U.S. Department of Justice
Office of Justice Programs
National Institute of Justice

NIJ FY 2021 Invited to Apply - Operation of the Secretariat of SC 37 under JTC 1 of ISO/IEC

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Application JustGrants Deadline:	July 07, 2021 11:59 PM

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is seeking applications for funding for operation of the Secretariat of Subcommittee 37 (SC 37) under the Joint Technical Committee 1 (JTC 1) of the International Organization for Standardization (ISO). This program furthers the Department's mission by reducing crime and protecting law enforcement officers and others working in the criminal justice system.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:
Other

Other

Only the applicants that received an official invitation letter from NIJ are able and eligible to apply. Please refer to that letter for the eligibility requirements.

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

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

Contact Information

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

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov, 833–872–5175. The JustGrants Service Desk operates 5 a.m. – 9.p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from

submitting its application by the deadline must email the NIJ contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact Mark Greene, Technology and Standards Division Director, by telephone at (202) 598-9481, or by email at mark.greene2@usdoj.gov.

Submission Information
In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

Step 1: Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at https://www.grants.gov/web/grants/register.html. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the OJP Grant Application Resource Guide.

Contents

Program Description

Overview
The purpose of this solicitation is to provide funding for operation of the Secretariat of Subcommittee 37 (SC 37) under the Joint Technical Committee 1 (JTC 1) of the International Organization for Standardization/International Electrotechnical Commission (ISO/IEC).

Statutory Authority: Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202); the Homeland Security Act of 2002 (sections 231 – 233, 235); and 28 U.S.C. 530C.

Specific Information
One of NIJ's legislated duties is to promulgate standards and conformity assessment activities that benefit law enforcement and other criminal justice agencies. This includes development of minimum performance requirements and testing of biometric technologies such as facial-recognition software. To further that end, NIJ supports operation of the Secretariat of Subcommittee 37 (SC 37) under the Joint Technical Committee 1 (JTC 1) of the International Organization for Standardization (ISO). The scope of SC 37 is the standardization of generic biometric technologies pertaining to human beings to support interoperability and data interchange among applications and systems.

Goals, Objectives, Deliverables, and Timeline
Goals

The major goals for this project are to provide to ISO/IEC JTC 1/SC 37 (Biometrics) and its Working Groups the reliable and competent leadership, management, and administration required to effectively complete its standards development and maintenance in accordance with the requirements specified in the ISO/IEC Directives, including the operation of ISO/IEC JTC 1/SC 37 meetings.

Objectives

The goals of the project are to be accomplished through the following objectives:

1) Convene international meetings of ISO/IEC JTC 1/SC 37 for the purpose of achieving consensus on the standards under development within ISO/IEC JTC 1/SC 37.

2) Oversee the management and progress of the program of work of each ISO/IEC JTC 1/SC 37 Working Group against established target dates.

3) Collaborate with the ISO/IEC JTC 1/SC 37 Chairman to prepare and circulate to all member countries all required reports following ISO/IEC JTC 1/SC 37 meetings.

4) Attend U.S. Technical Advisory Group (TAG) meetings for ISO/IEC JTC 1/SC 37 (INCITS M1) in order to provide U.S. participants on the U.S. TAG (INCITS M1) expert guidance on procedural issues.

Deliverables

Deliverables for this project include:

1) Semi-annual progress reports detailing the status of ISO/IEC JTC 1/SC 37 work items.

2) Meeting-related materials, such as agendas, minutes, presentation materials, and reports, as applicable.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Content of Application Submission.

Evidence-Based Programs or Practices
OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the OJP Grant Application Resource Guide.

Information Regarding Potential Evaluation of Programs and Activities
OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the OJP Grant Application Resource Guide section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Federal Award Information

General Guidance for Federal Award
Total number of awards NIJ expects to make: 1
Maximum dollar amount for each award: $50,000
Total amount to be awarded under solicitation: $50,000

Period of performance start date: October 1, 2021
Period of performance duration: 12 months

Awards, Amounts and Durations
Anticipated Total Amount to be Awarded Under Solicitation
$50,000.00

Types of Awards

The OJP Invitation Letter specifies the type of award (grant or cooperative agreement) OJP expects to make in response to the invited application.

Financial Management and System of Internal Controls
Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See OJP Grant Application Resource Guide for additional information.

Cost Sharing or Matching Requirement
This solicitation does not require a match.

Voluntary Match: An award made by NIJ may account for up to 100 percent of the total cost of the project. The application should indicate whether it is feasible for the applicant to contribute cash, facilities, or services as non-federal support for the project. The application should identify generally any such contributions that the applicant expects to make and the proposed budget should indicate in detail which items, if any, will be supported with non-federal contributions. If an application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-agreement Costs (also known as Pre-award Costs)
See the OJP Grant Application Resource Guide for information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

See the OJP Grant Application Resource Guide for information on Limitation on Use of Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or matching requirements, see Federal Award Information.

Application and Submission Information

See the Application Elements and Formatting Instructions section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

Information to Complete the Application for Federal Assistance (SF-424)

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

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

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to add: zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organizations legal name and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 10 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, NIJ may negatively consider such noncompliance in final award decisions.

The following sections must be included as part of the proposal narrative:

a.   Description of the Issue OR Statement of the problem if research is involved

Describe why this project/ these proposed activities are necessary (significance/value) and/or address a need and include supporting information.

b.   Project Design and Implementation

Describe the strategy to address the needs identified in the Description of the Issue/Statement of the Problem. List the proposed program activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program objectives and reach the program goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or program milestones are to be accomplished.

c.   Capabilities and Competencies

Describe the capabilities and competencies required in order to accomplish the goals and objectives of the project.

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

Describe the process for measuring project performance. Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.

Note: applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

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

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

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

Goals, Objectives, Deliverables, and Timeline
Applicants will submit the project's goals, objectives, deliverables and timelines in the JustGrants Web-based form. See the OJP Grant Application Resource Guide for additional information.

Budget and Associated Documentation
Budget Worksheet and Budget Narrative (Web-based Form)
Applicants will complete the JustGrants web-based budget form. See the OJP Grant Application Resource Guide for additional information.

Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the OJP Grant Application Resource Guide for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)
Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the OJP Grant Application Resource Guide for additional information.

Additional Application Components

The applicant will attach the requested documentation in JustGrants.

Research and Evaluation Independence and Integrity Statement
If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the OJP Grant Application Resource Guide.

Disclosures and Assurances
Applications will complete the following disclosures and assurances.

Disclosure of Lobbying Activities
Applicants will complete and submit the SF-LLL in Grants.gov. See the OJP Grant Application Resource Guide for additional information.

DOJ Certified Standard Assurances

See DOJ Certified Standard Assurance on the OJP Grant Application Resource Guide.

Applicant Disclosure of Duplication in Cost Items
Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the OJP Grant Application Resource Guide for additional information.

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

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other

Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide.](#)

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, applicants will submit as an attachment in JustGrants See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a 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, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

How to Apply
Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at https://www.grants.gov/web/grants/register.html.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov.](#)

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

Submission Dates and Time
The SF-424 and the SF-LLL will be submitted in Grants.gov by 11:59 p.m., June 30, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The full application will be submitted in JustGrants by 11:59 p.m. July 7, 2021. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

Application Review Information
Review Process
OJP reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

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 (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

Final award decisions for research and statistics programs will be made by the Director of the National Institute of Justice. For purposes of this Guidance for Invited Applications, this "final award decisions" provision expressly modifies the "final award decisions" provision in the "Application Review Information" section of the [OJP Grant Application Resource Guide](#).

Federal Award Administration Information
Federal Award Notices
See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements
If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the OJP Grant Application Resource Guide for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in Program Description, any recipient of an award under this solicitation will be required to submit certain reports and data.

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

See the OJP Grant Application Resource Guide for additional information on specific post-award reporting requirements, including performance measures data.

Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov and JustGrants, see page 2.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

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

Provide Feedback to OJP

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

Application Checklist

NIJ FY 2021 Invited to Apply - Operation of the Secretariat of SC 37 under JTC 1 of ISO/IEC

This application checklist has been created as an aid in developing an application.

What an Applicant Must Do:
Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see OJP Grant Application Resource Guide)
- Acquire or renew registration with SAM (see OJP Grant Application Resource Guide)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see OJP Grant Application Resource Guide)
- Acquire AOR confirmation from the E-Biz POC (see OJP Grant Application Resource Guide)

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov
- Access Funding Opportunity and Application Package (see OJP Grant Application Resource Guide)
- Sign up for Grants.gov email notifications (optional) (see OJP Grant Application Resource Guide)
- Read Important Notice: Applying for Grants in Grants.gov
- Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see OJP Grant Application Resource Guide)

Overview of Post-Award Legal Requirements:

- Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards" in the OJP Funding Resource Center.

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of $50,000.

Eligibility Requirement:

- Only the applicants that received an official invitation letter from NIJ are able and eligible to apply. Please refer to that letter for the eligibility requirements.

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

After SF-424 and SF-LLL submission in Grants.gov, Receive Grants.gov Email Notifications That:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see OJP Grant Application Resource Guide)

If No Grants.gov Receipt and Validation, or Error Notifications are Received:

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at Grants.gov customer support webpage, or email at support@grants.gov regarding technical difficulties (see OJP Grant Application Resource Guide) and the OJP staff member identified in the OJP Invitation Letter regarding technical difficulties.

Content of Application Submission

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

- Standard Applicant Information (SF-424 info from Grants.gov)

- Proposal Abstract

- Proposal Narrative

Budget and Associated Documentation

- Budget Worksheet and Budget Narrative
- Indirect Cost Rate Agreement (if applicable) (see OJP Grant Application Resource Guide
- Financial Management and System of Internal Controls Questionnaire (see OJP Grant Application Resource Guide)

Additional Application Components

- Research and Evaluation Independence and Integrity (see OJP Grant Application Resource Guide)

Disclosures and Assurances

- Disclosure of Lobbying Activities (SF-LLL) (see OJP Grant Application Resource Guide)
- Applicant Disclosure of Duplication in Cost Items (see OJP Grant Application Resource Guide)
- DOJ Certified Standard Assurance (see OJP Grant Application Resource Guide)
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see OJP Grant Application Resource Guide)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see OJP Grant Application Resource Guide)

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants

If No JustGrants Application Submission, Validation, or Error Notifications are Received:

- Contact JustGrants.Support@usdoj.gov *or 833–872–5175* regarding technical difficulties