



The U.S. Department of Justice, Office of Justice Programs (OJP), National Institute of Justice (NIJ) is seeking applications for funding under the Fiscal Year (FY) 2007 Forensic DNA Backlog Reduction Program.

This program furthers the U.S. Department of Justice's mission by offering an opportunity for States and units of local government with existing crime laboratories that conduct DNA analysis to improve DNA laboratory infrastructure and analysis capacity so that DNA samples can be processed efficiently and cost effectively, as well as to analyze backlogged forensic DNA casework samples from Uniform Crime Report (UCR), Part 1 Violent Crimes. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology.

Forensic DNA Backlog Reduction Program

Eligibility

(See "Eligibility," page 4.)

Deadline

All applications are due **June 21, 2007, 11:59 p.m. eastern time.**

Contact Information

For assistance with the requirements of this announcement, contact Mark Nelson, Program Manager at 202-616-1960 or Mark.S.Nelson@usdoj.gov.

This application must be submitted through OJP's online Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Customer Support Hotline at 1-888-549-9901.

SL# 000800

CONTENTS

Overview	3
Deadline: Registration	3
Deadline: Application	3
Eligibility	4
Specific Information	4
Performance Measures	10
How to Apply	11
What an Application Must Include.....	12
Selection Criteria.....	15
Additional Requirements and Information	15
Appendix 1: Estimated Allocation of Funds—FY 2007	17
Appendix 2: Template for FY 2007 Forensic DNA Backlog Reduction Program Certification	18

Forensic DNA Backlog Reduction Program

CFDA No. 16.741

Overview

The goal of NIJ's Forensic DNA Backlog Reduction Program for Fiscal Year (FY) 2007 is to assist eligible States and units of local government to reduce DNA case turnaround time, increase the throughput of their DNA laboratories, and reduce DNA forensic casework backlogs. These improvements are critical to preventing future DNA backlogs, and to helping the criminal justice system use the full potential of DNA technology.

The permissible types of activities and expenses under this FY 2007 program are similar in many respects to those funded under NIJ's FY 2006 "Forensic DNA Capacity Enhancement Program," and under its FY 2006 "Forensic Casework DNA Backlog Reduction Program." Eligible States and units of local government may request funds to increase the capacity of their existing crime laboratories that conduct DNA analysis in order to analyze DNA samples more efficiently and cost effectively. Eligible applicants also may request funds to handle, screen, and analyze backlogged forensic DNA casework samples from Uniform Crime Report (UCR), Part 1 Violent Crimes.

All DNA analyses funded under this program must be conducted either by accredited government-owned laboratories or through accredited fee-for-service vendors. All eligible forensic DNA profiles obtained with funding from this announcement must be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (NDIS). Laboratories must follow NDIS DNA Data Acceptance Standards for all profiles uploaded to NDIS.

Applicants must provide a **detailed plan** showing how they intend to use FY 2007 Forensic DNA Backlog Reduction Program funds to meet the goals of this program. Applicants also must provide information on how they intend to identify and address bottlenecks in the DNA casework analysis process.

Award recipients will be expected to provide performance measure data to demonstrate their progress in:

- Reducing the average time to complete DNA forensic sample analysis,
- Increasing the number of DNA forensic samples analyzed per analyst, and
- Reducing the backlog of DNA casework.

Deadline: Registration

The GMS registration deadline is the same as the application deadline.

Deadline: Application

The due date for applying for funding under this announcement is **June 21, 2007, 11:59 p.m. eastern time.**

Eligibility

Eligible applicants for funding are States¹ and units of local government with existing crime laboratories that conduct DNA analysis that:

1. Undergo external audits, not less than once every 2 years, to demonstrate compliance with DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation, and
2. Either—
 - Are accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community, or
 - Are not accredited, but will apply for accreditation no later than September 30, 2007.

Awards to applicants whose laboratories are not yet accredited will have restrictions placed on their ability to access certain award funds pending accreditation. (See "Restrictions on Access to Award Funds in Certain Circumstances," below.)

Units of local government that meet the eligibility requirements may apply directly to NIJ for a portion of the funds allocated for awards to their State.

Each eligible applicant must satisfy the specific application requirements outlined in this announcement (including those concerning permissible expenses), the general requirements for NIJ and OJP grants, and all other applicable legal requirements.

Specific Information

A. Allocation of Funds

NIJ expects to award a total of up to \$ 44,240,000 under the FY 2007 Forensic DNA Backlog Reduction Program. In general, the aggregate amount of FY 2007 funds allocated to eligible applicants from a particular State will be based on (1) the number of UCR, Part 1 Violent Crimes reported to the FBI for 2005 (the most current year for which such data are available), and (2) the amount of any awards under the FY 2005 Forensic Casework DNA Backlog Reduction Program that remained entirely unobligated as of April 1, 2007 ("unobligated FY 2005 Backlog Reduction awards").² The number of qualifying State and local applicants also may affect award amounts.

¹ For purposes of this announcement, the term "State" includes the District of Columbia and the Commonwealth of Puerto Rico. The U.S. territories of American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands also may be eligible for funding. Please contact NIJ at 202-616-1960 for additional information, including information on allocation of funds.

² NIJ anticipates that it will be adjusting unobligated FY 2005 Backlog Reduction awards to authorize award funds to be used for purposes and cases similar to those permissible under this FY 2007 Forensic DNA Backlog Reduction Program solicitation.

For fiscal year 2007, a minimum has been set for the aggregate amount available to eligible applicants from a State. If the aggregate amount that would otherwise have been made available for FY 2007 to applicants from a State (including units of local government in the State) would have been less than \$100,000, that aggregate amount has been increased to \$100,000.³ See “Appendix 1: Estimated Allocation of Funds – FY 2007” for a chart of estimated aggregate amounts available for awards, by State.

Units of local government must specify in their applications the proportion of the State’s total number of UCR, Part 1 Violent Crimes they reported to the FBI for 2005. In general, funds will be allocated among the eligible applicants within a particular State on the basis of UCR, Part 1 Violent Crimes and the amount(s) of unobligated FY 2005 Backlog Reduction awards, if applicable.⁴

To avoid delay in the processing of applications and release of award funds, all eligible applicants within each State (including units of local government) that seek FY 2007 Forensic DNA Backlog Reduction Program funds are encouraged to coordinate to ensure that the total amount of funds sought by the applicants does not exceed the total aggregate amount available to that State as shown in the chart in Appendix 1.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

B. Award Period

All awards will start on the same date of October 1, 2007. In general, NIJ will limit its grants under this program to a maximum period of 12 months after start of the award (from October 1, 2007 to September 30, 2008).

C. Restrictions on Access to Award Funds in Certain Circumstances

1. Applicants whose laboratories are not yet accredited.

Eligible applicants whose existing crime laboratories conduct DNA analysis but are unaccredited may apply for assistance under this program in the same manner as applicants whose DNA laboratories are accredited, provided they will apply for accreditation no later than September 30, 2007. Awards to such applicants will be subject to a special condition that will prevent (until the condition is lifted by NIJ) draw-down, obligation, or expenditure of all funds awarded under this FY 2007 program until the applicant provides satisfactory evidence to NIJ that it submitted an application for accreditation on or before September 30, 2007. Once NIJ receives such evidence, it will release funds awarded for:

³ This minimum aggregate amount is intended, among other things, to provide funds for purchase of items such as expert systems, LIMS, or robotic workstations (should eligible applicants have needs for such items).

⁴ If all eligible applicants within a State agree upon a reasonable division of the aggregate amount allocated to the State, NIJ may consider that request as the basis for award amounts. Please contact the NIJ Program Office in advance for additional information.

- Expenses directly related to obtaining accreditation, and
- Expenses of obtaining, through an accredited DNA laboratory, DNA analyses of forensic casework samples (provided that the applicant has in place a written agreement with an NDIS-participating laboratory for the resulting eligible forensic DNA profiles to be entered into CODIS, and, where applicable uploaded to NDIS).

Additional funding (other than for those purposes described immediately above) will not be made available for drawdown, obligation, or expenditure by applicants with unaccredited, existing crime laboratories that conduct DNA analysis until NIJ receives satisfactory evidence that such applicants have received accreditation by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community.

Note: If an applicant certifies that it intends to apply for accreditation for its unaccredited laboratory by September 30, 2007, but does not in fact apply by September 30, 2007, **all** funds awarded to the applicant under this FY 2007 program will be subject to deobligation.

2. Applicants with unexpended funds on prior-year awards from NIJ for analysis of backlogged forensic DNA casework samples.

Eligible applicants with unexpended funds on prior-year awards from NIJ for analysis of backlogged forensic DNA casework samples will be subject to a special condition that will prevent (until the condition is lifted by NIJ) draw-down, obligation, or expenditure of any funds awarded under this FY 2007 program for either:

- Expenses of supplies for in-house forensic DNA casework analyses, or
- Expenses of obtaining, through an accredited DNA laboratory, DNA analyses of forensic casework samples.

D. Award Purposes and Related Requirements

The goal of NIJ's Forensic DNA Backlog Reduction Program for Fiscal Year 2007 is to assist eligible States and units of local government to reduce DNA case turnaround time, increase the throughput of their DNA laboratories, and reduce DNA forensic casework backlogs.

Eligible States and units of local government may request funds to handle, screen, and analyze backlogged forensic DNA casework samples from UCR, Part 1 Violent Crimes. The following requirements apply to forensic DNA analyses conducted under this FY 2007 program:

- Any laboratory that conducts DNA analysis under this program must undergo external audits, not less than once every two years, that demonstrate compliance with DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation, and must be either—

- An accredited government-owned laboratory operated by the applicant agency;
 - An accredited government-owned laboratory operated by another government agency; or
 - An accredited fee-for-service vendor.
- All eligible forensic DNA profiles obtained with funding from this program must be entered into CODIS and, where applicable, uploaded to NDIS. Laboratories must follow NDIS DNA Data Acceptance Standards for all profiles uploaded to NDIS.
 - Each DNA analysis conducted under this program must be maintained pursuant to all applicable Federal privacy requirements, including those described in 42 U.S.C. § 14132(b)(3).

In addition to funds for analysis of forensic casework samples, eligible applicants may request funds to increase the capacity of existing government crime laboratories that conduct DNA analysis to analyze DNA samples efficiently and cost effectively. Applicants may wish to consider the following—

- **Basic Infrastructure Support.** Some public crime laboratories that conduct DNA analysis may still need assistance to help them obtain equipment and material to conduct the basic processes of DNA analysis - extraction, quantitation, amplification, and analysis - and to help them satisfy Federal quality assurance standards and meet various accreditation requirements.
- **Laboratory Information Management Systems (LIMS).** LIMS are designed to automate evidence handling and casework management, to improve the integrity and speed of evidence-handling procedures, and to ensure proper chain of custody.
- **Efficiency of DNA Laboratory Operations.** Laboratories may be able to improve laboratory efficiency through strategic management planning, including needs assessments, evaluations, work flow analysis, process mapping, and implementation of process improvements.
- **Automation Tools.** To streamline aspects of the DNA analysis procedure that are labor and time intensive, crime laboratories may benefit from automated systems, such as robotic DNA extraction units and/or expert systems. Automated DNA analysis systems increase analyst productivity, limit the potential for human error, and reduce the potential for contamination.
- **Storage of Forensic Evidence that May Contain DNA.** Forensic evidence that may contain DNA must be stored in a manner that ensures its integrity and maintains its availability throughout criminal investigations and judicial proceedings, and as required by law. Appropriate evidence storage conditions require equipment such as security systems, environmental control systems, ambient temperature monitors, and dehumidifiers.

E. Expected Results and Outcomes

The result of receiving FY 2007 Forensic DNA Backlog Reduction funding should be a demonstrated improvement over current operations in the average number of days between submission of DNA evidence to the applicant's forensic science laboratory (or laboratories) and the delivery of DNA test results to the requesting office or agency, an overall increase in the DNA analysis throughput of the applicant's laboratory, and a reduction in the applicant's backlog of UCR, Part 1 Violent Crimes forensic casework.

F. Permissible Uses of Funds⁵

All funds awarded must be used to further the program goals of reducing DNA case turnaround time, increasing the throughput of DNA laboratories, and reducing DNA forensic casework backlogs.

Permissible uses of funds under this program may include the following:

- 1. Salary and benefits 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 analyzing forensic evidence that may contain DNA, or in validating new DNA analysis technologies. Matching funds are not required.
Note: NIJ makes no assurance that funds will be available for this purpose in future award announcements.
- 2. Overtime for existing laboratory staff.** Funds may be used to pay overtime for existing laboratory employees who will be directly engaged in handling, screening, and analyzing forensic evidence that may contain DNA, or in validating new DNA analysis technologies. 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>.
- 3. Training.** Funds may be used for appropriate internal and external training, appropriate continuing education/training opportunities (e.g., via forensic conferences), and/or applicable graduate-level course work that is directly related to the applicant's forensic DNA laboratory operation. (Reasonable travel expenses directly associated with training may be paid in accordance with the provisions of the OJP Financial Guide.)
- 4. Travel (limited).** Funds may be used for the reasonable expenses of (1) travel to public or private outsourcing laboratories to review procedures and practices prior to initial sample shipment and for an additional unannounced site visit, or (2) travel for qualified DNA training as described above. Travel expenses must comply with applicable provisions of the OJP Financial Guide.

⁵ As noted earlier, certain awards (including those to applicants with unaccredited laboratories or to applicants with unexpended funds on prior-year awards from NIJ for analysis of backlogged forensic DNA casework samples) may contain conditions that restrict access to funds awarded for certain types of expenses. Please refer to "Restrictions on Access to Award Funds in Certain Circumstances," above.

- 5. Laboratory and computer equipment for forensic DNA analyses and data management.** Funds may be used for upgrading, replacing, and purchasing laboratory equipment, instrumentation, and computer hardware or software (e.g., LIMS or expert systems) for forensic DNA analyses and data management.
- 6. Laboratory supplies for validation studies, other supply expenses directly attributable to validation of new DNA analysis technologies, and convicted offender-related evidence collection kits.**
- 7. Laboratory supplies for forensic DNA casework analyses and for other supply expenses directly attributable to forensic DNA casework.⁶**
- 8. Renovation.** Funds may be used for renovations to the **existing** DNA laboratory facilities that will directly and specifically improve the effectiveness or efficiency of the forensic DNA laboratory operation. For example, if it can be demonstrated that such renovations will directly and specifically improve the efficiency of the forensic DNA laboratory, benches, cabinets, interior dividing walls, plumbing, HVAC systems, electrical wiring, evidence examination and preparation rooms, evidence storage rooms, drying rooms, walk-in freezers, and extraction or amplification rooms can be funded.
- 9. Consultant and contractor services other than outsourcing of forensic DNA analysis.** Funds may be used to hire consultants and/or temporary contract staff to handle, screen, and analyze forensic evidence that may contain DNA, or to validate new DNA analysis technologies. Funds may also be used to hire consultants or contractors to assist laboratories with the installation of LIMS or expert systems, or with the implementation of DNA process-improvement measures.
- 10. "Outsourcing" for forensic DNA analyses by accredited laboratories.⁷**

Funds may be used to contract with accredited fee-for-service vendors to conduct DNA analyses, and to enter into agreements with accredited government-owned laboratories to conduct DNA analyses and/or to conduct data reviews and enter eligible forensic DNA profiles into CODIS, and, where applicable, upload them to NDIS.

If an eligible applicant chooses to outsource DNA analysis to an accredited government-owned laboratory or an accredited fee-for-service vendor, the applicant will be responsible for ensuring that the applicant's laboratory follows applicable NDIS Data Acceptance Standards for all profiles uploaded to NDIS.
- 11. Accreditation expenses.⁸** Funds may be used for expenses directly related to obtaining accreditation (from a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the

⁶ See footnote 5.

⁷ See footnote 5.

⁸ See footnote 5.

forensic science community) for an unaccredited existing government crime laboratory that conducts DNA analysis.

Eligible applicants with forensic DNA laboratories that are not yet accredited are encouraged to use funds from this program to become accredited **no later than** September 30, 2008.

12. Administrative expenses. Up to 3 percent of the Federal portion of a grant awarded under this program may be used for expenses related to grant administration and management.

G. Expenses That Are Not Permitted

Federal funds awarded under this program may not be used for:

1. **Salaries and benefits for existing staff** (other than overtime as discussed above).
2. **Travel** (other than authorized travel expenses associated with appropriate DNA training and visits to outsourcing laboratories as discussed above).
3. **Construction.**
4. **Administrative expenses (indirect costs) that exceed 3 percent of the Federal portion of the award.**

H. Match Requirement. There is no State or local match required under this program.

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this announcement must provide data that measures the results of their work. Performance measures for this announcement are as follows:

Objective	Performance Measures	Data Grantee Provides
To improve DNA analysis capacity of existing State and local government crime laboratories that conduct DNA analysis.	Reduction in the average number of days between submission of a DNA sample to a laboratory and the delivery of the test results to the requesting agency.	1. Number of days between a submission of a DNA sample to a laboratory and the delivery of the test results to the requesting agency at the beginning of the grant period.
		2. Number of days between a submission of a DNA sample to a laboratory and the delivery of the test results to the requesting agency at the end of the reporting period.

	Increase in DNA analysis throughput for the lab.	<ol style="list-style-type: none"> 1. Number of DNA samples analyzed per analyst at the beginning of the grant period.
		<ol style="list-style-type: none"> 2. Number of DNA samples analyzed per analyst at the end of the reporting period.
To reduce backlogged DNA casework in State and local government crime laboratories	Percent reduction of backlogged DNA UCR, Part 1 Violent Crime cases.	<ol style="list-style-type: none"> 1. Number of backlogged DNA cases at the beginning of the award period 2. Number of backlogged DNA cases analyzed using FY 2007 funds provided under this announcement. 3. Number of backlogged DNA cases at the end of award period. 4. Number of forensic DNA profiles entered into CODIS as the result of funds provided under this announcement. 5. Number of CODIS hits attributable to forensic analyses funded under this announcement.

How to Apply

Grants Management System (GMS) Instructions: Applications must be submitted through the online Grants Management System (GMS). We suggest that you begin the process early, especially if this is the first time you have used the system. Each application requires a separate GMS registration. To learn how to begin the online application process, go to <http://www.ojp.gov/fundopps.htm> and refer to the **GMS Application Job Aids**; a step-by-step guide for applying online. For additional information, please call the GMS Help Desk at **1-888-549-9901**.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.741, titled "FY 2007 Forensic DNA Backlog Reduction Program."

A DUNS Number is Required: The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal

Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us>. Individuals are exempt from this requirement.

Note: Applying for a DUNS number online can take up to **30 days**.

What an Application Must Include

Those interested in submitting applications in response to this announcement must complete the required application forms and related documents. You will complete some of the forms shown as part of the development of your user profile during the GMS online application process; others must be attached to your application file. GMS accepts PDF, Word, and Text document files. It does not accept zip or executable files.

Note: Proposals containing maps, tables, digital photos, and other types of graphics will produce large file sizes that may affect the speed of electronic transfer. Please take this into consideration when submitting your application online.

Required Documents

1. **Application for Federal Assistance—Standard Form 424:** Completing the user profile and summary information in GMS will populate portions of your Standard Form 424. Below are answers to specific items:
 - **Item 8:** Type of Application—“New.”
 - **Item 9:** Name of Federal Agency—“National Institute of Justice.”
 - **Item 10:** Catalog of Federal Domestic Assistance (CFDA)—For this Program, the numbers are 16.741 and 16.743.
 - **Item 11:** Descriptive Title of Applicant’s Project—“FY 2007 Forensic DNA Backlog Reduction Program - *YOUR AGENCY NAME*.”
 - **Item 13:** Proposed Project Dates—For this program, the proposed project dates should be “October 1, 2007 to September 30, 2008.”
 - **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 <http://www.whitehouse.gov/omb/grants/spoc.html>.
2. **Program Abstract:** 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.

- 3. Program Narrative:** The program narrative must address the objectives, expected results, and the implementation approach. Applicants must provide a **detailed plan** showing how they intend to use FY 2007 Forensic DNA Backlog Reduction Program funds to meet the goals of the program: reducing DNA case turnaround time, increasing the throughput of the DNA laboratory, and reducing the DNA casework backlog. Applicants should discuss how they intend to identify and address bottlenecks in the DNA casework analysis process.

The program narrative must also include the following:

- A statement of (a) the current length of time it takes to analyze a forensic DNA case from submission to delivery of forensic DNA test results, (b) the average number of DNA samples worked per analyst, and (c) the estimated number of backlogged forensic UCR, Part 1 Violent Crime DNA cases as of September 30, 2007.
- A statement of the number of UCR, Part 1 Violent Crime cases currently as of September 30, 2006 awaiting DNA analysis and the number of cases that can be analyzed within 12 months using the Federal funding requested in this FY 2007 program. The latter number should represent the number of DNA cases to be analyzed **above and beyond** the number that can be analyzed within twelve months using other sources of funding. The 12-month period begins October 1, 2007.

Applicants with unaccredited forensic DNA laboratories must provide a detailed plan describing how the laboratory or laboratories propose to become accredited by September 30, 2008.

Units of local government **must** specify in the program narrative the proportion of the State's total number of UCR, Part 1 Violent Crimes they reported to the FBI for 2005.

The program narrative section must not exceed ten (10) double-spaced pages in 12-point font, regardless of the amount of funding. (Tables, charts, figures, appendices, and government forms do not count toward the page limit.)

- 4. List of Key Personnel, Including Names, Organizational Affiliations, and Complete Contact Information for All Key Persons Directly Related to This Project.**
- 5. Résumés of Key Personnel.**
- 6. Letters of Cooperation/Support or Administrative Agreements from Organizations Collaborating in the Project (If Applicable).**
- 7. Budget Narrative:** The Budget Narrative should be a plain-language explanation of the proposed expenditures listed in the Budget Detail Worksheet. Applicants that request funds for additional new full-time/part-time laboratory employees must

include a statement that any such employees will be directly engaged in handling, screening, and (where permitted) analyzing forensic evidence that may contain DNA, or validating new DNA analysis technologies.

8. **Budget Detail Worksheet and Budget Summary:** The Budget Detail Worksheet should address the specific cost break downs for the proposed project and should be organized into the standard OJP budget categories. This information should be presented in a manner that details how the cost for each of the major categories was determined.

In addition, the Budget Detail Worksheet should clearly indicate the specific amount of funds requested (if any) for each of the following types of expenses:

- Expenses directly related to obtaining accreditation for an unaccredited existing government crime laboratory that conducts DNA analysis;
- Expenses of "outsourcing" contracts for forensic DNA analysis with accredited laboratories; and
- Expenses for laboratory supplies for forensic DNA casework analysis and for other supply expenses directly attributable to forensic DNA casework analysis.

The **Budget Summary** should list the total amount of funding requested for each OJP budget category listed below and the total amount requested for the project.

- A. Personnel.
- B. Fringe Benefits.
- C. Travel.
- D. Equipment.
- E. Supplies.
- F. Construction.
- G. Consultants/Contracts.
- H. Other.
- I. Indirect Costs.

Templates for filling out the Budget Detail Worksheet may be found through the Internet at http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf, OJP Standard Forms and Instructions. If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

9. **Agreement with NDIS-participating laboratory (if applicable):** If an applicant with unaccredited laboratories requests funds to obtain DNA analyses through outsourcing to accredited laboratories and wishes to have access to such funds prior to accreditation, the application must include a copy of a written agreement with an NDIS-participating laboratory for the resulting eligible forensic DNA profiles to be entered into CODIS, and, where applicable, uploaded into NDIS.
10. **Certification from an Appropriate Official of the Applicant's Agency:** To receive an award under this program, an applicant must submit a certification regarding the accreditation and audit status of its DNA laboratory (or laboratory

system). Applicants must use the certification template that appears in "Appendix 2": Template for FY 2007 Forensic DNA Backlog Reduction Program Certification." This certification can only be completed by an official familiar with its requirements and authorized to certify on behalf of the applicant State or unit of local government.

To be eligible, an applicant must certify that its DNA laboratory (or laboratory system) undergoes external audits, not less than once every 2 years, that demonstrate compliance with the DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation, and that its laboratory either (1) is accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community, or (2) is not accredited, but intends to apply for accreditation no later than September 30, 2007.

To be eligible, an applicant also must certify that each DNA analysis funded by an award under this FY 2007 program will be conducted by a DNA laboratory that undergoes external audits, not less than once every two years, that demonstrate compliance with DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation, and is either (1) an accredited government-owned laboratory operated by the applicant agency, (2) an accredited government-owned laboratory operated by another government agency, or (3) an accredited fee-for-service vendor.

Note to applicants with unaccredited forensic laboratories: If an applicant certifies that it intends to apply for accreditation for its unaccredited laboratory by September 30, 2007, but does not in fact apply by September 30, 2007, all funds awarded to the applicant under this FY 2007 program will be subject to deobligation. Please refer to "Restrictions on Access to Award Funds in Certain Circumstances," above.

Selection Criteria

Subject to the availability of appropriated funds, NIJ anticipates that it will make an award to each eligible applicant that satisfies the specific application requirements outlined in this announcement (including those concerning permissible expenses), the general requirements for NIJ and OJP grants, and all other applicable legal requirements.

Additional Requirements and Information

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance

- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
<http://www.ojp.usdoj.gov/FinGuide/>
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at <http://www.ojp.usdoj.gov/otherrequirements.htm>.

Reporting Requirements: Each award recipient must submit quarterly performance metrics reports, quarterly financial status reports, and semi-annual progress reports. Each award recipient also must submit a final report. The report must include a summary and assessment of the program carried out with the FY 2007 award, including:

- The reduction in the average number of days between submission of a DNA forensic sample to the laboratory and delivery of the test results to the requesting agency;
- The increase in DNA casework analysis throughput for the laboratory;
- The reduction in the DNA casework backlog;
- The number of DNA casework profiles entered into CODIS as a result of funds provided under the award; and
- The number of CODIS hits (LDIS, SDIS, and NDIS) attributable to forensic analyses funded under the award.

Appendix 1

Estimated Allocation of Funds – FY 2007

The estimated aggregate amount that NIJ expects to award to eligible applicants within each State (including eligible units of local government) is shown in the chart on the next page. As indicated earlier under “Allocation of Funds,” the aggregate amounts shown take into account UCR, Part 1 Violent Crimes and unobligated FY 2005 Backlog Reduction awards.

For fiscal year 2007, a minimum has been set for the aggregate amount available to eligible applicants from a State. If the aggregate amount that would otherwise have been made available for FY 2007 to applicants from a State (including units of local government in the State) would have been less than \$100,000, that aggregate amount has been increased to \$100,000.

An asterisk after a State’s estimated aggregate funding amount indicates that an adjustment has been made due to the existence of one or more unobligated FY 2005 Backlog Reduction awards to the State and/or units of local government within the State. Eligible applicants from these States should seek additional guidance from the NIJ Program Office before completing their applications.

**Estimated Aggregate Amounts for Awards to
State and Local Applicants, by State—FY 2007⁹**

Alabama	\$ 691,401	Nebraska	\$ 100,000 *
Alaska	\$ 147,360	Nevada	\$ 251,695 *
Arizona	\$ 841,705 *	New Hampshire	\$ 100,000
Arkansas	\$ 249,401 *	New Jersey	\$ 1,086,363
California	\$ 5,916,291 *	New Mexico	\$ 475,774
Colorado	\$ 487,988 *	New York	\$ 3,016,020
Connecticut	\$ 338,534	North Carolina	\$ 1,428,269
Delaware	\$ 187,344	North Dakota	\$ 100,000
District of Columbia	\$ 282,211	Ohio	\$ 451,941 *
Florida	\$ 2,953,398 *	Oklahoma	\$ 633,990
Georgia	\$ 1,430,904	Oregon	\$ 366,958
Hawaii	\$ 114,297	Pennsylvania	\$ 1,786,024 *
Idaho	\$ 128,948	Puerto Rico	\$ 336,566
Illinois	\$ 2,473,278	Rhode Island	\$ 100,000
Indiana	\$ 713,327	South Carolina	\$ 1,137,837
Iowa	\$ 303,643	South Dakota	\$ 100,000
Kansas	\$ 262,053 *	Tennessee	\$ 1,107,247 *
Kentucky	\$ 391,202	Texas	\$ 3,965,966 *
Louisiana	\$ 944,766	Utah	\$ 197,182
Maine	\$100,000*	Vermont	\$ 100,000
Maryland	\$ 1,383,260	Virginia	\$ 751,906
Massachusetts	\$ 1,027,264	Washington	\$ 764,028
Michigan	\$ 1,963,282	West Virginia	\$ 174,168
Minnesota	\$ 535,575	Wisconsin	\$ 469,801
Mississippi	\$100,000*	Wyoming	\$ 100,000
Missouri	\$ 1,070,833		
Montana	\$ 100,000	TOTAL	\$ 44,240,000

⁹ Units of local government that meet the eligibility requirements may apply directly to NIJ for a portion of the funds allocated for awards to their State. See "Allocation of Funds." 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 202-616-1960 for additional instructions.

Appendix 2
Template for FY 2007 Forensic DNA Backlog Reduction
Program Certification

(Instructions: Scan the signed certification and submit the image file electronically as part of your application package.)

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
NATIONAL INSTITUTE OF JUSTICE

FY 2007 Forensic DNA Backlog Reduction Program

Certification as to the Accreditation Status of
Forensic DNA Laboratories

On behalf of the applicant agency named below, I certify the following to the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice:

1. The applicant's forensic DNA laboratory (or laboratory system) undergoes external audits, not less than once every 2 years, that demonstrate compliance with the DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation, and

(Check the box that applies)

Is accredited by: _____; or
(Insert name of accrediting agency)

Intends to submit, no later than September 30, 2007, an application for accreditation by: _____.
(Insert name of accrediting agency)

2. Each DNA analysis funded by an award under the FY 2007 Forensic Backlog Reduction Program will be conducted by a DNA laboratory that undergoes external audits, not less than once every two years, that demonstrate compliance with DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation, and is either—

- An accredited government-owned laboratory operated by the applicant agency;
- An accredited government-owned laboratory operated by another government agency; or
- An accredited fee-for-service vendor.

I have authority to make this certification on behalf of the applicant agency.

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Name of Applicant Agency

Name of Applicant State or Unit of Local Government

Date