

MODIFICATION NOTICE

On page six of the solicitation, the paragraph regarding aggregate amounts available to eligible applicants from each State was revised. Previously, if the aggregate amount, based on the number of Uniform Crime Report (UCR), Part 1 Violent Crimes reported to the FBI was less than \$200,000, NIJ expected to increase that aggregate amount to \$200,000. In both cases, the \$200,000 figure has been changed to \$150,000.

Also on page six of the solicitation, it was indicated that NIJ would provide a spreadsheet to each State with more than one eligible applicant to assist in properly allocating the estimated funding among the eligible applicants. NIJ will not be providing a spreadsheet and does not approve the distribution or allocation of funds to eligible entities within a State. States should still inform NIJ, via the email provided in this solicitation, of the intended distribution of the funds within the State, if there is more than one eligible applicant.

For questions or concerns related to this solicitation, please contact Forensic.DNACapacity@usdoj.gov.



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is seeking applications for funding for the FY 2015 DNA Capacity Enhancement and Backlog Reduction Program. This program furthers the Department's mission by funding States and units of local government with existing crime laboratories that conduct DNA analysis to process, record, screen, and analyze forensic DNA and/or DNA database samples, and to increase the capacity of public forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis.

FY 2015 DNA Capacity Enhancement and Backlog Reduction Program

Eligibility

Eligible applicants are States¹ and units of local government with existing crime laboratories that conduct forensic DNA and/or DNA database sample analysis and:

- Participate in external audits, not less than once every two years, that 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 organization actively involved in forensic science that is nationally recognized within the forensic science community.
- Participate in the National DNA Index System (NDIS), or have an agreement with an NDIS participating laboratory to upload their data.

For additional eligibility information, see section [C. Eligibility Information](#).

Deadline

Applicants must register in the [OJP Grants Management System \(GMS\)](#) prior to submitting an application for this funding opportunity. Registration is required for all applicants, even those previously registered in GMS. Select the "Apply Online" button associated with the solicitation title. All registrations and applications are due by 11:59 p.m. eastern time on May 18, 2015.

For additional information, see "[How to Apply](#)" in Section D. Application and Submission Information.

Contact Information

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

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 202-616-9264 for additional information, including information on allocation of funds.

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

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the NIJ contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen GMS Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact NIJ by e-mail at Forensic.DNACapacity@usdoj.gov.

Release date: March 18, 2015

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FY 2015 DNA Capacity Enhancement and Backlog Reduction Program

(CFDA 16.741)

A. Program Description

Overview

The goal of NIJ's FY 2015 DNA Capacity Enhancement and Backlog Reduction Program is to assist eligible States and units of local government to process, record, screen, and analyze forensic DNA and/or DNA database samples, and to increase the capacity of public forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis.

Under this program, in general, eligible applicants are given the opportunity, based on their individual needs, to determine what portion of their anticipated funding should be used for capacity building purposes and what portion should be used for analysis of forensic DNA and/or DNA database samples.

Under certain circumstances, NIJ may find it necessary to revise this solicitation, including with respect to estimated award amounts and programmatic requirements (e.g., permissible uses of funds). Applicants are strongly encouraged to check for updates to this solicitation prior to submitting applications.

Authorizing Legislation: Department of Justice Appropriations Act, 2015 (Public Law 113-235).

Program-Specific Information

The following requirements apply to all DNA analyses conducted under this program:

- Applicants must enter all eligible DNA profiles obtained with funding from this program into the Combined DNA Index System (CODIS) and, where applicable, upload these profiles into NDIS. No profiles generated with funding from this program may be entered into any non-governmental DNA database without prior express written approval from NIJ.
- Applicants must follow NDIS DNA Data Acceptance Standards for all profiles uploaded to NDIS.
- Applicants must maintain DNA analyses and resulting profiles conducted under this program pursuant to all applicable federal privacy requirements, including those described in 42 U.S.C. § 14132(b)(3).

Goals, Objectives, and Deliverables

The overarching goal of NIJ's FY 2015 DNA Capacity Enhancement and Backlog Reduction Program is to assist eligible States and units of local government to increase laboratory capacity and reduce backlog in both the casework and database sections. This goal can be achieved by helping these eligible laboratories to decrease the turnaround time for analysis of forensic DNA and DNA database samples and to process, record, screen, and analyze forensic DNA and/or DNA database samples. Increasing laboratory capacity and decreasing sample turnaround time will help these laboratories to reduce the number of forensic DNA and DNA database samples awaiting analysis.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates.
- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

Estimated aggregate amounts for awards to State and local applicants that operate forensic DNA and/or DNA database laboratories

NIJ estimates that it will award an estimated total of \$68 million under this FY 2015 program. Program awards are for a 24-month project period, beginning on January 1, 2016.

In general, the aggregate amount of FY 2015 funds expected to be awarded to eligible applicants from each State (including the State and its units of local government) is based on:

1. The number of Uniform Crime Report (UCR) Part 1 Violent Crimes² reported to the FBI for 2013 (the most current year for which such data are available).³
2. A minimum aggregate amount available to each State. For FY 2015, if the aggregate amount, based on the number of UCR, Part 1 Violent Crimes reported to the FBI, is less than \$150,000, NIJ expects to increase that aggregate amount to \$150,000.

The number of State and local applicants also may affect funding allocations.

See “[Appendix A: Estimated Aggregate Amounts for Awards to State and Local Applicants That Operate Forensic DNA and/or DNA Database Laboratories, by State—FY 2015](#)” for a chart, by State, that identifies the estimated aggregate amount for awards to public forensic DNA laboratories in each State.

If there is more than one public DNA laboratory within a State, funds generally are expected to be allocated among the eligible applicants on the basis of UCR Part 1 Violent Crimes in a fashion that ensures that the total funding requested by all applicant agencies from each State does not exceed the aggregate level listed for the State in “Appendix A: Estimated Aggregate Amounts for Awards to State and Local Applicants That Operate Forensic DNA and/or DNA Database Laboratories, by State—FY 2015.” NIJ encourages applicants from States with multiple eligible applicants to coordinate among themselves to set a minimum level of funding for each applicant so that, if practicable, each eligible applicant within the State receives a minimum of \$100,000, regardless of whether its proportion of available funding based on UCR Part 1 Violent Crimes rises to that level.

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

Type of Award⁴

NIJ expects that it will make any award from this solicitation in the form of a grant.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

- a. Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

² UCR Part 1 Violent Crimes statistics are published on the FBI website at http://www.fbi.gov/about-us/cjis/ucr/crime-in-the-u.s/2013/crime-in-the-u.s.-2013/tables/5tabledatadecpdf/table_5_crime_in_the_united_states_by_state_2013.xls.

³ Although cases of violent crime against the person are expected to be the priority for forensic casework conducted under this solicitation, States and units of local government may use FY 2015 program funds to process, record, screen, and analyze any criminal forensic DNA sample awaiting analysis.

⁴ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

- b. Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- c. Evaluate and monitor the non-federal entity's compliance with statute, regulations and the terms and conditions of federal awards.
- d. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- e. Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, State and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

a. Permissible Uses of Funds—For Forensic DNA Laboratories and DNA Database Laboratories

Under this program, in general, eligible applicants are given the opportunity, based on their individual needs, to determine what portion of their anticipated funding should be used for capacity-building purposes and what portion should be used for analysis of forensic DNA and/or DNA database samples.

Permissible uses of funds provided under this program 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 process, record, screen, and/or analyze forensic DNA and/or DNA database samples. 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 DNA laboratory and/or the laboratory responsible for analysis of DNA database samples. Funds are subject to applicable restrictions on supplanting.⁵ Matching funds are not required.

Note: NIJ makes no assurance that funds will be available for this purpose in future award announcements.

⁵ See Financial Guide.

2. Overtime for laboratory staff

Funds may be used to pay overtime for laboratory employees to directly process, record, screen, and/or analyze forensic DNA and/or DNA database samples. 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 DNA or DNA database laboratory. Any payments for overtime must be in accordance with the applicable provisions of the Financial Guide, available at www.ojp.usdoj.gov/financialguide/.

3. Training

Funds may be used for appropriate training of forensic DNA and DNA database laboratory personnel.

- **Existing and grant-funded members of the DNA Unit:** “Appropriate training” includes internal or external training and continuing education/training opportunities **that are directly related to the applicant's forensic DNA or DNA database laboratory operation and are for members of the DNA laboratory.**

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 toward travel expenses, registration fees, 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 laboratory 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 process, record, screen, and/or analyze forensic DNA and/or DNA database samples should submit a detailed plan in their proposal. There is no fixed-percentage cap on use of funds for this purpose. **(Please note that costs associated with meetings and conferences are not considered training costs for new members of the DNA Unit and would fall under the 5-percent cap detailed above).**

4. Travel (Limited)

Funds may be used for travel to conduct required site visits to public or private accredited laboratories that will be conducting DNA analyses on behalf of the applicant agency 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 section 3 “Training,” above.

Travel expenses must be reasonable and must comply with the applicable provisions of the Financial Guide. **Note that, absent prior express written approval from NIJ, rates for lodging charged to any award under this solicitation may not exceed the posted GSA rate for the location. (If an award recipient opts to book lodging at a higher rate, the cost differential, including associated taxes, may not be charged to the award.)**

5. Equipment

In general, funds may be used to upgrade, replace, or purchase laboratory equipment, instrumentation, and computer hardware for the forensic DNA and/or the DNA database laboratory. See section b “Expenses That Are Not Permitted,” below, for specific equipment items that are excluded from the FY 2015 program.

6. Laboratory 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 sample collection kits may be purchased.

8. Laboratory supplies for in-house processing, recording, screening, and analysis of forensic DNA casework and/or DNA database samples.

9. Contracts for analysis of forensic DNA casework samples or DNA database samples by public or private accredited DNA laboratories

Funds may be used to send forensic DNA and/or DNA database samples to fee-for-service laboratories to conduct DNA analyses. Funds may also be used to enter into agreements with government-owned laboratories to conduct forensic DNA and/or DNA database sample analyses, perform data review, enter eligible DNA profiles into CODIS and, where applicable, upload to NDIS.

Every laboratory that is contracted to conduct forensic DNA or DNA database sample 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 and/or the Quality Assurance Standards for DNA Database Laboratories established by the Director of the Federal Bureau of Investigation, and must be accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community.

Note: Procurement contracts under awards made under this program are subject to the “Procurement Standards” set forth in 2 C.F.R. 200 (“Subpart D—Post Federal Award Requirements”) – including the provisions relating to competition – and other applicable law. Prior approval from OJP is required for all non-competitive (e.g., sole-source) procurements in excess of the simplified acquisition threshold (currently \$150,000). Approval may be obtained in the form of a request with adequate justification submitted directly to GMS with the application for funding.

10. Contracts for DNA audits

DNA laboratories may establish contracts with vendors (individuals or entities) that can provide an external DNA audit once every 2 years, as required by the Quality Assurance Standards for Forensic DNA Testing and DNA Database Laboratories established by the Director of the Federal Bureau of Investigation. DNA Backlog Reduction Program funds may not be used to defray the cost of an external DNA audit that is part of an accreditation inspection/assessment, or of an internal DNA audit.

As part of the decision as to whether to award a contract to a vendor for a DNA audit, an award recipient is expected to examine carefully any costs charged by the vendor, including auditor fees (costs should not exceed \$650 per auditor for each day on site⁶) and auditor travel expenses, and to determine whether all such charges are reasonable and justified. All audit-related costs must be detailed in the budget. Note that NIJ will use the rates established by the [GSA schedule](#) as a benchmark in examining the reasonableness of audit-related travel expenses.

Auditors must meet the requirements specified in the Quality Assurance Standards for Forensic DNA Testing and/or DNA Database Laboratories and, in addition, must reside outside the State where the laboratory to be audited operates. The same auditors cannot be used in consecutive audits, and all auditors must sign a conflict of interest and nondisclosure form prior to performing any work.

11. Additional contracts and contractor services:

- Contracts may be established to purchase and install only **DNA modules to existing** Laboratory Information Management Systems (LIMS), or extra licenses for the DNA unit users to an existing LIMS system.
- Contracts may be established for Lean Six Sigma-type studies or process mapping. One example of the potential benefits from such approaches is highlighted in the following report: [Increasing Efficiency of Forensic DNA Casework Using Lean Six Sigma Tools](#).
- Contracts may be established to hire contract staff to process, record, screen, and analyze forensic DNA casework; to process, record, and analyze DNA database samples; or to validate new DNA analysis technologies. Contracts may be established for data review in accordance with the Quality Assurance Standards for Forensic DNA Testing and DNA Database Laboratories.
- **Contracts may be established to provide warranty service only on laboratory equipment purchased under this award. Warranty service contracts may be purchased for the term of the award, providing the grantee realizes a discount by purchasing these contracts at the same time as the laboratory equipment.**
- Contracts may also be established for in-house training, or for validation testing.

⁶ See Financial Guide (including its discussion of consultant rates).

12. Direct administrative expenses

Up to 3 percent of the federal portion of an award under this program may be used for direct administrative expenses specifically related to grant administration and management.

b. Expenses That Are Not Permitted

Federal funds awarded under this program may only be used for the permissible uses of funds outlined above. Among other things, they may not be used for:

1. Salaries and benefits for existing (**on the agency payroll, not grant funded**) staff, other than as discussed in section a “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 a “Permissible Uses of Funds,” paragraphs 3 and 4.
3. Construction.
4. Direct administrative expenses that exceed 3 percent of the federal portion of the award.
5. Accreditation costs.
6. General Office supplies, including but not limited to, paper, pens, toner, printer cartridges, office furniture, etc.
7. Maintenance and service contracts and licensing agreements for existing Laboratory Information Management Systems.
8. New LIMS systems.
9. Renovations.
10. Purchase of equipment for technologies that have not been approved for use by the National DNA Index System (NDIS), including personnel and supply costs that would be needed to validate equipment not approved for use by NDIS.
11. Work that is funded under another federal award. Recipients and subrecipients are prohibited from commingling funds on either a program-by-program or project-by-project basis.
12. Indirect costs.

Cost Sharing or Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash 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.⁷ The 2015 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater 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 Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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 to be done.

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available

⁷ This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

at www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement

For additional information on cost sharing or match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, NIJ will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines,"

“Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. GMS takes information from the applicant’s profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

- **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 13:** Proposed Project Dates—For this program, the proposed project dates should be “January 1, 2016 to December 31, 2017.”
- **Item 16:** Is Application Subject To Review By State Executive Order 12372 Process? See “Intergovernmental Review” paragraph below.

Intergovernmental Review: This funding opportunity is subject to [Executive Order 12372](#). Applicants may find the names and addresses of their State’s Single Point of Contact (SPOC) at the following website: www.whitehouse.gov/omb/grants_spoc/. Applicants whose State appears on the SPOC list must contact their State’s SPOC to find out about, and comply with, the State’s process under Executive Order 12372. In completing the SF-424, applicants whose State appears on the SPOC list are to make the appropriate selection in response to question 19 once the applicant has complied with their State’s E.O. 12372 process. (Applicants whose State does not appear on the SPOC list are to make the appropriate selection in response to question 19 to indicate that the “Program is subject to E.O. 12372 but has not been selected by the State for review.”)

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be the following:—

- Written for a general public audience
- Submitted as a separate attachment with “Project Abstract” as part of its file name
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

3. Program Narrative

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Project Design and Implementation
 - i. This section should address the goals, objectives, and expected results of the applicant's proposal.
 - ii. A detailed plan showing how the applicant intends to use FY 2015 DNA Capacity Enhancement and Backlog Reduction Program funds to meet the programmatic goals of this solicitation: reducing DNA sample turnaround time, increasing the throughput of the public DNA laboratory, and reducing the number of forensic DNA and/or DNA database samples awaiting analysis.
 - iii. Applicants should discuss how they intend to identify and address bottlenecks in the DNA analysis process.
 - iv. Applicants should also provide descriptions of any observed and/or anticipated increases in DNA submissions that would be expected to significantly impact the DNA laboratory's backlog and/or capacity and that may negatively impact the project's expected results.
 - v. Applicants seeking funds for processing, recording, screening, and analysis of forensic DNA cases and/or DNA database samples must make a statement of the estimated number of forensic DNA cases and/or DNA database samples that can be processed, recorded, screened, and analyzed within the 24-month project period. The 24-month award project period begins **January 1, 2016**.
- c. Eligibility Requirements

Applicants are to provide information showing that they meet the eligibility requirements indicated on page 21.
- d. Capabilities and Competencies
- e. Plan for Collecting the Data Required for this Solicitation's Performance Measures

The data collection plan is a description of the applicant's plan for collecting the data required for the solicitation's performance measures. Applicants should discuss this plan in their applications. The plan should 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 three (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 should 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 and the method for reporting such data on a semi-annual

basis. For projects that include forensic DNA casework and/or DNA database sample testing activities and objectives, the data collection plan should also include an explanation of how the tracking and reporting methods will avoid the possibility of “double counting” forensic DNA cases and/or DNA database samples affected by federal funds.

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, 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 as follows:

Objectives	Performance Measure(s)	Data Grantee Provides
Improve the DNA analysis capacity of existing State and local government crime laboratories that conduct forensic DNA analysis.	Increase in DNA analysis throughput for the laboratory.	Average number of forensic DNA samples analyzed per analyst per month at the beginning of the award period. Average number of forensic DNA samples analyzed per analyst per month at the end of the reporting period.
	Reduction in response time for requests.	Average number of days between the submission of a request for forensic biology/DNA analysis to the laboratory and the delivery of the test results at the beginning of the award period. Average number of days between the submission of a request for forensic biology/DNA analysis to the laboratory and the delivery of the test results at the end of the reporting period.
Reduce backlogged forensic DNA casework in State and local government crime laboratories.	Percentage decrease in DNA backlog. ⁸	Number of backlogged forensic biology/DNA cases at the beginning of the award period. Number of backlogged forensic biology/DNA cases at the end of the reporting period. Number of forensic biology/DNA cases analyzed.
Enter DNA profiles into the FBI’s National DNA Index System using CODIS version 7.0	Percent of DNA profiles resulting in a CODIS match.	Number of DNA profiles from forensic analyses entered into CODIS. Number of CODIS hits.

⁸ A backlogged case is defined as a forensic biology/DNA case that has not been completed within 30 days of receipt in the laboratory.

DNA database laboratories will provide the following data for performance measures.

Objectives	Performance Measure(s)	Data Grantee Provides
Improve the capacity of laboratories that conduct DNA analysis on convicted offender and/or arrestee DNA samples (DNA database samples).	Increase in DNA analysis throughput for the laboratory.	Average number of DNA database samples analyzed per analyst per month at the beginning of the award period. Average number of DNA database samples analyzed per analyst per month at the end of the reporting period.
	Reduction in response time for requests.	Average number of days between the submission of a DNA database sample to the laboratory and the upload of the profile to CODIS at the beginning of the award period. Average number of days between the submission of a DNA database sample to the laboratory and the upload of the profile to CODIS at the end of the award period.
Reduce the backlog of convicted offender and/or arrestee DNA samples (DNA database samples).	Percent decrease in DNA backlog. ⁹	Number of backlogged DNA database samples at the beginning of the award period. Number of backlogged DNA database samples at the end of the award period. Number of DNA database samples analyzed.
Enter DNA profiles into the FBI's National DNA Index System using CODIS version 7.0	Percent of DNA profiles resulting in a CODIS match.	Number of DNA profiles from DNA database samples entered into CODIS. Number of CODIS hits.

NIJ does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that NIJ will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

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 has State DNA database laboratory responsibilities, the request encompasses

⁹ A backlogged case is defined as a forensic biology/DNA case that has not been completed within 30 days of receipt in the laboratory.

backlog data for the database laboratory, regardless of whether assistance is being sought for the database operation.

Baseline Backlog Data

Casework Laboratories	
Number of untested/not completed forensic biology/DNA cases on hand on January 1, 2014.	
Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) on January 1, 2014.	
Please estimate percentage of these cases that were from property crimes.	
Number of new cases for forensic biology/DNA received in 2014.	
Please estimate percentage of these cases that were from property crimes.	
Total number of forensic biology/DNA cases completed in 2014.	
Please estimate percentage of these cases that were property crimes.	
Forensic biology/DNA cases closed by administrative means in 2014.	
Number of untested/not completed forensic biology/DNA cases on hand on December 31, 2014.	
Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) on December 31, 2014.	
The average number of days needed to complete (including peer review and report) non-priority forensic DNA cases for calendar year 2014. Please indicate violent crime time with a “ V ” and the nonviolent crime time with “ NV .” If the applicant cannot separate violent and nonviolent cases, please mark the applicant’s response to this question with “ X .”	

Database Laboratories	
Convicted Offender Samples	
The number of untested/not completed convicted offender samples on hand on January 1, 2014.	
The number of untested/not completed convicted offender samples more than 30 days old (backlogged) as of January 1, 2014.	
The number of new convicted offender samples received in 2014.	
The total number of convicted offender samples completed in 2014.	
Samples closed by administrative means (duplicates, non-authorized samples, etc.) in 2014.	
Number of untested/not completed convicted offender samples on December 31, 2014.	
Number of untested/not completed convicted offender samples more than 30 days old (backlogged) on December 31, 2014.	
Average number of days to complete the processing of a convicted offender sample (including upload to CODIS) for calendar year 2014.	

Arrestee Samples	
The number of untested/not completed arrestee samples on hand as of January 1, 2014.	
The number of untested/not completed arrestee samples more than 30 days old (backlogged) on January 1, 2014.	
The number of new arrestee samples received in 2014.	
The total number of arrestee samples completed in 2014.	
Samples closed by administrative means (duplicates, non-authorized samples, etc.) in 2014.	
Number of untested/not completed arrestee samples on December 31, 2014.	
Number of untested/not completed arrestee samples more than 30 days old (backlogged) on December 31, 2014.	
Average number of days to complete the processing of an arrestee sample (including upload to CODIS) for calendar year 2014.	

Definitions for Requested Baseline Backlog Data

Backlogged forensic biology/DNA case—A forensic biology/DNA case that has not been completed within 30 days of receipt in the laboratory.

Backlogged DNA database sample—A DNA database sample that has not been uploaded to CODIS within 30 days of receipt in the laboratory.

Case—analysis request for examination in one forensic investigation area (forensic biology/DNA for this purpose).

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 the testing of DNA in biological samples collected from convicted offenders and/or arrestees, and subsequent upload to CODIS databases.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the [OJP Funding Resource Center](http://www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) Web page (www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that Web page.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.gov/financialguide/index.htm.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Costs

For information on pre-agreement costs, see “Pre-Agreement Cost Approvals” under Section [B. Federal Award Information](#).

5. Applicant Disclosure of High-Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high-risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

6. Additional Attachments

a. 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 a certificate references another document that contains key information on the type or scope of the accreditation, provide a copy of that supplemental documentation.

b. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or State funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

7. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

8. Disclosure of Lobbying Activities

Any applicant that expends any funds for lobbying activities is to provide the detailed information requested on the form, Disclosure of Lobbying Activities ([SF-LLL](#)).

How to Apply

Applicants must submit applications through the [Grants Management System \(GMS\)](#), which provides cradle to grave support for the application, award, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity**. Although the registration and submission deadlines are the same, OJP urges applicants to **register promptly**, especially if this is their first time using the system. Find complete instructions on how to register and submit an application in GMS at www.ojp.gov/gmscbt/. Applicants that experience technical difficulties during this process should e-mail GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday – Friday from 6:00 a.m. to midnight, Eastern Time, except federal holidays. OJP recommends that applicants **register promptly** to prevent delays in submitting an application package by the deadline.

Note on File Types: 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.”

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

All applicants should complete the following steps:

1. Acquire a Data Universal Numbering System (DUNS) number. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. Acquire registration with the System for Award Management (SAM). SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Information about SAM registration procedures can be accessed at www.sam.gov.

3. Acquire a GMS username and password. New users must 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.gov/gmscbt/.

4. Verify the SAM (formerly CCR) registration in GMS. OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on

the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.

5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select NIJ and the FY 2015 DNA Capacity Enhancement and Backlog Reduction Program.
6. **Register by selecting the “Apply Online” button associated with the funding opportunity title.** The search results from step 5 will display the funding opportunity title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this funding opportunity and create an application in the system.
7. **Follow the directions in GMS to submit an application consistent with this solicitation.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before submitting an application. OJP urges applicants to submit the application **at least 72 hours prior** to the application due date.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, NIJ will review only the most recent system-validated version submitted. See Note on “File Names and File Types” under [How to Apply](#).

Experiencing Unforeseen GMS Technical Issues

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must contact the [GMS Help Desk](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then the applicant must e-mail the NIJ contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any GMS Help Desk or SAM tracking number(s). **Note: NIJ does not approve requests automatically.** After the program office reviews the submission, and contacts the GMS Help Desk to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant’s request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time
- Failure to follow GMS instructions on how to register and apply as posted on the GMS Web site
- Failure to follow each instruction in the OJP solicitation

- Technical issues with the applicant's computer or information technology environment, including firewalls

Notifications regarding known technical problems with GMS, if any, are posted at the top of the OJP funding Web page at www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

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. NIJ will also review applications to ensure statutory requirements have been met.

OJP reviews applications for potential awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-federal entities

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are

otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#) webpages.

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements¹⁰ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via OJP's [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

General Information about Post-Federal Award Reporting Requirements

Recipients must submit, among other things, quarterly financial reports, semi-annual performance measure data, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Progress report narratives should include a summary of project goals, the activities performed during the reporting period, and the effects of these activities toward achieving each goal. Narratives should also include descriptions of any observed increases in evidence submissions as well as issues which may negatively impact goals. The final progress report must include a

¹⁰ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

summary and assessment of the program carried out with the FY 2015 award, including cumulative performance measure data over the entire project period.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative requirements of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see Title page.

For additional contact information for GMS, see the Title page.

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojpeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2015 DNA Capacity Enhancement and Backlog Reduction Program

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in GMS:

_____ Acquire a DUNS Number (see page 23)

_____ Acquire or renew registration with SAM (see page 23)

To Register with GMS:

_____ For new users, acquire a GMS username and password* (see page 23)

_____ For existing users, check GMS username and password*
to ensure account access (see page 23)

_____ Verify SAM registration in GMS (see page 23)

_____ Search for correct funding opportunity in GMS (see page 24)

_____ Register by selecting the "Apply Online" button associated with the funding opportunity
title (see page 24)

_____ If experiencing technical difficulties in GMS, contact NIJ (see page 24)

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

General Requirements:

_____ Review [Solicitation Requirements](#) webpage in the OJP Funding Resource Center.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s), as determined by NIJ consistent with the process described in the section titled, "Estimated Aggregate Amounts for Awards to State and Local Applicants That Operate Forensic DNA and/or DNA Database Laboratories" under Section [B. Federal Award Information](#).

Eligibility Requirement:

Eligible applicants are States¹¹ and units of local government with existing crime laboratories that conduct forensic DNA and/or DNA database sample analysis and:

Participate in external audits, not less than once every two years, that 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 organization actively involved in forensic science that is nationally recognized within the forensic science community.

¹¹ See footnote 1, above.

Participate in the National DNA Index System (NDIS) or have an agreement with an NDIS participating laboratory to upload their data.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ Project Abstract (see page 14)
- _____ Program Narrative (see page 15)
- _____ Budget Detail Worksheet (see page 20)
- _____ Budget Narrative (see page 20)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 12)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm (see page 12)
- _____ Disclosure of Lobbying Activities (SF-LLL) (if applicable) (see page 22)
- _____ Applicant Disclosure of High Risk Status (see page 21)
- _____ Additional Attachments
 - _____ Proof of Laboratory Accreditation (Accreditation Certificate(s) and Scope of Accreditation Document(s) (see page 21)
 - _____ Applicant Disclosure of Pending Applications (see page 21)
- _____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 22)

Appendix A

Estimated Aggregate ¹² Amounts for Awards to State and Local Applicants That Operate Forensic DNA and/or DNA Database Laboratories, by State ¹³ —FY 2015			
Alabama	\$1,173,851	Nebraska	\$276,018
Alaska	\$265,365	Nevada	\$948,279
Arizona	\$1,555,609	New Hampshire	\$160,583
Arkansas	\$767,743	New Jersey	\$1,447,107
California	\$8,687,432	New Mexico	\$720,453
Colorado	\$914,573	New York	\$4,361,048
Connecticut	\$532,083	North Carolina	\$1,899,490
Delaware	\$256,403	North Dakota	\$150,000
District of Columbia	\$473,802	Ohio	\$1,866,855
Florida	\$5,184,762	Oklahoma	\$957,580
Georgia	\$2,059,622	Oregon	\$562,745
Hawaii	\$199,136	Pennsylvania	\$2,415,170
Idaho	\$197,164	Puerto Rico	\$525,770
Illinois	\$2,760,404	Rhode Island	\$152,466
Indiana	\$1,323,837	South Carolina	\$1,368,422
Iowa	\$472,787	South Dakota	\$150,719
Kansas	\$554,515	Tennessee	\$2,162,375
Kentucky	\$519,795	Texas	\$6,087,273
Louisiana	\$1,351,851	Utah	\$366,258
Maine	\$150,000	Vermont	\$150,000
Maryland	\$1,583,228	Virginia	\$913,390
Massachusetts	\$1,559,442	Washington	\$1,135,917
Michigan	\$2,509,525	West Virginia	\$313,839
Minnesota	\$716,113	Wisconsin	\$899,637
Mississippi	\$462,979	Wyoming	\$150,000
Missouri	\$1,476,585		
Montana	\$150,000	GRAND TOTAL	\$68,000,000

— ALL AWARDS ARE SUBJECT TO THE AVAILABILITY OF APPROPRIATED FUNDS —
(See text of solicitation for additional information)

¹² Units of local government that meet the eligibility requirements may apply directly to NIJ for a portion of the estimated funds allocated for awards to their State.

¹³ 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 202-616-9264 for additional information, including information on allocation of funds.