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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) 2008 Forensic DNA Backlog Reduction Program. This program furthers the Department's mission by offering an opportunity for States and units of local government with existing crime laboratories that conduct DNA analysis to handle, screen, and analyze backlogged forensic DNA casework samples, as well as to improve DNA laboratory infrastructure and analysis capacity, so that forensic DNA samples can be processed efficiently and cost effectively. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology.

# Solicitation: Forensic DNA Backlog Reduction Program

## Eligibility

See "Eligibility," page 4.

## Deadline

All applications are due **May 15, 2008, 11:59 p.m. eastern time.**

## Contact Information

For assistance with the requirements of this solicitation, contact Senior Program Manager Mark Nelson at 202-616-1960 or [Mark.S.Nelson@usdoj.gov](mailto:Mark.S.Nelson@usdoj.gov), or Program Manager Minh Nguyen at 202-305-2664 or [Minh.Nguyen@usdoj.gov](mailto:Minh.Nguyen@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# 000831**

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# Forensic DNA Backlog Reduction Program

## CFDA No. 16.741

### Overview

The National Institute of Justice (NIJ) is the research, development, and evaluation agency of the U.S. Department of Justice and a component of the Office of Justice Programs (OJP). NIJ provides objective, independent, evidence-based knowledge and tools to enhance the administration of justice and public safety. NIJ solicits applications to inform its search for the knowledge and tools to guide policy and practice.

The goal of NIJ's Forensic DNA Backlog Reduction Program for Fiscal Year (FY) 2008 is to assist eligible States and units of local government to reduce forensic DNA sample turnaround time, increase the throughput of public 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.

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.

All DNA analyses funded under this program must be conducted either by accredited government-owned laboratories or through accredited fee-for-service laboratories. 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 2008 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.
- Reducing the backlog of forensic 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 **May 15, 2008, 11:59 p.m. eastern time.**

## **Eligibility**

Eligible applicants for funding are States<sup>1</sup> and units of local government with existing crime laboratories that conduct DNA analysis that:

- 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
- Are accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community.

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 allocation of funds, unobligated FY 2005–FY 2006 Backlog Reduction awards, and permissible expenses), the general requirements for NIJ and OJP grants, and all other applicable legal requirements.

## **Specific Information—Forensic DNA Backlog Reduction Program**

### **A. Allocation of Funds**

NIJ expects to award a total of up to \$56,355,383 under the FY 2008 Forensic DNA Backlog Reduction Program. In general, the aggregate amount of FY 2008 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 2006 (the most current year for which such data are available), and
2. The amount of any awards under the FY 2005–FY 2006 Forensic Casework DNA Backlog Reduction Programs that remained entirely unobligated as of March 17, 2008 (“unobligated FY 2005–FY 2006 Backlog Reduction awards”).<sup>2</sup>

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<sup>1</sup> 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 Commonwealth of 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.

<sup>2</sup> NIJ anticipates that it will be adjusting unobligated FY 2006 Backlog Reduction awards to authorize award funds to be used for purposes and cases similar to those permissible under this FY 2008 Forensic DNA Backlog Reduction Program solicitation.

3. The number of qualifying State and local applicants also may affect award amounts.

For FY 2008, 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 2008 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.<sup>3</sup> See “Appendix 1: Estimated Allocation of Funds—FY 2008” 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 2006. 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–FY 2006 Backlog Reduction awards, if applicable.<sup>4</sup>

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 2008 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, 2008. In general, NIJ will limit its grants under this program to a maximum period of 18 months after start of the award (from October 1, 2008, to March 31, 2010).

## **C. Restrictions on Access to Award Funds in Certain Circumstances**

### **Applicants with unexpended funds on prior years’ awards from NIJ for analysis of backlogged forensic DNA casework samples:<sup>5</sup>**

Awards to eligible applicants with unexpended funds on prior years’ 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) drawdown, obligation, or expenditure of any funds awarded under this FY 2008 program for either:

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

<sup>4</sup> States and units of local government with unobligated FY 2005–FY 2006 Backlog Reduction awards are not eligible to apply for FY 2008 funding unless the applicant’s proportionate share of the FY 2008 funds—based on UCR, Part 1 Violent Crimes reported to the FBI for 2006—exceeds the total amount of the applicant’s unobligated FY 2005–FY 2006 Backlog Reduction award(s). In this instance, applicants may apply for the difference between the two figures. Please contact the NIJ Program Office in advance for additional information.

<sup>5</sup> FY 2004, FY 2005, and FY 2006 Forensic Casework DNA Backlog Reduction Programs and any funds from the FY 2007 DNA Backlog Reduction Program for DNA casework analysis.

- 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 FY 2008 is to assist eligible States and units of local government to reduce the overall turnaround time for the handling, screening, and analysis of forensic DNA samples, increase the throughput of DNA laboratories, and reduce existing DNA forensic casework backlogs.

Eligible States and units of local government may request funds to handle, screen, and analyze forensic DNA samples currently residing in casework backlogs. **Although the allocation of funds in general will be based on UCR, Part 1 Violent Crimes, the use of award funds will no longer be limited to handling, screening, and analyzing backlogged forensic DNA casework samples from UCR, Part 1 Violent Crimes.**

Although UCR, Part 1 Violent Crimes are the priority, States and units of local government may use FY 2008 program funds to handle, screen, and analyze any backlogged criminal forensic DNA casework sample. The following requirements apply to forensic DNA analyses conducted under this FY 2008 program:

- *Any laboratory that conducts DNA analyses under this program must 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.*
- *Any laboratory that conducts DNA analyses under this program must be accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community, and may include any of the following:*
  - An accredited, government-owned laboratory operated by the applicant State or unit of local government.
  - An accredited, government-owned laboratory operated by another government agency.
  - An accredited fee-for-service laboratory.
- *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 general, funds for in-house handling, screening, and analysis of forensic DNA casework samples will be awarded on the basis of the number of forensic DNA cases that meet both of the following criteria:

- Are projected to be awaiting in-house analysis as of September 30, 2008.
- Are projected to be analyzed during the award period with Federal funds provided under this announcement.

States or units of local government that are provided funds for in-house laboratory handling, screening, and analysis of forensic DNA cases will be expected to provide quarterly progress reports documenting the number of backlogged forensic DNA cases analyzed during the reporting period (see “Performance Measures” section below). The expected total number of backlogged DNA cases analyzed during the entire project period should be based upon an estimated \$1,000 per case analyzed (and uploaded to NDIS when applicable), averaged over all backlogged forensic DNA cases processed.

*Example: An FY 2008 award with \$N allocated specifically to overtime and supplies for in-house processing of backlogged forensic DNA casework in the proposed budget would be expected to process N/1,000 backlogged cases over the course of the project period.*

In addition to funds for analysis of forensic DNA casework samples, eligible applicants may request funds to increase the capacity of existing government crime laboratories that conduct DNA analysis. Areas and/or systems that may be considered for implementation, upgrade, and/or expansion in order to handle, screen, or analyze forensic DNA casework samples more efficiently and cost effectively may include, but are not limited to, the following:

- *Basic Infrastructure Support:* Public crime laboratories that currently conduct DNA analyses may utilize FY 2008 funds to obtain additional equipment and materials for use in basic DNA analysis processes such as extraction, quantitation, amplification, fragment separation, and data analysis. Basic infrastructure support purchases should ultimately aid laboratories to continue to meet or exceed Federal quality assurance standards.
- *Laboratory Information Management Systems (LIMS):* LIMS are software systems designed to manage samples, laboratory users, instruments, and other laboratory functions. Benefits of the integration of a LIMS into a laboratory may include automation of evidence-handling procedures, improved casework management, superior integrity and speed of evidence-handling procedures, and assurance of proper chain-of-custody documentation.
- *DNA Laboratory Operations:* Strategic efficiency planning, which may include needs assessments, evaluations, workflow analyses, process mapping, and, ultimately, the implementation of process improvements in order to improve the efficiency of existing public DNA laboratories.
- *Automation Tools:* Automation may be applied to both wet laboratory (i.e., robotic platforms) and data analysis (i.e., expert system software packages) processes. Automation tools allow crime laboratory personnel to streamline aspects of the DNA analysis procedures that are labor and/or time intensive. Automating DNA analysis procedures can increase analyst productivity and minimize human error caused by repetitive manual processing, thereby reducing 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, 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. Improved evidence storage may offer benefits to DNA laboratories such as more efficient access to evidence for processing and higher success rates in obtaining DNA profiles with fewer processing attempts.

#### **E. Expected Results and Outcomes**

At the end of the project period, public crime laboratories receiving FY 2008 Forensic DNA Backlog Reduction funding are expected to demonstrate improvements over current operations in forensic DNA casework backlog reduction and/or crime laboratory capacity enhancement for DNA analysis. Expected results include:

- A reduction in the average number of days between submission of DNA evidence samples to the applicant's forensic science laboratory (or laboratories) and the delivery of DNA test results to the requesting office or agency.
- An increase in the number of forensic DNA samples processed per analyst per month.
- A reduction in the applicant's backlog of forensic DNA casework.

#### **F. Permissible Uses of Funds<sup>6</sup>**

All funds awarded must be used to further the program goals of reducing forensic DNA sample turnaround time, increasing the throughput of public 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/or 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

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<sup>6</sup> As noted earlier, certain awards to applicants with unexpended funds on prior years' 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.

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/financialguide/>.

3. *Training:* Funds may be used for appropriate training of DNA laboratory personnel.
  - *Existing members of the DNA unit:* Appropriate training may include internal or external training, appropriate continuing education/training opportunities, and/or applicable graduate-level coursework **that is directly related to the applicant's forensic DNA laboratory operation and is for members of the DNA Unit.** (Reasonable travel expenses directly associated with training may be paid in accordance with the provisions of the OJP Financial Guide.)

Funds associated with internal or external training, appropriate continuing education/training opportunities, and/or applicable graduate-level coursework for existing members of the DNA Unit (including travel expenses) are limited to no more than 5 percent of the total award. Such funds will be awarded with the intended purpose of aiding existing members of the DNA Unit to meet the continuing educational requirements mandated in DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.

- *New members of the DNA Unit:* States and units of local government that wish to use funds to train new employees to handle, screen, or analyze DNA evidence should submit a detailed plan for training these individuals with their proposal. There is no fixed percentage cap on the funds for this purpose.
4. *Travel (limited):* Funds may be used for travel to public or private accredited laboratories that will conduct DNA analyses to review procedures and practices prior to initial sample shipment, and to make one additional unannounced site visit. Funds may also be used for travel associated with DNA training as described above. Travel expenses must be reasonable and must comply with the applicable provisions of the OJP Financial Guide.
  5. *Equipment:* 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. *Supplies for validation:* Allowable supply expenses include the purchase of laboratory supplies that can be directly attributed to the validation of new DNA analysis technologies. Convicted offender-related evidence collection kits may also be purchased.
  7. *Supplies for in-house laboratory handling, screening, and analysis of forensic DNA casework samples:* These costs include any supplies necessary for the handling, screening, and analysis of backlogged forensic casework samples.<sup>7</sup>

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<sup>7</sup> See footnote 5.

8. *Renovation*: Funds may be used for renovations to existing DNA laboratory facilities **if it can be demonstrated that the purchases will directly and specifically improve the efficiency of the forensic DNA laboratory**. Expenses that may be allowable include the purchase or upgrade of 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.
9. *Consultant and contractor services other than sending forensic DNA casework samples to accredited fee-for-service laboratories for 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. *Sending forensic DNA casework samples to public or private accredited forensic DNA laboratories for analyses<sup>8</sup>*: Funds may be used to send samples to accredited fee-for-service laboratories to conduct DNA analyses. Funds may also be used to enter into agreements with accredited government-owned laboratories to conduct DNA analyses, perform data review, enter eligible forensic DNA profiles into CODIS and, where applicable, upload to NDIS.

If an eligible applicant chooses to send samples to an external accredited forensic DNA laboratory, the applicant will be responsible for ensuring that applicable NDIS Data Acceptance Standards are met for all profiles uploaded to NDIS.

11. *Administrative expenses*: Up to 3 percent of the Federal portion of a grant awarded under this program may be used for direct and indirect administrative expenses specifically related to **grant administration and management**.

## **G. Expenses That Are Not Permitted**

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

1. *Salaries and benefits for existing staff* (other than overtime as discussed above in Section F. Permissible Use of Funds).
2. *Travel* (other than authorized travel expenses associated with appropriate DNA training and visits to outsourcing laboratories as discussed above in Section F. Permissible Uses of Funds).
3. *Construction*.
4. *Administrative expenses* (direct or indirect) that exceed 3 percent of the Federal portion of the award.
5. *Accreditation costs* (Funding assistance for maintaining accreditation is available under the Paul Coverdell Grant Program).

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<sup>8</sup> See footnote 5.

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

**Limitation on use of award funds for employee compensation; waiver:** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at <http://www.opm.gov>.)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

## 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 solicitation must provide data that measures the results of their work. Performance measures for this announcement are as follows:

Objective	Performance Measures	Data Grantee Provides
1. To improve DNA analysis capacity of existing State and local government crime laboratories that conduct DNA analysis.	1. Reduction in the average number of days between the submission of a DNA sample to a laboratory and the delivery of the test results to the requesting agency.	1. Number of days between the 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 the 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.
	2. Increase in DNA analysis throughput for the lab.	3. Number of DNA samples analyzed per analyst at the beginning of the grant period.
		4. Number of DNA samples analyzed per analyst at the end of the reporting period.

<p>2. To reduce backlogged DNA casework in State and local government crime laboratories.</p>	<p>3a. Percent reduction in DNA backlog casework.</p> <p>3b. CODIS hits attributable to forensic analyses funded under this announcement.</p>	<p>1. Number of backlogged DNA cases at the beginning of the award period.</p> <p>2. Number of backlogged DNA cases analyzed using FY 2008 funds provided under this announcement.</p> <p>3. Number of backlogged DNA cases at the end of the award period.</p> <p>4. Number of forensic DNA profiles entered into CODIS as the result of funds provided under this announcement.</p> <p>5. Number of CODIS hits attributable to forensic analyses funded under this announcement.</p>
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## 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.usdoj.gov/funding/funding.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**.

**Please note: OJP’s Grants Management System (GMS) does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.741, titled “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.

## 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 Adobe PDF (\*.pdf), Word (\*.doc), and Text (\*.txt) document files. It does not accept compressed or zipped (\*.zip) files or the executable files detailed above.

**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 number is 16.741.
  - **Item 11:** Descriptive Title of Applicant’s Project—“FY 2008 Forensic DNA Backlog Reduction Program – *YOUR AGENCY NAME.*”
  - **Item 13:** Proposed Project Dates—For this program, the proposed project dates should be “October 1, 2008 to March 31, 2010.”
  - **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 2008 Forensic DNA Backlog Reduction Program funds to meet the goals of the program: reducing forensic DNA sample turnaround time, increasing the throughput of the public DNA laboratory, and reducing the DNA forensic 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 handle, screen, or analyze a forensic DNA sample from submission to delivery of forensic DNA test results; (b) the average number of DNA samples analyzed per analyst/per month; and (c) the anticipated number of forensic DNA cases in backlog as of September 30, 2008.
- A statement of the number of forensic DNA cases anticipated to be in backlog as of September 30, 2008, and the number of cases that can be handled, screened, and analyzed within 18 months using the Federal funding requested in this FY 2008 program. The latter number should represent the number of DNA cases to be analyzed **above and beyond** the number that can be analyzed within 18 months using other sources of funding. The 18-month period begins October 1, 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 2006.

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 breakdowns 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 of sending samples to external accredited laboratories for forensic DNA analysis.

- 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 Costs.
- I. Indirect Costs.

Templates for filling out the Budget Detail Worksheet may be found through the Internet at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf), OJP Standard Forms and Instructions. If you have any questions, please contact the Office of the Chief Financial Officer's Customer Service Center at 1-800-458-0786.

**9. Proof of DNA Laboratory Accreditation (required): Submit an electronic (scanned) copy of the current accreditation certificate(s).**

**10. Other Program Attachments**

These include several forms, available on OJP's funding pages at <http://www.ojp.usdoj.gov/funding/forms.htm>.

**11. Page limit:** The program narrative section of your proposal must not exceed 10 double-spaced pages in 12-point font with 1-inch margins. Abstracts, tables of contents, charts, figures, appendixes, and government forms do not count toward the 10-page limit for the narrative section.

## **Selection Criteria and Review Process**

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 allocation of funds, unobligated FY 2005–FY 2006 Backlog Reduction Awards, and permissible expenses), the general requirements for NIJ and OJP grants, and all other applicable legal requirements.

**Reasons for rejection:** NIJ may reject applications that are incomplete, do not respond to the scope of the solicitation, do not comply with format requirements, or are submitted after the deadline.

**When awards will be made:** All applicants, whether they are accepted or rejected, will be notified. The review and approval process takes about 7 months. You should not propose to begin work until at least 7 months after the application deadline on the cover of this solicitation. Also, you should not expect to receive notification of a decision for at

least 7 months after that date. Lists of awards are updated regularly on NIJ's Web site at <http://www.ojp.usdoj.gov/nij/funding/welcome.htm>.

## **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
- Nonsupplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide  
<http://www.ojp.usdoj.gov/financialguide/>
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA)

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/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.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 2008 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 State or unit of local government.

- The increase in forensic DNA analysis throughput for the laboratory.
- The reduction in the forensic DNA casework backlog.
- The number of forensic DNA profiles entered into CODIS as a result of funds provided under the award.
- The number of CODIS hits attributable to forensic analyses funded under the award.

## **Appendix 1**

### **Estimated Allocation of Funds—FY 2008**

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–FY 2006 Backlog Reduction awards. **Although the permissible use of FY 2008 funds now includes the handling, screening, and analysis of any backlogged criminal forensic DNA casework samples, the general method of allocating funds for this program will remain unchanged.**

For FY 2008, 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 2008 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–FY 2006 Backlog Reduction awards to the State and/or units of local government within the State. States and units of local government with unobligated FY 2005–FY 2006 Backlog Reduction awards are not eligible to apply for FY 2008 funding unless the applicant’s proportionate share of the FY 2008 funds—based on UCR, Part 1 Violent Crimes reported to the FBI for 2006—exceeds the total amount of the applicant’s unobligated FY 2005–FY 2006 Backlog Reduction award(s). In this instance, applicants may apply for the difference between the two figures. Applicants from these States should seek additional guidance from the Program Office before completing their applications.**

**Estimated Aggregate Amounts for Awards to  
State and Local Applicants, by State—FY 2008<sup>9</sup>**

Alabama	<b>\$497,241 *</b>	Nebraska	<b>\$217,701</b>
Alaska	<b>\$201,405</b>	Nevada	<b>\$808,592</b>
Arizona	<b>\$937,312 *</b>	New Hampshire	<b>\$100,000</b>
Arkansas	<b>\$604,311 *</b>	New Jersey	<b>\$1,025,308*</b>
California	<b>\$7,529,650*</b>	New Mexico	<b>\$441,333*</b>
Colorado	<b>\$813,311</b>	New York	<b>\$3,132,509*</b>
Connecticut	<b>\$429,941</b>	North Carolina	<b>\$1,840,347</b>
Delaware	<b>\$254,138</b>	North Dakota	<b>\$100,000</b>
District of Columbia	<b>\$383,238</b>	Ohio	<b>\$1,706,683*</b>
Florida	<b>\$5,324,714*</b>	Oklahoma	<b>\$777,792</b>
Georgia	<b>\$1,926,938</b>	Oregon	<b>\$453,184</b>
Hawaii	<b>\$157,935</b>	Pennsylvania	<b>\$1,362,233*</b>
Idaho	<b>\$158,372</b>	Puerto Rico	<b>\$212,580*</b>
Illinois	<b>\$3,036,284</b>	Rhode Island	<b>\$106,120</b>
Indiana	<b>\$796,313*</b>	South Carolina	<b>\$1,445,138</b>
Iowa	<b>\$369,389</b>	South Dakota	<b>\$100,000</b>
Kansas	<b>\$250,096*</b>	Tennessee	<b>\$1,535,589*</b>
Kentucky	<b>\$483,329</b>	Texas	<b>\$5,031,219*</b>
Louisiana	<b>\$915,228*</b>	Utah	<b>\$249,987</b>
Maine	<b>\$100,000</b>	Vermont	<b>\$100,000</b>
Maryland	<b>\$1,448,517*</b>	Virginia	<b>\$942,280</b>
Massachusetts	<b>\$1,257,145</b>	Washington	<b>\$966,396</b>
Michigan	<b>\$2,480,563</b>	West Virginia	<b>\$222,245</b>
Minnesota	<b>\$704,395</b>	Wisconsin	<b>\$689,540</b>
Mississippi	<b>\$131,318*</b>	Wyoming	<b>\$100,000</b>
Missouri	<b>\$1,392,799</b>		
Montana	<b>\$104,725</b>	<b>TOTAL</b>	<b>\$56,355,383</b>

<sup>9</sup> 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 Commonwealth of 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.