ATF, local and tribal police, local crime laboratories, probation and parole, prosecuting attorneys, U.S. Attorneys' Offices (USAOs), intelligence research specialists, crime analysts, community groups, and academic organizations.
  - Creating a mechanism to share CGI among partner agencies.
- How the applicant will deliver or complete those activities.
- When the activities will take place.
- Who in the applicant's organization will staff the activities, including key staff.
- Who will participate in and benefit from the activity.
- What deliverables, reports, and other items will be produced as part of the project.

- If the applicant plans to use subrecipients to help conduct the project, please name them (if they are known) or describe how the applicant will identify them. Please describe their role in conducting project activities.

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

- A short description of the applicant's capacity to deliver the proposed project and meet the requirements of the award, including collecting and reporting the required performance measure data. Who will be responsible for this task, and how will the applicant collect the data? Refer to [Program Description: Performance Measures](#) for additional details on performance measures for this funding opportunity.
- A description of projects or activities the applicant organization has conducted, or is currently conducting, that demonstrate the applicant's ability to undertake the proposed project activities.
- A summary of relevant experience of team members with key responsibilities for implementing the project.

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

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

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

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

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

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

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

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

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

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

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

## **Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable):**

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

**Disclosure of Process Related to Executive Compensation (if applicable):** 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 Resource Guide](#) for information.

## **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

- **Curriculum Vitae or Resumes:** Provide resumes of key personnel who will work on the proposed project or a description of the experience and skills of key personnel necessary to implement the project.
- **Tribal Authorizing Resolution (if applicable):** An application in response to this NOFO may require inclusion of Tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on Tribal authorizing resolutions.
- **Letter of Support ATF Field Division (Required):** A letter of support from your local ATF Field Division verifying the partnership; this is required if you are applying for either category 1 or 2. If you are proposing to purchase a NIBIN machine or utilize the grant funds to implement NESS+ RMS or eTrace DIRECT, the letter of support should reference ATF's support for those projects and highlight the ongoing collaboration of crime gun intelligence (tracing and NIBIN) and/or the local ATF field office partnership with your agency. For a NIBIN machine or NESS+ RMS, the letter should also include coordination with and concurrence from ATF's Firearms Operation Division. Contact information for your local ATF Field Division can be found on ATF's website at <https://www.atf.gov/contact/locations/local-atf-offices>.
- **Additional Letters of Support:** A letter of support is from an entity or individual that knows the applicant's work. The letter tends to speak to the applicant's capacity to implement their proposed project for the benefit of the community. It differs from an MOU in that the entity is not committing staff, services, or supplies to help the applicant implement the project. Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting the project.

Each letter of support may include descriptions of the following:

- Relationship between the applicant entity and the supporting entity.
- Need for and benefits that would be gained from the project.
- Applicant's capacity to complete the proposed project.

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

## Disclosures and Assurances

The applicant will address the following disclosures and assurances.

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

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

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

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

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

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

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

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

## Submission Dates & Times

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

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

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

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

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

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

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

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

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

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

- A description of the technical difficulties experienced (provide screenshots if applicable).
- A timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit, and date and time support representatives responded).
- An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
- The applicant's unique entity identifier (UEI).
- Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.

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

As a reminder: the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information previously listed), or that does not submit a waiver request within the required time period, will be denied.

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



## APPLICATION REVIEW

### Responsiveness (Basic Minimum Requirements) Review

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

- The application is submitted by an eligible applicant.
- The requested award amount does not exceed the award ceiling.
- The application is responsive to the scope of the NOFO.
- The following application elements are included:
  - SF-424 (Grants.gov)
  - Proposal Narrative (JustGrants)
  - Budget detail form, which includes the budget items, their calculations, and explanation (JustGrants)
  - Letter of support from ATF
  - *Applicant state or local government entities only:* Certification by the Chief Executive Officer (or senior official) of the Applicant Government (using Appendix 1 template).

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

### Merit Review Criteria

#### Peer Review Criteria

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

- **Statement of the Problem/Description of the Issue (25%):** What critical issue or problem the applicant is proposing to address with this project.
- **Project Goals and Objectives (15%):** How the proposed project will address the identified need and the purpose of the funding opportunity.
- **Project Design and Implementation (25%):** The strength of how the applicant will implement activities, including the soundness of the project design and how the activities align to the stated goals and objectives.
- **Capabilities and Competencies (15%):** The applicant's administrative and technical capacity to successfully complete this project.
- **Budget (20%):** Completeness and cost effectiveness.

#### Programmatic and Financial Review Criteria

After the peer review, applications undergo additional programmatic and financial reviews. OJP staff may reach out to applicants during the programmatic or financial review if a submitted form is incomplete or needs to be updated. Note that OJP staff are not authorized to provide information on peer review scores or comment on programmatic, risk, or budget/financial reviews while the merit review is in progress.

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

## Risk Review

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

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

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

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

## Selection Process

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



## AWARD NOTICES

### Federal Award Notices

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

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

### Future Funding Opportunities

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

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



# POST-AWARD REQUIREMENTS AND ADMINISTRATION

## Reporting

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

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

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

## Performance Measure Reporting

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

## Program- and Award-Specific Award Conditions

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

## Administrative, National Policy, and Other Legal Requirements

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

## Civil Rights Compliance

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

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

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

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

### **Financial Management and System of Internal Controls**

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

### **Information Technology Security Clauses**

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

### **Other Reporting Requirements**

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

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



## OTHER INFORMATION

### Information Regarding Potential Evaluation of Programs and Activities

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

### Freedom of Information and Privacy Act

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

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

### Provide Feedback to OJP

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



## APPLICATION CHECKLIST

### BJA FY25 Local Law Enforcement Crime Gun Intelligence Center Integration

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

#### SAM.gov Registration/Renewal

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

#### Grants.gov Registration

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

#### Grants.gov Opportunity Search

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID O-BJA-2025-172482
  - C-BJA-2025-00089-PROD Category 1: Expansion of an Existing CGIC
  - C-BJA-2025-00090-PROD Category 2: Implementation of a New CGIC
- Access the funding opportunity and application package (see Step 7 under “[OJP Application Submission Steps](#)” in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

#### Funding Opportunity Review and Project Planning

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

#### Submission Step 1: Grants.gov

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

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

## Submission Step 2: JustGrants

- Complete the following information:
  - Entity and User Verification (first-time applicants)
  - Standard Applicant Information
  - Proposal Abstract
  - Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
  - Agency Funding Priorities Inventory
- Upload the Proposal Narrative.\*
- Complete the budget detail form.\*
- Upload other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
  - Upload the letter of support from ATF\*
  - *Applicant state or local government entities only:* Upload properly-executed *Certification by the Chief Executive Officer (or senior official) of the Applicant Government*, using only the certification template provided in the specified Appendix to this NOFO.\*
- Complete the required disclosures and assurances:
  - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
  - Disclosure of Duplication in Cost Items
  - DOJ Certified Standard Assurances
  - Applicant Disclosure and Justification – DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

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

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

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