

**Forensic Casework DNA Backlog Reduction Program  
Grant Announcement  
Fiscal Year 2005 (SL 000707)**

**June 7, 2005**

The National Institute of Justice (NIJ), a component of the Office of Justice Programs (OJP), U.S. Department of Justice, announces that funding is now available to States (including the District of Columbia and the Commonwealth of Puerto Rico) and units of local government through the Fiscal Year 2005 Forensic Casework DNA Backlog Reduction Program.<sup>1</sup>

Funds are for States and units of local government with existing crime laboratories that conduct DNA analysis. The funds are to be used to analyze backlogged forensic DNA casework samples from sexual assaults, homicides, and kidnappings, whether in government-owned laboratories or through accredited fee-for-service vendors.

Funds also may be used to conduct postconviction DNA testing pursuant to a court order. All eligible forensic DNA profiles obtained with funding from this announcement are to be included in the Combined DNA Index System (CODIS), and National DNA Index System (NDIS) where applicable.

Please read this announcement carefully for important information on eligibility, funding amounts, and application instructions.

**The deadline for applications is July 7, 2005, 8 p.m. eastern time.** Applications must be submitted online through the OJP Web-based Grants Management System (GMS). Begin the process early by registering at <http://www.ojp.usdoj.gov/fundopps.htm>.

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<sup>1</sup> The U.S. Territories of American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands also may be eligible for funding for existing laboratories. Please contact NIJ at 202-307-0650 for additional instructions.

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### **I. Funding for the Forensic Casework DNA Backlog Reduction Program**

In December 2004, President Bush signed the Department of Justice Appropriations Act, 2005 (Public Law 108-447, Division B, Title 1). The Act appropriated \$110 million for a DNA analysis and capacity enhancement program. A portion of that amount is being made available to eliminate casework backlogs for DNA analysis and to conduct postconviction DNA testing.

### **II. Eligibility and Program Description**

Eligible applicants include States and units of local governments with existing crime laboratories that conduct DNA analysis, and either—

- Are accredited by a nonprofit professional association actively involved in forensic science that is nationally recognized within the forensic science community, such as the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) or Forensic Quality Services (FQS), or
- Undergo external audits, not less than once every 2 years, that demonstrate compliance with DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation (FBI).

Funding is allocated based on the number of forcible rape, murder, and non-negligent manslaughter offenses reported to the FBI for 2003 and the amount of unobligated funds as of March 30, 2005, under awards made to States as part of NIJ's Fiscal Year 2001–02 No-Suspect Casework DNA Backlog Reduction Program. Funds are to be used to handle, screen, and/or analyze backlogged forensic DNA casework samples from sexual assaults,

homicides, and kidnappings and may be used to conduct postconviction DNA testing pursuant to a court order. All DNA analyses conducted using funding from this program must be performed (1) by a government-owned laboratory that is accredited or that currently undergoes external audits not less than once every 2 years that demonstrate compliance with DNA Quality Assurance Standards established by the Director of the FBI, or (2) through an accredited fee-for-service vendor.

Applications must meet the specific requirements set forth in this announcement (including those concerning permissible uses of funds) and must satisfy all other applicable requirements, including those that apply generally to NIJ and OJP grants. All awards are subject to the availability of appropriated funds.

### **III. Expected Results and Outcomes**

Grantees receiving this backlog reduction funding should be able to demonstrate a reduction in the number of backlogged forensic cases awaiting DNA analysis as of June 7, 2005. All eligible forensic DNA profiles obtained with funding from this announcement are to be included in the CODIS, and the NDIS where applicable.

Award recipients will be required to submit quarterly performance metrics reports to NIJ documenting results and outcomes. These reports shall contain information detailing the reduction of the DNA backlog through the analysis of casework samples. Please see the "Reporting Requirements" in Section VII for details.

### **IV. Use of Forensic Casework DNA Backlog Reduction Program Funds**

#### **A. Permissible Uses of Funds**

Funds requested are to be used to handle, screen, and/or analyze backlogged forensic DNA casework samples from sexual assaults, homicides, and kidnappings and may be used to conduct postconviction DNA testing pursuant to a court order. Use of award funds for other purposes is not permitted. Expenditures from awards under this program may include the following:

- 1. Supplies.** Funds may be used to acquire laboratory supplies for forensic DNA analyses (including postconviction DNA analyses pursuant to court order) and for other expenses directly attributable to forensic DNA analyses.

2. **Overtime.** Funds may be used for overtime of laboratory staff directly engaged in handling, screening, and/or analyzing forensic evidence that may contain DNA (including forensic evidence to be analyzed as part of court-ordered postconviction DNA testing). Any payments for overtime must be in accordance with the applicable provisions of the OJP Financial Guide, available at <http://www.ojp.usdoj.gov/FinGuide>. Appropriate pro-rating is required.
  3. **Consultant and Contractor Services.** Funds may be used to hire consultants and/or temporary contract staff to handle, screen, and/or analyze forensic evidence that may contain DNA (including forensic evidence to be analyzed as part of court-ordered postconviction DNA testing), or to contract with accredited fee-for-service vendors to conduct DNA analyses.
  4. **Salary and Benefits (Partial) of Additional Laboratory Employees.** Funds may be used to hire additional full-time or part-time laboratory employees who will be directly engaged in handling, screening, and/or analyzing forensic evidence that may contain DNA (including forensic evidence to be analyzed as part of court-ordered postconviction DNA testing). NIJ funds may be used for a maximum of 75 percent of the approved salary and benefits for each such newly-hired staff member. To be eligible to use funds for this purpose, applicants for awards must provide—
    - (a) Documentation that the additional new full-time/part-time laboratory employees will be directly engaged in handling, screening, and/or analyzing forensic evidence that may contain DNA; and
    - (b) Documentation that the State or unit of local government will provide the funds for the remaining 25 percent (minimum) of the salaries and benefits for each newly-hired staff member.
- Note:* NIJ makes no assurance that funds will be available for this purpose in future grant announcements.
5. **Travel.** Funds may be used for the reasonable expenses of travel to outsourcing laboratories to review procedures and practices prior to initial sample shipment and in an additional unannounced site visit. Travel expenses must comply with applicable provisions of the OJP Financial Guide.
  6. **Administrative Expenses.** Up to 3 percent of the Federal portion of a grant awarded under this program may be used for administrative expenses directly related to the performance of the project.

## **B. Uses of Funds That Are Not Permitted**

Federal funds awarded under the Forensic Casework DNA Backlog Reduction Program may not be used for—

- 1. Construction.**
- 2. Renovation.**
- 3. Laboratory and Computer Equipment.** Funds may not be used to upgrade, replace, lease, or purchase laboratory equipment, instrumentation, or computer hardware or software.
- 4. Salaries and Benefits for Existing Staff.** Funds may not be used to pay salaries and/or benefits for existing staff, other than overtime as discussed above.
- 5. Administrative Expenses.** Administrative expenses that exceed 3 percent of the Federal portion of the award are not permitted.

## **C. Supplanting Not Allowed**

Forensic Casework DNA Backlog Reduction funds may not be used to supplant State or local funds. Federal funds must be used to increase the amount of funding that would, in the absence of Federal funds, be made available from State or local sources for forensic casework DNA analyses.

## **V. Fiscal Year 2005 Application Process**

### **A. Due Date for Applications**

Complete proposals must be submitted through OJP's online Grants Management System (GMS) by 8:00 p.m. eastern time on July 7, **2005**. Extensions to this deadline are not permitted unless specified by NIJ. **NIJ will not accept faxed or mailed proposals.** NIJ reserves the right to reject incomplete applications, those not responsive to the scope of this announcement, or those not complying with format requirements.

Eligible applicants who do not submit an application for the Forensic Casework DNA Backlog Reduction Program by the deadline **will not** receive funds from the Fiscal Year 2005 program.

## **B. How to Apply**

All applications for Forensic Casework DNA Backlog Reduction Program funding **MUST** be submitted through OJP's Web-based Grants Management System (GMS). NIJ will not accept faxed or mailed proposals. The GMS system is intended to expedite and streamline the receipt, review, and processing of applications. Applicants may call the toll-free GMS Helpline at 1-888-549-9901 to receive technical assistance with the online application process. The GMS Helpline is open Monday through Friday, 7:00 a.m. to 8:00 p.m. eastern time. Begin the application process early by registering with GMS at <http://www.ojp.usdoj.gov/fundopps.htm>.

Applicants must possess a Dun and Bradstreet Data Universal Numbering System (DUNS) number to apply for funding using GMS. Please call 1-800-333-0505 to obtain a DUNS number if your agency does not already have one. Please note: A DUNS number may be requested online at <https://eupdate.dnb.com/requestoptions.html>, but the online process can take up to 30 days.

## **VI. Required Forms and Documents**

Prospective applicants must complete the required application forms and related documents. Please use the following Checklist as a guide. You will complete some of the forms (Standard Form 424; Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements) as part of the development of your user profile during the GMS online application process; others must be attached to your application file on GMS. (GMS accepts only PDF, Word, and Text document formats.) To ensure that your application is complete, please refer to *NIJ Guidelines for Submitting Applications* at <http://www.ncjrs.org/pdffiles1/nij/202948.pdf>.

## Checklist

Forms	Location	Additional Information
DUNS number	800-333-0505 or <a href="https://eupdate.dnb.com/requestoptions.html">https://eupdate.dnb.com/requestoptions.html</a>	Obtaining a DUNS number is a free, one-time activity.
Application for Federal Assistance—Standard Form 424	GMS	<p>Completing the user profile and summary Form SF 424 budget detail on GMS will complete your SF 424. Below are answers to specific items:</p> <ul style="list-style-type: none"> <li>• Item 8: Type of Application - “New.”</li> <li>• Item 9: Name of Federal Agency - “National Institute of Justice.”</li> <li>• Item 10: Catalog of Federal Domestic Assistance (CFDA) - For this Program, the number is “16.564.”</li> <li>• Item 11: Descriptive Title of Applicant’s Project - “Forensic Casework DNA Backlog Reduction Program FY 2005—<i>YOUR AGENCY NAME.</i>”</li> <li>• Item 13: Proposed Project Dates - For this program, the proposed project dates should be “October 1, 2005 to September 30, 2006.”</li> <li>• Item 16: Is Application Subject To Review By State Executive Order 12372 Process? - A listing of States that have participated in this process can be found at <a href="http://www.whitehouse.gov/omb/grants/s poc.html">http://www.whitehouse.gov/omb/grants/s poc.html</a>.</li> </ul>
Assurances	GMS	You will provide an electronic signature online by accepting the terms outlined in the “Assurances.”
Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Work - place Requirements (one form)	GMS	You will provide an electronic signature online by accepting the terms outlined in the “Certifications.”

Survey on Ensuring Equal Opportunity for Applicants	GMS	This form helps DOJ ensure that all qualified applicants, small or large, secular or faith based, are provided equal opportunity to compete for Federal funding.
Abstract	You provide (required)	The proposal abstract should serve as a succinct and accurate description of the proposed work. Applicants should concisely describe project goals and objectives, project plans, and methods for achieving the goals. Once an award has been granted, the abstract is computerized and serves as a summary available to all interested parties for the duration of the grant.
Main Body of Program Narrative	You provide (required)	<p>The program narrative must address the project objectives, the expected results, and the implementation approach. The program narrative also must specifically describe how expenditures of grant funds will reduce the number of forensic cases currently awaiting DNA analysis and increase the availability of postconviction DNA testing.</p> <p>The program narrative section of your proposal must not exceed 10 double-spaced pages, no matter the amount of funding. (Tables, charts, figures, appendices, and government forms do not count toward the page limit.)</p>
List of key personnel, including names, organizational affiliations, and <i>complete</i> contact information for all key persons directly related to this project	You provide (required)	Include the roles and responsibilities, contact information, point-of-contact personnel for the grant, point-of-contact personnel for the progress reports, and point-of-contact personnel for financial reports, etc.
Résumés of key personnel	You provide (required)	

<p>Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)</p>	<p>You provide if applicable</p>	<p>Include letters of cooperation if more than one agency from your State decides to collaborate on the project.</p>
<p>Budget Detail Worksheet</p>	<p>You provide (required)</p>	<p>The budget detail worksheet should be presented clearly. Major budget categories such as Personnel, Fringe Benefits, Travel, Supplies, Contracts/Consultants, and Other (administrative costs) should be identified separately. See the following forms and examples for assistance:</p> <ul style="list-style-type: none"> <li>• An Adobe PDF form* is available at <a href="http://www.ojp.usdoj.gov/forms.htm">http://www.ojp.usdoj.gov/forms.htm</a>.</li> <li>• A sample in Adobe PDF is available at <a href="http://www.ncjrs.org/pdffiles/bud_detws.pdf">http://www.ncjrs.org/pdffiles/bud_detws.pdf</a>.</li> <li>• A worksheet version with example data is available at <a href="http://www.ojp.usdoj.gov/nij/sample_bdws.xls">http://www.ojp.usdoj.gov/nij/sample_bdws.xls</a>.</li> </ul>
<p>Budget Narrative</p>	<p>You provide (required)</p>	<p>The budget narrative must provide a complete budget narrative for the project, including the purpose of each item or service.</p>

<p>Certifications from appropriate official (or officials) of the applicant agency</p>	<p>You provide (required)</p>	<p>Submit a signed memorandum from an appropriate official of the applicant agency (such as the director of the applicant’s laboratory or laboratories) that—</p> <p>(1) certifies that the applicant has implemented, or will implement no later than 120 days after submission of its application, a comprehensive plan for expeditious analysis of forensic DNA casework in an accredited government-owned laboratory, a government-owned laboratory meeting Federal Quality Assurance Standards, or through accredited fee-for-service vendors;</p> <p>(2) certifies that each DNA analysis conducted under the applicant’s plan will be maintained pursuant to all applicable Federal privacy requirements, including those described in 42 U.S.C. § 14132(b)(3);</p> <p>(3) certifies that all eligible forensic DNA profiles obtained with funding under this program will be submitted for inclusion in CODIS, and NDIS if applicable;</p> <p>(4) certifies that each government-owned laboratory that will receive funding under this award either—</p> <p>(a) is accredited by a nonprofit professional association actively involved in forensic science that is nationally recognized within the forensic science community; or</p> <p>(b) undergoes external audits, not less than once every 2 years, that demonstrate compliance with DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation;</p>
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		<p>(5) states the number of forensic cases—sexual assaults, homicides, and kidnapping—currently awaiting DNA analysis that can be analyzed within 12 months using the Federal funding requested in this Fiscal Year 2005 application. (This number should reflect the number of cases that can be analyzed above and beyond those that can be analyzed using other sources of funding, including existing Federal funding.) The 12-month period begins October 1, 2005;</p> <p>(6) certifies that any funds remaining under any previous award from NIJ for DNA backlog reduction (no-suspect and/or forensic casework) will be used for authorized purposes before any funds are drawn down from any award made under this Fiscal Year 2005 announcement; and</p> <p>(7) (for units of local government only) certifies the proportion of the State’s total number of offenses of forcible rape, murder, and non-negligent manslaughter it reported to the FBI for 2003.</p>
<p>* For forms available in Adobe Portable Document Format (PDF), Adobe Reader 7.0 is required to locally save forms you have filled in with your data.</p>		

## VII. Additional Requirements and Information

**Records Maintenance and Access.** Each State or unit of local government within the State that receives funding under this program must maintain adequate records relating to the receipt and use of the grant amount. The Attorney General and the Comptroller General of the United States (or designees thereof) will have access to these records for audit and examination purposes.

**Reporting Requirements.** Each State and unit of local government that receives funding under this program must submit quarterly performance metrics reports, quarterly financial status reports, and semi-annual progress reports. Each award recipient also must

submit a final report within 120 days of the end of the award period. The report must include a summary and assessment of the program carried out with the Fiscal Year 2005 grant, and shall cite the number of additional forensic cases that were analyzed and the reduction in the casework DNA analysis backlog as a result of the Fiscal Year 2005 grant.

These requirements supplement the general OJP grant administration and reporting requirements. For details, see the OJP Office of the Comptroller’s “Post Award instructions” at: <http://www.ojp.usdoj.gov/oc/docs/PostAwardInstructions.pdf> and the OJP Financial Guide at: <http://www.ojp.usdoj.gov/FinGuide>.

**Performance Measures.** To ensure compliance with the Government Performance and Results Act (Public Law 103-62), this announcement notifies applicants that program performance under this project is measured by the following performance measures. Award recipients will be required to collect and report data relevant to these measures on a quarterly basis to OJP.

Program Objective	Performance Measures	Data To Be Provided by Grantee
<p>To reduce backlogged DNA analyses in State and local government crime laboratories.</p>	<p>Percent of backlogged DNA casework completed.</p>	<p>(1) Number of backlogged DNA cases—sexual assault, homicide, and kidnapping—at the beginning of the grant period.</p> <p>(2) Number of backlogged DNA cases—sexual assault, homicide, and kidnapping—analyzed using casework funds.</p> <p>(3) Number of current backlogged DNA cases—sexual assault, homicide, and kidnapping.</p> <p>(4) Number of DNA casework—sexual assault, homicide, and kidnapping—profiles entered into CODIS.</p>

**Award Period.** All awards will start on the same date of October 1, 2005. In general, NIJ will limit its grants under this program to a maximum period of 12 months after the start of the award (from October 1, 2005 to September 30, 2006).

**Note:** NIJ may, at its option, elect to extend an award for an additional 6 months (from October 1, 2006, to March 30, 2007) if the award recipient provides, prior to September 30, 2006, documentation that each of its DNA analysis laboratories is accredited by a nonprofit professional association actively involved in forensic science and nationally recognized within the forensic science community, such as the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) or Forensic Quality Services (FQS).

**Financial Audits.** Applicant agencies that expend \$500,000 or more in Federal funds (from all sources including pass-through awards) during a fiscal year will be required to submit organizationwide audit reports. Audits must be performed in accordance with Office of Management and Budget Circular A-133. For more information, see chapter 19 of the OJP Financial Guide at <http://www.ojp.usdoj.gov/FinGuide>.

**National Environmental Policy Act.** All awards are subject to the National Environmental Policy Act (NEPA) (Public Law 91-190, codified at 42 U.S.C. § 4321 *et seq.*). To ensure NEPA compliance, NIJ may require award recipients to submit additional information. An environmental assessment may be required.

**Confidentiality of Information and Human Subjects Protection.** Award funds may not be used for research or statistical projects or activities as defined by 28 C.F.R. Part 22, or for research as defined by 28 C.F.R. Part 46.

**Funds May Not Be Used to Lobby.** Award recipients may not use any Federal funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express prior written approval of OJP. For more information, see *NIJ Guidelines for Submitting Applications* at <http://www.ojp.usdoj.gov/nij/funding.htm> and the OJP Financial Guide.

**Rights in Intellectual Property.** The U.S. Department of Justice reserves certain rights with respect to data, patentable inventions, works subject to copyright, and other intellectual property associated with an award of Federal funds. See 28 C.F.R. § 70.36 and 37 C.F.R. Part 401.

**Equal Opportunity for All Applicants.** It is OJP's policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for awards. Faith-based and community organizations will be considered for an award on the same basis as any other eligible

applicants and, if they receive an award, will be treated on an equal basis with non-faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

**Services to Limited English Proficient (LEP) Persons.** Recipients of OJP financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964 (“Title VI”) and the Omnibus Crime Control and Safe Streets Act of 1968 (“Safe Streets Act”), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs or activities. For example, researchers are encouraged to consider the need for language services for LEP persons who are the subjects of, or otherwise involved in, NIJ-funded research efforts. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

**Guidance and Information.** Applicants who want additional guidance and information may contact NIJ at 1–202–307–2942. NIJ staff can provide assistance or refer applicants to an appropriate NIJ professional. Applicants who have questions about GMS or need technical assistance with applying online can contact the GMS Helpline at 1–888–549–9901, Monday–Friday, 7:00 a.m. to 8:00 p.m. eastern standard time (except Federal holidays).

## VIII. Estimated Funding Amounts

In general, Forensic Casework DNA Backlog Reduction Program funds will be awarded based on the number of offenses of forcible rape, murder, and non-negligent manslaughter reported to the FBI for 2003 (the most current year for which such data is available) and the amount of unobligated funds as of March 30, 2005, under awards made to States as part of NIJ’s Fiscal Year 2001–02 No-Suspect Casework DNA Backlog Reduction Program. The number of qualifying State and local applicants will also affect grant amounts.

Units of local government that have existing DNA laboratories may apply directly to NIJ for a portion of the funds allocated for awards to their State. **Units of local government must certify the proportion of the State's total number of offenses of forcible rape, murder, and non-negligent manslaughter they reported to the FBI for 2003.** These figures will be used to allocate funds among the eligible applicants within a particular State. Any awards to American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands will be determined by a different method. Please contact NIJ at 202-307-0650 for additional instructions.

The estimated aggregate amounts that NIJ expects to allocate to eligible applicants within each State are shown in the chart below. (Amounts shown do not take into account unobligated funds under Fiscal Year 2001-02 awards for DNA backlog reduction.)

**Estimated Aggregate Amount for State and Local Applicants**

State	Estimated Aggregate Amount for State and Local Applicants
ALABAMA	\$370,530
ALASKA	\$121,109
ARIZONA	\$435,349
ARKANSAS	\$204,123
CALIFORNIA	\$2,350,353
COLORADO	\$392,326
CONNECTICUT	\$143,284
DELAWARE	\$71,453
DISTRICT OF COLUMBIA	\$99,124
FLORIDA	\$1,450,089
GEORGIA	\$547,550
HAWAII	\$73,727
IDAHO	\$101,019
ILLINOIS	\$959,587
INDIANA	\$390,620
IOWA	\$153,329
KANSAS	\$220,802
KENTUCKY	\$235,395
LOUISIANA	\$461,504
MAINE	\$70,126

MARYLAND	\$356,884*
MASSACHUSETTS	\$367,687
MICHIGAN	\$1,150,064
MINNESOTA	\$419,049
MISSISSIPPI	\$254,917
MISSOURI	\$318,788
MONTANA	\$52,310
NEBRASKA	\$104,431
NEVADA	\$202,986
NEW HAMPSHIRE	\$84,341
NEW JERSEY	\$328,265*
NEW MEXICO	\$198,816*
NEW YORK	\$892,115*
NORTH CAROLINA	\$501,874
NORTH DAKOTA	\$30,893
OHIO	\$968,305*
OKLAHOMA	\$323,527*
OREGON	\$243,735
PENNSYLVANIA	\$797,350
PUERTO RICO	\$186,307
RHODE ISLAND	\$100,451
SOUTH CAROLINA	\$406,161
SOUTH DAKOTA	\$68,989
TENNESSEE	\$470,033
TEXAS	\$1,787,262*
UTAH	\$180,053
VERMONT	\$25,586
VIRGINIA	\$414,311
WASHINGTON	\$577,685
WEST VIRGINIA	\$68,041
WISCONSIN	\$261,361*
WYOMING	\$28,429

\* Prospective applicants from States marked with an asterisk (\*) should contact NIJ at 202-307-2942 for instructions before preparing an application.