

## 2012 Forensic DNA Backlog Reduction Review Checklist

Agency: \_\_\_\_\_

Application Number: \_\_\_\_\_

Grant Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### **Instructions:**

The NIJ Program Office will use this review checklist to assess if the applicant has submitted all required documents and information.

If the application is not complete, or needs to be updated, the Program Office will send this review checklist to the grantee via e-mail so they can use it as a guide to complete or update their application. The Program Office will also establish a deadline for the resubmission of change requested applications to GMS. This will be a short deadline, as all applicants were expected to submit applications that were complete and accurate by the solicitation end date. The Program Office will change request the application back to the grantee via GMS for this update.

The applicant should carefully review this document and make sure each comment is fully addressed, and all required documents have been submitted before they resubmit their application for further consideration.

### **Application for Federal Assistance – STANDARD FORM 424:**

Is this application Complete and Accurate?

Yes  No  Maybe

**Comments:**

### **SF-424 Standard Items:**

#### **Item 8:**

Is the Type of Application “New”?

Yes  No

#### **Item 9:**

Is the Name of the Federal Agency – “National Institute of Justice”?

Yes  No

**SF-424 Standard Items continued...**

**Item 10:**

Is the CFDA Number "16.741"?

Yes  No

**Item 11:**

Does the Descriptive Title follow the format "FY2012  
Forensic DNA Backlog Reduction Program – [Applicant]?"

Yes  No

**Item 13:**

Are the Proposed Project Dates "October 1, 2012  
to March 31, 2014"?

Yes  No

**Item 16:**

Is Application Subject To Review by State Executive  
Order 12372 Process?

Yes  No

**Does the federal assistance requested match the dollar amount  
approved in the Solicitation tables (Appendix A) or in the State  
funding split if multiple laboratories are applying in this state?**

Yes  No

Approved Amount:

**Comments:**

**If there is more than one potential applicant in any given state, did the applicant have their State's funding reviewed and approved by the NIJ Program Manager as requested?** Yes  No  NA

**Comments:**

**Does the federal assistance requested match the budget figures in the detail budget worksheet?** Yes  No

Total Amount from Budget Detail Worksheet:

Award Requested on SF-424:

**Comments:**

**ELIGIBILITY...**

**Is the applicant registered in CCR? If Yes, what is the expiration date of the current registration?**

Yes  No

Expiration Date:

**Does the application address the applicant's eligibility requirements?**

Yes  No

**Eligibility Requirements: Did the Narrative state that the applicant...**

**...is a State or unit of local government?**

Yes  No

**...has an existing forensic DNA laboratory?**

Yes  No

**...if requesting funds for database samples, is the applicant the designated crime laboratory that conducts analysis of DNA database samples for that state?**

Yes  No  NA

**...is accredited?**

Yes  No

**...undergoes external DNA quality assurance audits once every 2 years?**

Yes  No

**ELIGIBILITY continued...**

**...is able to upload all DNA profiles to CODIS and NDIS where applicable?** Yes  No

**...did the applicant state that all DNA analysis performed under this program would be maintained under the applicable federal privacy requirements** Yes  No

**BASELINE METRICS...**

**Does the application contain a statement of...**

**...the current average length of time it takes to process, record, screen, and analyze a forensic DNA/biology case from submission to delivery of forensic DNA/biology test results?** Yes  No

**...the current average length of time it takes between receipt in the laboratory of a DNA database sample and the upload of the profile to CODIS?** Yes  No  NA

**...the current average number of forensic DNA samples analyzed per analyst/per month?** Yes  No

**BASELINE METRICS continued...**

...the current average number of DNA database samples analyzed per analyst/per month?

Yes  No  NA

**Comments:**

Does the application contain a statement of the estimated number of forensic DNA/biology cases that can be processed, recorded, screened, and analyzed in-house within 18 months using the Federal funding requested in this FY 2012 program?

Yes  No  NA  # Forensic DNA Cases in-house:

**Comments:**

Does the application contain a statement of the estimated number of forensic DNA/biology cases that can be outsourced within 18 months using the Federal funding requested in this FY 2012 program??

Yes  No  NA  # Forensic DNA cases outsourced:

**Comments:**

Yes  No  NA  # DNA Database Samples in-house:

**Comments:**

**BASELINE METRICS continued...**

**Does the application contain a statement of the estimated number of DNA database samples that can be outsourced within 18 months using the Federal funding requested in this FY 2012 program?**

Yes  No  NA  # DNA Database Samples outsourced:

**Comments:**

**If the applicant is seeking capacity assistance funding for grant-funded analysts for casework, did the applicant clearly state the estimated number of forensic DNA/biology cases that will be processed, recorded, screened, and analyzed by this grant funded analysts within the 18 months of this FY2012 program?**

Yes  No  NA  # Forensic DNA Cases:

**Comments:**

**If the applicant is seeking capacity assistance funding for grant-funded analysts for DNA database sample testing, did the applicant clearly state the estimated number of DNA database samples that will be handled and analyzed by grant funded analysts within the 18 months of this FY2012 program?**

Yes  No  NA  # DNA Database Samples:

**Comments:**

**ABSTRACT...**

**Was an abstract submitted that provides a clear and concise statement of the proposal goals and objectives?** Yes  No

**Comments:**

**PROJECT NARRATIVE...**

**Does the applicant's Narrative address...**

**The Program Goals and Objectives:**

Yes  No

**Expected Results of their Goals & Objectives:**

Yes  No

**PROJECT NARRATIVE - DETAILED PLAN...**

**Does the narrative provide a detailed plan of what the grantee proposes to do?**

Yes  No

**Does the applicant's Detailed Plan address the following...**

**The current challenges this project will address?**

Yes  No

**How this project will be implemented?**

Yes  No



**PROJECT NARRATIVE - DETAILED PLAN continued...**

**HOW DOES THE PLAN ADDRESS...**

**...How they intend to use funds?**

Yes  No

**...How the plan will reduce turnaround time?**

Yes  No

**PROJECT NARRATIVE – DETAILED PLAN continued...**

**...How the plan will increase throughput & capacity?**

Yes  No

**...How the plan will number of samples awaiting analysis (backlog)?**

Yes  No

**Additional Comments:**

Yes  No

**PROJECT NARRATIVE CONTINUED...**

**Does the program narrative agree with the budget documents?**

Yes

No

**Are all projects for which funding is requested in this application within the scope of the solicitation?**

Yes

No

**Comments:**

**KEY PERSONNEL...**

**Does the applicant have a list of key personnel, their complete contact information, and organization?**

Yes

No

**Comments:**

**DATA COLLECTION PLAN...**

**Did the applicant include a Data Collection Plan for the collection of data required for capacity performance measures?**

Yes

No

**Comments:**

**Did the applicant include a Data Collection Plan for the collection of data required for casework performance measures?**

Yes

No

**Comments:**

**Does the Data Collection Plan detail how the capacity performance measure data will be derived?**

Yes

No

**Comments:**

**Does the Data Collection Plan detail how the casework performance measure data will be derived?**

Yes

No

**Comments:**

**DATA COLLECTION PLAN CONTINUED...**

**Does the Data Collection Plan state who will be responsible for collecting and analyzing the data?**

Yes

No

**Comments:**

**Is the Data Collection Plan rigorous enough to ensure that performance measure data provided are accurate, auditable, and correctly measure the impact of the Federal Funds provided? Did the applicant state that they will provide accurate and auditable measures and the data will be available for 3 years post award?**

Yes

No

**Comments:**

**BUDGET DOCUMENTS: BUDGET DETAIL WORKSHEET**

**Does the application include a budget detail worksheet and summary?**

Yes

No

**Comments:**

**Does each budget category correctly detail the items requested?**

Yes

No

**Comments:**

**Are all budget requests allowable?**

Yes

No

**Comments:**

**Does the budget correctly reflect the project design laid out in the project narrative and budget narrative?**

Yes

No

**Comments:**

**BUDGET DOCUMENTS: BUDGET DETAIL WORKSHEET continued....**

**Are all requests categorized in the appropriate budget categories?**

Yes  No

**Comments:**

**Did the applicant exceed the 5% cap on travel and training for qualified DNA analysts to attend professional meetings?**

Yes  No  NA

**Comments:**

**Does the applicant exceed the 3% cap of the Federal portion of the award used for Indirect Costs?**

Yes  No  NA

**Comments:**

**ADMINISTRATIVE COSTS:**

**Are administrative expenses labeled as such?**

Yes  No  NA

**Are they in the appropriate budget category?**

Yes  No  NA

**Does the applicant exceed the 3% cap of the Federal portion of the award used for Administrative Costs?**

Yes  No  NA

**Comments:**

**BUDGET DOCUMENTS: BUDGET DETAIL WORKSHEET continued...**

If the applicant is requesting funds for Indirect costs, was documentation of their federally approved indirect cost rate submitted with this application?      Yes       No       NA

Do requests to any single vendor total >\$100,000?      Yes       No       NA

**Comments:**

If so, does the applicant indicate the procurement method?      Yes       No       NA

Competitive Bid     

Existing Contract     

Sole Source     

**Comments:**

Is a sole source GAN required?      Yes       No       NA

**Additional Comments:**



**BUDGET DOCUMENTS: BUDGET DETAIL WORKSHEET continued....**

If applying for award funds to work cases in-house, did the applicant follow the guidance in the minimum expected total number of backlogged DNA/biology cases analyzed during the entire project period should be based upon an estimated \$1000 per case analyzed (and uploaded to NDIS when applicable), averaged over all backlogged forensic DNA/biology cases processed?

Yes  No  NA  Estimated # of Cases:

Budget for Supplies for casework:

+

Budget for overtime for casework:

=

In House Total:  ÷ Estimated # Of Cases:  =

**Comments:**

**BUDGET DOCUMENTS: BUDGET NARRATIVE**

**Did the application include a budget narrative?**

Yes  No

**Comments:**

**Does the Budget Narrative agree with the proposal as outlined in the Program Narrative, and the Budget Detail Worksheet?**

Yes  No

**Comments**

**Did the applicant provide their actual cost estimates for in-house analysis of database samples with which they based their federal assistance request?**

Yes  No  NA

**Comments:**

**Is the method of calculating the actual in- house costs for the processing of their backlog database samples understandable?**

Yes  No  NA

**Comments:**

**ACCREDITATION CERTIFICATE:**

Does the application include a scanned copy of the lab's accreditation certificate as required in the solicitation?

Yes  No

Comments:

Does the Accreditation Certificate include Scope of Biology or DNA?  
If not, has supporting documentation been provided?

Yes  No

Comments:

Accrediting Body:

FQS-I

ASCLD-LAB

Expiration Date:

**NEPA:**

**Does the application and budget call for the purchase of chemicals or renovation in space other than within an existing crime laboratory?**

Yes  No

**Comments:**

**If the above question is answered YES, did the applicant submit a NEPA checklist with their application?**

Yes  No  N/A

**Comments:**

**Outsourcing:**

Yes  No

Amount:

**TOTAL:**

**Comments:**

**STANDARD FORMS**

Have all of the Standard Forms been submitted?

Yes  No

**Note: the Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements as well as the Standard Assurances may be entered by the grantee as signed, separate attachments, or through the application process in GMS.**

Comments:

**REVIEW TRACKING**

Date Received	Date Reviewed	Type of Review	Reviewed By	Date Sent	Sent To
		INITIAL			
		FINAL			Upload to GMS

**FOR NIJ INTERNAL REVIEW USE ONLY:**

Please indicate the following sections of the application are complete by checking "Yes". Please check "No" if further attention/revisions are needed:

- |                            |                              |                             |
|----------------------------|------------------------------|-----------------------------|
| Standard Form 424 (p1)     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Baseline Metrics (p4)      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Program Narrative (p7)     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Key Personnel (p11)        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Data Collection Plan (p12) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Budget Detail (p14)        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Budget Narrative (p18)     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Accreditation (p19)        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| NEPA (p20)                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |