



The U.S. Department of Justice, Office of Justice Programs, National Institute of Justice is seeking applications for funding novel or innovative processes, which are cost effective, integrated, and complete, for improving the efficiency and capacity of public forensic DNA laboratories.

Solicitation: Forensic DNA Unit Efficiency Improvement

Eligibility

(See "Eligibility," page 4)

Deadline

All applications are due **May 23, 2008, 11:59 p.m. eastern time.**

Contact Information

For assistance with the requirements of this solicitation, contact Mark S. Nelson, Senior Program Manager, at 202-616-1960 or Mark.S.Nelson@usdoj.gov or Minh Nguyen, Program Manager, at 202-305-2664 or Minh.Nguyen@usdoj.gov.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Funding Opportunity No. 2008-NIJ-1857

SL# 000842

CONTENTS

Overview	3
Deadline: Registration	4
Deadline: Application	4
Eligibility	4
Specific Information	4
Performance Measures	7
How to Apply	8
What an Application Must Include.....	8
Selection Criteria	11
Review Process	12
Additional Requirements.....	13

Forensic DNA Unit Efficiency Improvement CFDA No. 16.741

Overview

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

The need for enhanced DNA laboratory capacity is critical to the ability of crime laboratories to meet the increased demand for DNA testing services. More law enforcement officers are realizing the importance of collecting, preserving, and submitting forensic evidence from both violent and nonviolent crime scenes, resulting in sharp increases in submissions of DNA evidence to the Nation's public crime laboratories. In addition, the passage of State statutes expanding DNA sample collections from offenders of violent crimes to all felons, and in many jurisdictions, to all arrestees, has further increased the workload of forensic science laboratories. Innovative ideas and programs are necessary in order to have significant impacts on growing capacity needs of laboratories.

With this solicitation, NIJ is seeking proposals from States and units of local government for novel and innovative methodologies for improving the efficiency and capacity of public forensic DNA laboratories through the development and adoption of an improved laboratory process, which may involve the purchase of LIMS systems, additional equipment or robotics, an expert system, or hiring additional personnel and/or contractors to help implement the innovative process. NIJ's objective is to publish successful and carefully evaluated novel efficiency improvement methodologies as models to be considered by other forensic science laboratories. **This solicitation will not fund proposals seeking assistance in areas that are already covered by the FY 2008 Forensic DNA Backlog Reduction Program.**

Applications must include a detailed plan that clearly describes how FY 2008 Forensic DNA Unit Efficiency Improvement funds will be used to meet the goals of this solicitation. Priority will be given to proposals that focus on the following:

- Development of a systematic method to identify and address all "bottlenecks" in the DNA casework analysis process that affect the overall efficiency of the DNA unit.
- Implementation of an innovative approach, suitable for publication by NIJ as a model program for the forensic community.

Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. Start the registration process early to prevent delays that may cause you to miss the application deadline. You must complete these three steps before you are able to register: (1) Register with Central Contractor Registry (CCR), (2) Register yourself as an Authorized Organization Representative (AOR), and (3) Be authorized as an AOR by your organization. For more information, visit <http://www.grants.gov>. **Note: Your CCR Registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is **May 23, 2008, 11:59 p.m. eastern time.**

Eligibility

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

- Undergo external audits not less than once every 2 years to demonstrate compliance with DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation, and
- Are accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community.

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

Specific Information—Forensic DNA Unit Efficiency Improvement

Award Purposes and Related Requirements

The purpose of the FY 2008 Forensic DNA Unit Efficiency Improvement program is to provide a unique opportunity for States and units of local governments to develop and implement innovative or novel approaches to improving the capacity and efficiency of applicants' DNA units. NIJ's objective is to publish one or more successful and carefully evaluated novel efficiency improvement programs as model programs. Such a

¹ For purposes of this announcement, the term "State" includes the District of Columbia, the Commonwealth of Puerto Rico, and the U.S. territories of American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the Virgin Islands.

publication would assist other State and local government forensic DNA laboratories to implement similar strategies and subsequently increase efficiency and capacity.

Forensic DNA analysis has played a crucial role in the investigation and resolution of thousands of violent crimes since the late 1980s. Since 2004, NIJ has provided hundreds of millions of dollars to State and local government DNA laboratories under the President's DNA Initiative. A principal goal of this funding has been to increase laboratories' capacity to process DNA evidence and to eliminate or significantly reduce backlogs of forensic DNA evidence awaiting analysis. Recent trends are showing that although forensic laboratories are increasing sample throughput per analyst, many have not reduced turnaround times or backlogs of unanalyzed evidence significantly, due to the rapid rise in evidence sample submission. Through this solicitation, NIJ is seeking integrated, complete, and innovative approaches to improve DNA laboratory efficiency that will result in laboratory throughput capabilities that will exceed current and future increases in forensic DNA casework sample submissions.

The applicant must, in the proposal narrative, clearly define the problem, the proposed solution, and performance measures (in addition to those specifically listed in this announcement) that will be collected in order to objectively evaluate the impact of the proposed project activities. NIJ plans to use an external entity to evaluate and report on the efficacy of projects funded under this program, and applicants must commit to working with the chosen external evaluating entity. Award recipients must cooperate with NIJ and this external evaluator to ensure that deliverables such as performance measures, progress reports, and the final report will provide the necessary data and materials to meet NIJ's objective to publish successful and carefully evaluated novel efficiency improvement methodologies as models to be considered by other forensic science laboratories. Examples of activities with which the recipient must cooperate may include, but are not limited to, site visits by NIJ officials and/or representative(s) of the external evaluator, submission of progress reports, requests for case studies, and response to any assessments, evaluations, or data requests made by NIJ and/or the selected outside evaluator. It may be that in order to demonstrate the true effectiveness of the proposed project, some requests for information may continue after the award has ended. Due to the nature of this solicitation, applicants can expect significant input from and communications with NIJ program managers and/or external evaluators throughout the award period and most likely even after the award period ends.

Award Period

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

Match Requirement:

A grant made under this program may not cover more than 75% of the total costs of the project being funded. The applicant must identify the source of the 25% non-Federal portion of the budget and how match funds will be used. Applicants must satisfy this match requirement with cash only. The formula for calculating match is:

Award amount = Adjusted Project Costs X Recipient's share = required match

Federal Share

Example: 75/25% match requirement

For a Federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \times 25\% = \$116,667 \text{ match}$$

What will *not* be funded:

This program is not meant to be a supplement to the FY 2008 Forensic DNA Backlog Reduction Program, and, in general, funding will not be provided for:

- Handling, screening, and/or analysis of forensic casework or database samples.
- Personnel costs to handle, screen, or analyze casework samples or database samples (including salary, overtime, or continuing educational training).
- Process mapping, LIMS, or expert systems as standalone requests.
- Purchase of equipment, materials, or supplies as a standalone request.
- Work that may be funded under another specific solicitation (e.g., FY 2008 Forensic DNA Backlog Reduction Program).
- Proposals which are nonresponsive to the general goals of this solicitation.

However, if the proposed innovative or novel approach requires the purchase of a LIMS system, additional equipment or robotics, an expert system; or hiring additional personnel and/or contractors to help implement the process, and a Budget Narrative is provided that demonstrates this, then the use of awarded funds for these items may be approved.

Cost of proposed work: Total funding for this solicitation and the number of awards made will depend on the availability of funds and the quality of the applications. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. NIJ recommends that applicants divide the proposed work into discrete phases, with each phase resulting in the delivery of a measurable deliverable. This will enable NIJ to fund the proposed work incrementally, depending on: the quality of the deliverable at the end of each phase, emerging priorities, and the availability of funds. However, applicants should not divide their work if it is not feasible to do so without impairing the technical and programmatic soundness of their approach. Note: Deliverables (e.g., technical reports, performance measures, etc.) will be required at the end of each phase to enable NIJ to assess the progress of the work and make reasoned determinations as to the suitability of funding the next phase of the work.

Limitation on use of award funds for employee compensation; waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the

award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the Federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at <http://www.opm.gov>.)

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

Performance Measures

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

Objective	Performance Measures	Data Grantee Provides
<p>1. To improve DNA analysis capacity of existing State and local government crime laboratories that conduct DNA analysis.</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 to the requesting agency.</p>	<p>1. Number of days between the submission of a DNA sample to a laboratory and the delivery of the test results to the requesting agency at the beginning of the grant period.</p>
		<p>2. Number of days between the submission of a DNA sample to a laboratory and the delivery of the test results to the requesting agency at the end of the reporting period.</p>
	<p>2. Increase in DNA analysis throughput for the lab.</p>	<p>3. Number of DNA samples analyzed per analyst at the beginning of the grant period.</p>
	<p>4. Number of DNA samples analyzed per analyst at the end of the reporting period.</p>	
<p>2. To reduce backlogged DNA casework in State and local government crime laboratories.</p>	<p>3. Percent reduction in DNA backlog – casework.</p>	<p>1. Number of backlogged DNA cases at the beginning of the award period.</p> <p>2. Number of backlogged DNA cases at the end of the award period.</p>

The applicant may also provide additional performance measures specifically targeted to demonstrate the effectiveness of the proposed plan and the elimination of “bottlenecks” identified in their proposal.

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at http://www.grants.gov/applicants/get_registered.jsp. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: Grants.gov does not support the Microsoft Vista operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.DOCX.” Please ensure the document is saved using “Word 97–2003 Document (*.doc)” format.

Please also note: OJP’s Grants Management System (GMS) does not accept executable file types as application attachments. OJP’s Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: “.com”, “.bat”, “.exe”, “.vbs”, “.cfg”, “.dat”, “.db”, “.dbf”, “.dll”, “.ini”, “.log”, “.ora”, “.sys”, and “.zip”.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.741, titled “Forensic DNA Unit Efficiency Improvement” and the Grants.gov funding opportunity number is **2008-NIJ-1857**.

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

What an Application Must Include

Those interested in submitting applications in response to this announcement must complete the required application forms and related documents.

Required Documents

1. **Application for Federal Assistance—Standard Form 424:** Below are answers to specific items:
 - **Item 8:** Type of Application—“New.”
 - **Item 9:** Name of Federal Agency—“National Institute of Justice.”
 - **Item 10:** Catalog of Federal Domestic Assistance (CFDA)—For this program, the number is 16.741
 - **Item 11:** Descriptive Title of Applicant's Project—“FY 2008 Forensic DNA Unit Efficiency Improvement—*YOUR AGENCY NAME.*”
 - **Item 13:** Proposed Project Dates—For this program, the proposed project dates should be “October 1, 2008 to March 31, 2010.”
 - **Item 16:** Is Application Subject To Review By State Executive Order 12372 Process?—A listing of States that have participated in this process can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>.
2. **Program Abstract:** The proposal abstract should serve as a succinct and accurate description of the proposed work. Applicants should concisely describe project goals and objectives, project plans, and methods for achieving the goals. Once an award has been granted, the abstract is computerized and serves as a summary available to all interested parties for the duration of the grant.
3. **Program Narrative:** The program narrative must address the objectives, expected results, and the implementation approach. **Applicants must provide a detailed plan showing how they intend to use FY 2008 Forensic DNA Unit Efficiency Improvement funds to meet the goals of the program: reducing DNA case turnaround time, increasing the throughput of the DNA laboratory, and reducing the DNA casework backlog.** Applicants should discuss the problem faced, baseline data on performance measures, how they intend to identify and address approaches and methods for increasing the efficiency and capacity in their DNA operations using an innovative or novel approach, how they will measure successful outcomes and evaluate the efficacy of their approach, and their dissemination strategy. The narrative must also include information on the qualifications, staff, and resources that the applicant's DNA laboratory has to carry out the proposal. The program narrative must also include information on the applicant's willingness to cooperate with an outside evaluator of their project; site visits and reports to NIJ officials and/or the external evaluator on their project; and significant input from and communications with NIJ program managers and/or the external evaluator. Applicants must also indicate that requests for cooperation with case studies or assessments or evaluations made by NIJ and/or the external evaluator of the project, even after the end of the award period, will be honored.

The program narrative must also include the following:

A statement of (a) the current length of time it takes to handle, screen, or analyze a forensic DNA case from submission to delivery of forensic DNA test results, (b) the average number of DNA samples analyzed per analyst per month, and (c) the estimated number of forensic DNA cases in backlog as of September 30, 2008.

A statement that the applicant meets all eligibility requirements in this announcement and documentation of eligibility.

4. **List of Key Personnel, Including Names, Organizational Affiliations, and Complete Contact Information for All Key Persons Directly Related to This Project.**
5. **Résumés of Key Personnel.**
6. **Letters of Cooperation/Support or Administrative Agreements from Organizations Collaborating in the Project (If Applicable):** Proposals which include collaborations must include letters of cooperation/support or administrative agreements from organizations collaborating in the project. Such letters must also include a statement agreeing to cooperate with the external evaluator for the purpose of publication of the project materials and methods, processes, and results. Any proposed nondisclosure agreements and memorandums of understanding must be submitted with the proposals for review. Proposed agreements and MOUs must take into account NIJ's principal program objective of disseminating information on innovative methodologies to the Nation's State and local crime laboratories. They must not be written in such a way that any terms or conditions might reasonably be understood to unduly restrict the use or dissemination of data and results generated by the NIJ-funded project.
7. **Budget Narrative:** The Budget Narrative should be a plain-language explanation of the proposed expenditures listed in the Budget Detail Worksheet. Applicants that request funds for items that belong in any of the categories listed in the section entitled, "What will not be funded" must include a justification statement describing how the proposed innovative approach requires the purchase of the item(s).
8. **Budget Detail Worksheet and Budget Summary:** The Budget Detail Worksheet should address the specific cost breakdowns for the proposed project and should be organized into the standard OJP budget categories. This information should be presented in a manner that details how the cost for each of the major categories was determined.

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

- A. Personnel.
- B. Fringe Benefits.
- C. Travel.
- D. Equipment.

- E. Supplies.
- F. Construction.
- G. Consultants/Contracts.
- H. Other Costs.
- I. Indirect Costs.

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

9. **Proof of Accreditation (required):** Submit an electronic (scanned) copy of the current accreditation certificate of the applicant's DNA laboratory.
10. **Indirect Rate Agreement (if applicable)**
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/funding/pdfs/indirect_costs.pdf.
11. **Other Program Attachments**
These include several forms, available on OJP's funding page at <http://www.ojp.usdoj.gov/funding/forms.htm>.
12. **Page limit:** The program narrative section of your proposal must not exceed 25 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 25 page limit for the narrative section.

Selection Criteria

Successful applicants must demonstrate the following:

Understanding of the problem and its importance

Include appropriate citations and other information to demonstrate an understanding of the problem and the expected contribution of the proposed project to the forensic DNA community.

Quality and technical merit

1. Awareness of the state of current technology.
2. Soundness of methodology and analytic and technical approach.
3. Feasibility of proposed project and awareness of pitfalls.
4. Innovation and creativity.
5. Qualifications to be disseminated as a model program.

Impact of the proposed project

1. Potential for significant advances in increasing capacity and efficiencies of DNA unit operations.
2. Relevance for improving the policy and practice of criminal justice and related agencies and improving public safety, security, and quality of life.
3. Affordability and cost-effectiveness of proposed end products, when applicable (e.g., purchase price and maintenance costs for a new technology or cost of training to use the technology).
4. Perceived potential for dissemination as a model program.
5. Perceived potential for implementation of a new technology (when applicable).

Capabilities, demonstrated productivity, and experience of applicants

1. Qualifications and experience of proposed staff.
2. Demonstrated ability of proposed staff and organization to manage the effort.
3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
4. Successful past performance on NIJ grants and contracts (when applicable).

Budget

1. Total cost of the project relative to the perceived benefit.
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.

Dissemination strategy

1. Well-defined plan for the grant recipient to disseminate results to appropriate audiences, including researchers, practitioners, and policymakers.
2. Suggestions for print and electronic products NIJ might develop for practitioners and policymakers.

Relevance of the project for policy and practice.

Higher quality applications clearly explain the practical implications of the project. They connect technical expertise with criminal justice policy and practice. To ensure that the project has strong relevance for policy and practice, some applicants may collaborate with researchers and other external organizations. You may include letters showing support from these researchers or external organizations, but they carry less weight than clear evidence that you understand why the field would benefit from the work and how beneficiaries would use it. While a partnership may affect State or local activities, it should also have broader implications for others across the country.

Review Process

OJP is committed to ensuring a standardized 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 program or legislative requirements as stated in the solicitation.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. NIJ may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with NIJ, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

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

When awards will be made: All applicants, whether they are accepted or rejected, will be notified. The review and approval process takes about 5 months. You should not propose to begin work until at least 5 months after the proposal deadline on the cover of this solicitation. Also, you should not expect to receive notification of a decision for at least 5 months after that date. Lists of awards are updated regularly on NIJ's Web site at <http://www.ojp.usdoj.gov/nij/funding/welcome.htm>.

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, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protection Compliance
- Anti-Lobbying Act
- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Nonsupplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance With Office of Justice Programs Financial Guide
<http://www.ojp.usdoj.gov/financialguide/>
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA)

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

If your proposal is funded, you will be required to submit several reports and other materials, including the following:

Final substantive report: The final report should be a comprehensive overview of the project and should include a detailed description of the project design, data, and methods; a full presentation of scientific findings; and a thorough discussion of the implications of the project findings for criminal justice practice and policy. It must contain an abstract of no more than 400 words and an executive summary of no more than 2,500 words.

A draft of the final report, abstract, and executive summary must be submitted 90 days before the end date of the grant. The draft final report will be peer reviewed upon submission. The reviews will be forwarded to the designated applicant point of contact as identified in the application with suggestions for revisions. The point of contact must then submit the revised final report, abstract, and executive summary by the end date of the grant. The abstract, executive summary, and final report must be submitted in both paper and electronic formats.

For program evaluation studies, the final report should include a section on measuring program performance. This section should outline the measures used to evaluate program effectiveness, modifications made to those measures as a result of the

evaluation, and recommendations regarding these and other potential performance measures for similar programs. (This information will be particularly valuable to NIJ and other Federal program agencies in implementing performance measures for federally funded criminal justice programs.)

Interim reports: Grantees must submit quarterly financial reports, detailed semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A-133. Future awards and fund drawdowns may be withheld if reports are delinquent.