



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking applications for funding under the Fiscal Year 2010 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: FY 2010 Forensic DNA Backlog Reduction Program

Eligibility

See "Eligibility," page 3.

Deadline

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How to Apply," page 14.)

All applications are due by **11:45 p.m. eastern time on May 14, 2010.**
(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to GMS.HelpDesk@usdoj.gov.

Note: The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays.

For assistance with any other requirement of this solicitation, contact Mark Nelson, Senior Program Manager, at 202-616-1960 or by e-mail to Mark.S.Nelson@usdoj.gov, or Minh Nguyen, Program Manager, at 202-305-2664 or by e-mail to Minh.Nguyen@usdoj.gov.

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FY 2010 Forensic DNA Backlog Reduction Program

CFDA No. 16.741

Overview

The goal of NIJ's FY 2010 Forensic DNA Backlog Reduction Program 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 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.

Authorizing Legislation: Department of Justice Appropriations Act, 2010 (Public Law 111-117).

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is **11:45 p.m. eastern time on May 14, 2010**, and the deadline for applying for funding under this announcement is **11:45 p.m. eastern time on May 14, 2010**. Please see the "How to Apply" section, page 14, for more details.

Eligibility

Eligible applicants for funding under this solicitation are States¹ 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 the requirements of the Quality Assurance Standards established by the Director of the Federal Bureau of Investigation,
- Are accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community, and
- If applicable, have submitted an approved spend plan for an active award under the FY 2007 DNA Backlog Reduction Program.

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 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.

Potential applicants that have active projects funded under the FY 2007 DNA Backlog Reduction Program must submit a spend plan for approval by the NIJ Program Manager. A spend plan must include detailed timelines for project completion, information that justifies that remaining project activities will be completed at proposed milestones, and a firm proposed date for the end of the project period. FY 2007 award spend plans that extend past September 30, 2010, must be reasonable and well justified. **Spend plans must be submitted to an NIJ Program Manager no later than 30 days after this solicitation is posted, and approval by an NIJ Program Manager is required before consideration for FY 2010 funding.** Recipients of FY 2010 awards with approved spend plans for active FY 2007 awards should be aware that they may not be eligible for extensions beyond the end date of the timeframe associated with the spend plans they have submitted.

Specific Information—FY10 Forensic DNA Backlog Reduction Program

A. Allocation of Funds

NIJ expects to award a total of up to \$65 million under the FY 2010 Forensic DNA Backlog Reduction Program. In general, the aggregate amount of FY 2010 funds allocated to eligible applicants from a particular State (including the State and its units of local government) will be based on:

1. The number of Uniform Crime Report (UCR), Part 1 Violent Crimes² reported to the FBI for 2008 (the most current year for which such data are available),
2. The minimum aggregate amount available to eligible applicants from each State. For FY 2010, if the aggregate amount, based on the number of UCR, Part 1 Violent Crimes reported to the FBI, would have been less than \$150,000, that aggregate amount has been increased to \$150,000³, and
3. The number of State and local applicants also may affect funding allocations.

See “Appendix: Estimated Allocation of Funds—FY 2010” for a chart, by State, of estimated aggregate amounts available for awards.

A unit of local government that meets the eligibility requirements of this solicitation must specify in its application the proportion of their State’s total UCR Part 1 Violent Crimes for 2008. If 2008 data are not available, the most recent data may be submitted. In general, funds are expected to be allocated among the eligible applicants within a particular State on the basis of UCR, Part 1 Violent Crimes. However, NIJ encourages States with multiple eligible applicants to coordinate among themselves to ensure that, if practicable, all eligible applicants receive a minimum of \$100,000, regardless of whether their proportion (based on 2008 statistics for UCR Part 1 Violent Crimes) rises to that level or not.

² UCR Violent Crimes statistics are published at the FBI website <http://www.fbi.gov/ucr/ucr.htm> annually.

³ 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).

Also, to avoid delay in the processing of applications and release of award funds, all eligible applicants within each State that seek FY 2010 Forensic DNA Backlog Reduction Program funds are encouraged to coordinate to ensure that the total funds sought does not exceed the total aggregate amount available to each State as shown in the chart in the appendix.

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, 2010. 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, 2010, to March 31, 2012). Applicants should be aware that the total period for an award, including one that receives a project-period extension, ordinarily will not exceed 3 years.

C. Restrictions on Access to Award Funds in Certain Circumstances

Applicants with unexpended NIJ-award funds from prior years for the analysis of backlogged forensic DNA casework samples:⁴

Awards to eligible applicants with unexpended funds from prior Forensic DNA Backlog Reduction Program awards for the 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 2010 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 FY 2010 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.

1. Forensic Casework DNA Backlog Reduction

Eligible States and units of local government may request funds to handle, screen, and analyze forensic DNA samples that currently exist as casework backlogs. For the purpose of this solicitation, "backlog" is defined as any forensic casework samples awaiting handling, screening, and/or DNA analysis. Although the allocation of funds in general will be based on UCR, Part 1 Violent Crimes, the use of award funds for forensic casework DNA backlog reduction purposes is not 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 2010 program funds to handle, screen, and analyze any backlogged criminal forensic DNA casework**

⁴ FY 2007 – FY 2009 DNA Backlog Reduction Program award funds directly associated with DNA casework analysis.

sample. Research has suggested that the aggressive use of DNA analysis in solving nonviolent crimes may have an impact on the prevention of violent crimes.

The following requirements apply to forensic casework DNA analyses conducted under this FY 2010 program:

- *Every laboratory that conducts forensic casework DNA analyses under this program must undergo an external audit, not less than once every 2 years, that demonstrates compliance with the requirements of the Quality Assurance Standards for Forensic DNA Testing Laboratories established by the Director of the Federal Bureau of Investigation.*
- *Every laboratory that conducts forensic casework 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. This applies to:*
 - 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 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.*
- *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, budget requests for in-house handling, screening, and testing of forensic DNA cases will be reviewed on the basis of the number of forensic DNA cases that meet both of the following criteria:

- Are awaiting analysis as of the application date or are projected to be received as of September 30, 2010, and
- Will be analyzed during the award period of this program (October 1, 2010, to March 31, 2012).

States or units of local government that are awarded funds for in-house laboratory handling, screening, and DNA analysis of forensic DNA cases will be expected to document 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 in-house during the entire project period should be based on a per-case estimate of no more than \$1,000 (for analysis and, when applicable, upload to NDIS) averaged over all backlogged forensic DNA cases processed.

Example: An FY 2010 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. Therefore, if $N = \$20,000$, a minimum of 20 cases would be expected to be analyzed in-house during the project period.

2. DNA Capacity Enhancement Projects

In addition to requesting funds to analyze forensic DNA casework samples, eligible applicants may request funds to increase the capacity of existing government crime laboratories that conduct DNA analysis, including laboratories that focus on the analysis of convicted offender and/or arrestee DNA samples (DNA database samples). Areas and/or systems that may be considered for implementation, upgrade, and/or expansion to handle, screen, or analyze forensic DNA casework and/or DNA database samples more efficiently and cost effectively may include, but are not limited to:

- *Basic Infrastructure Support:* Public crime laboratories that currently conduct DNA analyses may utilize FY 2010 funds to obtain additional equipment and materials for use in basic DNA analysis processes, such as extraction, quantitation, amplification, fragment separation, and data analysis. Purchases that support basic infrastructure should help laboratories 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 a LIMS may include automation of evidence-handling procedures that increases efficiency and integrity, assures proper chain-of-custody documentation and, overall, improves casework management.
- *DNA Laboratory Operations:* Strategic efficiency planning, which may include needs assessments, evaluations, workflow analyses, process mapping and, ultimately, the implementation of process improvements that increase the efficiency of public DNA laboratories.
- *Automation Tools:* Automation may be applied to both wet laboratory (e.g., robotic platforms) and data analysis (e.g., 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 2010 Forensic DNA Backlog Reduction funding are expected to demonstrate improvements (over current

operations) by reducing their forensic DNA casework backlog and/or enhancing their laboratory capacity 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 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.

Laboratories that are not able to demonstrate such improvements are expected to include in their final reports: descriptions of any observed increases in evidence submissions; explanations of issues which have negatively impacted project goals; and approximate quantities for the increase in the forensic DNA casework backlog that would have occurred had the activities funded under this program not been performed.

F. Permissible Uses of Funds⁵

Funds awarded under this program must be used to reduce forensic DNA sample turnaround time, increase the throughput of public DNA laboratories (including those laboratories that analyze DNA database samples), and/or reduce DNA forensic casework backlogs. Permissible uses may include:

1. *Salary and benefits of additional laboratory employees:* Funds may be used to hire **additional** full-time or part-time laboratory employees to directly handle, screen, and/or analyze forensic casework evidence that may contain DNA. Funds may also be used to hire **additional** full-time or part-time laboratory employees to directly perform capacity enhancement-specific activities, such as validating new DNA analysis technologies for the forensic casework DNA laboratory and/or the laboratory responsible for analysis of DNA database samples. Subject to applicable restrictions on supplanting⁶, funds may be used to retain full-time or part-time laboratory employees for the above purposes if there are no other funding sources for the retention of such personnel (e.g., personnel acquired through previous federal assistance). 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 to directly handle, screen, and/or analyze forensic casework evidence that may contain DNA. Funds may also be used to pay overtime for existing laboratory employees to directly perform capacity enhancement-specific activities such as validating new DNA analysis technologies for the forensic casework DNA laboratory and/or the laboratory responsible for analysis of DNA database samples. 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/>.

⁵ As noted earlier, certain awards to applicants with unexpended funds from prior NIJ awards for analysis of backlogged forensic DNA casework samples may contain conditions that restrict access to FY 2010 funds for certain types of expenses. Please refer to "Restrictions on Access to Award Funds in Certain Circumstances," above.

⁶ See OJP Financial Guide, Part II, Chapter 3, Standards for Financial Management Systems.

3. *Training:* Funds may be used for appropriate training of DNA laboratory personnel (including the personnel of laboratories that analyze DNA database samples).
 - *Existing members of the DNA Unit:* “Appropriate training” includes internal or external training, 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 used towards travel and registration expenses for appropriate continuing education/training opportunities that are associated with professional meetings and conferences (including workshops provided at such meetings and conferences) are limited to no more than 5 percent of the total award. Funds used towards travel expenses, registration fees, tuition and required learning aids (e.g., textbooks) for appropriate training and continuing education opportunities that are not associated with professional meetings and conferences are not subject to the 5-percent cap. In general, funds used for training are intended to aid existing members of the DNA Unit to meet continuing education requirements mandated in the 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, and/or analyze DNA evidence should submit a detailed plan in their proposal. There is no fixed-percentage cap on use of funds for this purpose.
4. *Travel (Limited):* Funds may be used for travel to public or private accredited laboratories that will be conducting DNA analyses to review procedures and practices prior to initial sample shipment; funds may also be used to make one additional unannounced site visit.

Funds may be used for travel associated with DNA training, described in “3,” above. Travel expenses must be reasonable and must comply with the applicable provisions of the OJP Financial Guide.

5. *Equipment:* Funds may be used to upgrade, replace, or purchase laboratory equipment, instrumentation, and computer hardware or software (e.g., LIMS or expert systems) for 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.
7. *Supplies for DNA database sample collection:* Convicted offender and/or arrestee-related evidence collection kits may be purchased.
8. *Supplies for in-house laboratory handling, screening, and analysis of forensic DNA casework samples:* These costs include supplies required to handle, screen, and analyze backlogged forensic casework samples.⁷

⁷ See footnote 5.

9. *Renovation*: Funds may be used to renovate existing space within the crime laboratory, **if it can be demonstrated that the renovation will directly and specifically improve the efficiency of the analysis of forensic casework DNA samples and/or DNA database samples.** 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.
10. *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 casework 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.
11. *Sending forensic DNA casework samples to public or private accredited forensic DNA laboratories for analyses.*⁸ Funds may be used to send forensic casework 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.

An awardee that sends forensic casework DNA samples to an external accredited forensic DNA laboratory will be responsible for ensuring that applicable NDIS Data Acceptance Standards are met for all profiles uploaded to NDIS.

12. *Administrative expenses*: Up to 3 percent of the Federal portion of an award under this program may be used for direct and indirect administrative expenses specifically related to **grant administration and management.** Applicants submitting budgets that include indirect costs must submit documentation of their federally approved indirect cost rate, but may not request indirect or direct administrative costs in excess of 3 percent.

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 as discussed in Section F (Permissible Uses of Funds), paragraphs 1 and 2.
2. Travel, other than authorized travel expenses associated with appropriate DNA training and visits to outsourcing laboratories as discussed in Section F (Permissible Uses of Funds), paragraphs 3 and 4.
3. Construction.
4. Administrative expenses (direct or indirect) that exceed 3 percent of the Federal portion of the award.
5. Accreditation costs.

⁸ See footnote 5.

6. Expenses directly related to the actual analysis of backlog DNA database samples. Funds may be available for DNA database sample analysis under the FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program, as well as under the contract program through the OJP Acquisition Management Division.
7. Work that is funded under another Federal award.

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

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, Federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-Federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

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 measure the results of their work. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What an Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data. Applicants who receive funding under this solicitation are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are presented on page 12.

Objective	Performance Measures	Data Grantee Provides
<p>1. To improve DNA analysis capacity of existing State and local government crime laboratories that conduct DNA analysis.</p> <p>2. To reduce backlogged DNA casework in State and local government crime laboratories.</p>	<p>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.</p> <p>2. Increase in DNA analysis throughput for the laboratory.</p> <p>3a. Percent reduction in forensic DNA backlogged casework.</p> <p>3b. CODIS hits attributable to forensic casework DNA analyses funded under this announcement.</p>	<p>1. Average number of days between the submission of a request for DNA analysis to a laboratory and the delivery of the test results at the beginning of the award period.</p> <p>2. Average number of days between the submission of a request for DNA analysis to a laboratory and the delivery of the test results at the end of the reporting period.</p> <p>3. Average number of DNA samples analyzed per analyst at the beginning of the award period.</p> <p>4. Average number of DNA samples analyzed per analyst at the end of the reporting period.</p> <p>5. Number of backlogged forensic DNA cases at the beginning of the award period.</p> <p>6. Number of backlogged forensic DNA cases analyzed using funds provided under this announcement.</p> <p>7. Number of backlogged forensic DNA cases at the end of the award period.</p> <p>8. Number of forensic DNA profiles entered into CODIS as the result of funds provided under this announcement.</p> <p>9. Number of CODIS hits attributable to forensic DNA analyses funded under this announcement.</p>

Performance measure data must be submitted semi-annually with progress reports.

To assist NIJ in determining baseline national backlogs, all applicants are asked to supply the baseline backlog data requested in the following table as part of their program narrative. If the applicant laboratory has State DNA database responsibilities, the request encompasses backlog data, regardless of whether assistance is being sought for the database operation.

Baseline Backlog Data

Casework Laboratories	
Number of backlogged requests for DNA as of January 1, 2009.	
Please estimate percentage of these requests that were from property crimes.	
Number of new requests for DNA received in 2009.	
Please estimate percentage of these requests that were from property crimes.	
Total number of requests completed in 2009.	
Please estimate percentage of these cases that were property crimes.	
Number of backlogged requests for DNA on December 31, 2009	
The average number of days needed to complete (including peer review and report) current load of nonpriority forensic cases. Please indicate violent crime time with a “ V ” and the nonviolent crime time with “ NV .” If you cannot separate violent and nonviolent cases, please mark your response with “ X .”	
Database Laboratories	
The number of backlogged requests for DNA of convicted offender samples as of January 1, 2009.	
The number of new convicted offender samples received as of December 31, 2009.	
The total number of offender samples completed in 2009.	
Average number of days to complete current load of convicted offender samples (including upload to CODIS).	
The number of backlogged requests for DNA of arrestee samples as of January 1, 2009.	
The number of new arrestee samples received as of December 31, 2009.	
The total number of arrestee samples completed in 2009.	
Average number of days to complete current load of arrestee samples (including upload to CODIS).	

Definitions for Requested Baseline Backlog Data

Backlogged request – a request that has been submitted to a specialized area of the crime laboratory (e.g., DNA laboratory) and is not completed within 30 days.

Case – all physical evidence from a single criminal investigation submitted for crime laboratory analysis.

DNA – for the purposes of determining baseline national backlogs for casework laboratories, “DNA” will be considered to be biology screening (the location, screening, identification, and characterization of blood and other biological stains and substances) and/or DNA analysis (the identification and comparison of DNA in biological samples). For the purpose of determining baseline national backlogs for Database laboratories, “DNA” will be considered to be the identification of DNA in biological samples collected from convicted offenders and/or arrestees, and subsequent upload to CODIS databases.

Request – submission of physical evidence from a case to a single specialized area of a crime laboratory. Multiple submissions of new evidence from the same case would count as separate requests.

How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov, or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays. OJP highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps.

- 1. Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. 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 for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.
- 2. Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
- 3. Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
- 4. Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select "National Institute of Justice" and then "NIJ FY 10 Forensic DNA Backlog Reduction Program."
- 5. Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and

Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.

6. **Submit an Application Consistent With This Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

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."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact the NIJ staff member listed on the title page **within 24 hours after the deadline** and request approval to submit your application. At that time, NIJ staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

Documents

1. **Application for Federal Assistance—Standard Form 424:** Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF424.

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 2010 Forensic DNA Backlog Reduction Program—[YOUR AGENCY NAME].”
 - **Item 13:** Proposed Project Dates—For this program, the proposed project dates should be “October 1, 2010, to March 31, 2012.”
 - **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 information showing that they meet the eligibility requirements indicated on page 3. **Applicants must provide a detailed plan showing how they intend to use FY 2010 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 analysis process.

The program narrative must include the following:

For applications seeking funds for forensic casework capacity enhancement:

- 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 currently analyzed per analyst per month; and (c) the anticipated number of forensic DNA cases in backlog as of September 30, 2010.

For applications seeking funds for DNA database capacity enhancement:

- If an applicant proposes to utilize funds awarded under this program for the purpose of enhancing the capacity of the laboratory responsible for analyzing DNA database samples, a statement must be included regarding (a) the current length of time it takes to handle, analyze, review and upload a DNA database sample; (b) the average number of DNA database samples currently analyzed per analyst per month; and (c) the anticipated number of DNA database samples in backlog as of September 30, 2010.

For applications seeking funds for handling, screening, and analyzing of forensic DNA casework samples:

- A statement of the number of forensic DNA cases anticipated to be in backlog as of September 30, 2010, and the number of cases that can be handled, screened, and analyzed within 18 months using the Federal funding requested under this FY 2010 program. The latter number should represent the number of forensic casework 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, 2010.

For all applications:

- Descriptions of any observed and/or anticipated increases in evidence submissions that would be expected to significantly impact the DNA laboratory's backlog and/or capacity and that may negatively impact a project's expected results.
- Where possible, baseline backlog data, as requested in the table above, in the section entitled "Performance Measures."

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 2008. If 2008 data is not available, the most recent data may be submitted in its stead.

Page limit: The program narrative section of your proposal is expected not to 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 pages for the narrative section.

4. **List of Key Personnel, Including Names, Organizational Affiliations, and Complete Contact Information for All Key Persons Directly Related to This Project.**
5. **Resumes 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 is a plain-language description of each of the proposed expenditures listed in the Budget Detail Worksheet. It should clearly explain the purpose and reason for all expenditures in the budget. There should be no ambiguities about any budget item. The narrative should also include details for calculated rates or other figures. As with the Budget Detail Worksheet, the Budget Narrative must be broken down on a year-by-year basis.

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 casework evidence that may contain DNA, or directly engaged in capacity enhancement-specific activities such as validating new DNA analysis technologies for the forensic casework DNA laboratory and/or the laboratory responsible for analysis of DNA database samples.

8. **Budget Detail Worksheet:** The Budget Detail Worksheet should address the full scope, duration, and cost of the project. The Budget Detail Worksheet should include a breakdown of costs associated with each budget category, including itemizations and calculations where necessary.

A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet. A Microsoft Office Excel spreadsheet-format Budget Detail Worksheet template is available for use in lieu of the Adobe PDF-format template available at the above link. Use of the Excel version is encouraged so that cost information may be better detailed and automatically calculated, reducing the potential for manual arithmetic errors. Please contact either of the Program Managers listed on page 1 to obtain a copy of the Excel-format template.

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.

For additional information relating to budgets, please see the OJP Financial Guide at www.ojp.gov/financialguide/index.htm.

9. **Indirect Cost Rate Agreement (if applicable):** Applicants that wish to include indirect costs in their proposed budget must provide documentation of their established federally negotiated indirect cost rate. As noted earlier, no more than 3 percent of the Federal portion of an award under this program may be used for direct and/or indirect administrative expenses.

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their “cognizant” Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization’s schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

10. **Plan for Collecting the Data Required for Performance Measures:** The data collection plan is a description of the applicant’s plan for collecting the data required for performance measures. Applicants must discuss this plan in their applications. The plan must describe how the performance measure data will be derived, state who will be responsible for

collecting the data, and state that the data will be available for review 3 years post award, as required. The data collection plan should be rigorous to ensure that the performance measure data provided are accurate, auditable, and correctly measure the impact of the Federal funds provided.

The data collection plan must clearly describe both the method for the collection and tracking of performance measure data *produced as a result of federal assistance provided under this solicitation* as well as the method for reporting such data on a semi-annual basis. For projects that include forensic casework backlog reduction activities and objectives, the data collection plan must also include an explanation of how the tracking and reporting methods will avoid the possibility of “double counting” cases affected by federal funds.

11. Program-Specific Attachment – Proof of DNA Laboratory Accreditation: Acceptable types of documentation of current accreditation include: an electronic (scanned) copy of the current accreditation certificate(s), a digital photograph of the current accreditation certificate(s), or a letter from the accrediting body that includes the certificate number. Additionally, if the certificate references another document that contains key information on the type or scope of the accreditation, please also provide a copy of that supplemental documentation.

12. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP’s funding page at <http://www.ojp.usdoj.gov/funding/forms.htm>. Please note in particular the following forms.

- A. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required of all applicants as part of the GMS application process)
- B. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities)
- C. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant that is a nongovernmental entity and that has not received any award from OJP within the past 3 years)
- D. [Standard Assurances](#) (required of all applicants as part of the GMS application process)

Note: Attachments to the application should be included in one of the following four categories: 1) Program Narrative; 2) Budget Detail Worksheet and Budget Narrative; 3) Appendices; and 4) Other.

Selection Criteria and Review Process

OJP is committed to ensuring a fair and open process for awarding grants. NIJ reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

An application must satisfy the specific application requirements outlined in this announcement (including those concerning allocation of funds, permissible expenses, timeliness, proper format, and responsiveness to the scope of the solicitation), the general requirements for NIJ and OJP grants, and all other applicable legal requirements. (Submission of the baseline backlog data requested in the table under “Performance Measures” will not be a selection criterion.) Awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. 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.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding

- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000—Federal taxes certification requirement

Reporting Requirements: Each award recipient must submit semi-annual performance measure data, semi-annual progress reports, and quarterly financial status reports. Progress report narratives should include a summary of project goals, the activities performed during the reporting period, and the effects of these activities toward obtaining each goal. Narratives should also include descriptions of any observed increases in evidence submissions as well as issues which may negatively impact goals. 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 2010 award, including cumulative performance measure data over the entire project period.

Application Checklist

FY 2010 Forensic DNA Backlog Reduction Program

The application checklist has been created to aid you in developing your application.

Application Components:

- _____ Program Narrative (see pages 16-17)
 - _____ Statements confirming eligibility (see pages 3-4)
 - _____ Descriptions of objective(s), expected results, and implementation approach
 - _____ Baseline performance measurement data (optional)
 - _____ UCR Part 1, Violent Crime statistics (if applicable)
- _____ Appendices to the Program Narrative
 - _____ List of key personnel
 - _____ Resumes of key personnel
 - _____ Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
- _____ Budget Narrative
- _____ Budget Detail Worksheet
- _____ Indirect Cost Rate Agreement (if applicable)
- _____ Plan for Collecting Data for Performance Measures

Program Narrative/Abstract Format:

- _____ Double-spaced
- _____ 12-point standard font
- _____ 1" standard margins

Other:

- _____ Standard Form 424
- _____ DUNS number
- _____ Program-Specific Attachment (see page 19)
 - _____ Proof of DNA Laboratory Accreditation (see page 19)
- _____ Other Standard Forms as applicable (see page 19), including
 - _____ Disclosure of Lobbying Activities (if applicable)

Appendix: Estimated Allocation of Funds—FY 2010

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.

For FY 2010, 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 2010 to applicants from a State (including units of local government in the State) would have been less than \$150,000, that aggregate amount has been increased to \$150,000.

**Estimated Aggregate Amounts for Awards to
State and Local Applicants, by State—FY 2010⁹**

Alabama	\$977,422	Nebraska	\$250,756
Alaska	\$207,143	Nevada	\$872,138
Arizona	\$1,345,408	New Hampshire	\$150,000
Arkansas	\$665,504	New Jersey	\$1,312,628
California	\$8,573,359	New Mexico	\$597,074
Colorado	\$784,586	New York	\$3,592,122
Connecticut	\$482,762	North Carolina	\$1,995,449
Delaware	\$284,323	North Dakota	\$150,000
District of Columbia	\$393,960	Ohio	\$1,851,829
Florida	\$5,845,967	Oklahoma	\$888,204
Georgia	\$2,147,541	Oregon	\$451,278
Hawaii	\$162,603	Pennsylvania	\$2,362,925
Idaho	\$161,260	Puerto Rico	439,101,
Illinois	\$3,138,159	Rhode Island	\$150,000
Indiana	\$985,386	South Carolina	\$1,513,567
Iowa	\$394,469	South Dakota	\$150,000
Kansas	\$532,672	Tennessee	\$2,078,695
Kentucky	\$585,500	Texas	\$5,720,913
Louisiana	\$1,340,084	Utah	\$281,036
Maine	\$150,000	Vermont	\$150,000
Maryland	\$1,638,667	Virginia	\$920,520
Massachusetts	\$1,350,732	Washington	\$1,004,276
Michigan	\$2,322,645	West Virginia	\$230,014
Minnesota	\$635,086	Wisconsin	\$713,980
Mississippi	\$387,663	Wyoming	\$150,000
Missouri	\$1,380,595		
Montana	\$150,000	TOTAL	\$65,000,000

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. 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.