DNA Backlog Reduction Program – Program Narrative Form   **FY2012**

Agency Name: _____

Application Number: _____ Grant Point of Contact Phone #: _____

Grant Point of Contact: _____ Email: _____

Federal Assistance Funding Requested for:

    DNA Laboratory (State or local): $_____

    DNA Database Laboratory Supplemental: $_____

Estimated Federal Funding Allocated for:

    DNA Laboratory (State or local): $_____

    DNA Database Laboratory Supplemental: $_____

INSTRUCTIONS:

Please complete all of the following fields. If there is an area that does not pertain to your agency, choose "N/A". Any additional paperwork, forms, certifications, etc. can be uploaded to GMS along with this completed application form.

Please note that the text boxes below do not have a limit on the number of characters you can enter. If you exceed the visible space, continue to type and a scroll bar will appear to the right of the text box. Once you click outside of that text box, a black square with a cross in it will appear indicating there is text beyond what is shown in the text box.

ELIGIBILITY AND PROGRAM SPECIFIC REQUIREMENTS:

1. Are you a unit of State or local government?..Yes ☐ No ☐

Statement:

2. Do you have an existing forensic DNA laboratory?..Yes ☐ No ☐

Statement:

3. Is your agency a state designated existing crime laboratory that conducts analysis of DNA database samples? If you are <u>not</u> an agency eligible to receive funding under the DNA Database Supplemental Funding Formula, this question is not relevant, check "N/A"……..…..….Yes ☐   No ☐   N/A ☐

Statement:

4. Are you accredited by a nonprofit professional organization actively involved in forensic science and nationally recognized within the forensic science community?...Yes ☐   No ☐

Statement:

5. Does your lab undergo external DNA quality assurance audits once every 2 years?........................Yes ☐   No ☐

Statement:

6. Will all eligible DNA profiles obtained with funding from this program be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (NDIS)? Is your lab a CODIS participant in good standing, or do you have an agreement with another NDIS lab to upload profiles generated under this program for you?
    (if the latter is applicable, a copy of the agreement should be attached with this application).............................Yes ☐   No ☐

Statement:

7. Will all DNA analysis performed under this program be maintained under the applicable Federal privacy requirements?...Yes ☐   No ☐

Statement:

Required Statements:

- Questions 1- 3 are required for all applications
- Questions 4-7 are required if you are requesting funding for outsourcing, overtime, or supplies for the analysis of casework and/or database samples.
- Questions 8-9 are required if you are requesting funding for grant-funded analysts to test casework or convicted offender and/or arrestee samples.

1. What is the **current** average length of time (in days) it takes to process, record, screen and analyze a **forensic DNA/biology case** from submission of a request to the laboratory to delivery of forensic biology/DNA test result?

    Number of Days – **Forensic DNA/biology Case**:

    Statement:

2. What is the **current** average length of time (in days) from the receipt in the laboratory of a **DNA database sample** to the upload of the profile to CODIS?

    Number of Days – **DNA Database Sample**: ☐ N/A ☐ (Not a database laboratory)

    Statement:

3. What is the **current** average number of **forensic DNA samples** and/or **DNA Database samples** analyzed **per analyst/per month**?

    Number of **forensic DNA Samples**:

    Number of Database Samples:
    OR
    N/A (Not a database laboratory): ☐

    Statement:

4. What is the estimated number of forensic **DNA/biology cases** that can be processed, recorded, screened, and analyzed in-house using Federal funding for *Overtime and Supplies* for casework assistance within the 18 months of this FY2012 program? This number represents the number of forensic DNA/biology cases to be analyzed above and beyond the number that will be analyzed using other sources of funding. *Please include your rationale for declaring this number; include funding requests **(In-house funding requests for Overtime and Supplies should not exceed $1000/case)**, and/or your reason for declaring over the minimum number of cases required by the $1000/case limit for Overtime and Supply requests.*

Cases (In-house): ☐   N/A ☐ (No funds requested for overtime and/or supplies to test casework samples)

Statement:

5. What is the estimated number of forensic **DNA/biology cases** that can be **outsourced** using Federal funding for casework assistance within the 18 months of this FY2012 program? This number represents the number of forensic DNA/biology cases to be outsourced above and beyond the number that will be outsourced using other sources of funding. *Outsourcing cost per case requests should be reasonable.*

Cases (Outsourced): ☐   N/A ☐ (No funds requested for outsourcing cases)

Statement:

6. What is the estimated number of DNA **database samples** that can be processed, recorded, screened, and analyzed in-house using Federal funding for *Overtime and Supplies* for database sample testing assistance within the 18 months of this FY2012 program? This number represents the number of DNA database samples to be analyzed above and beyond the number that will be analyzed using other sources of funding. **Please provide a cost estimate based on ACTUAL costs. No request may exceed $40/sample.**

DNA Database Samples (In-house): ☐   N/A ☐ (No Funds requested for overtime and/or supplies to test DNA database samples)

N/A ☐ (Not a database laboratory)

Statement:

7. What is the estimated number of DNA **database samples** that can be **outsourced** using Federal funding for DNA database sample testing assistance within the 18 months of this FY2012 program? This number represents the number of DNA database samples to be outsourced above and beyond the number that will be outsourced using other sources of funding. ***Outsourcing costs per sample must be based on actual costs.***

DNA Database Samples (Outsourced): [ ]　　N/A [ ] (No funds requested for outsourcing DNA database samples)

N/A [ ] (Not a database laboratory)

Statement:

8. If you are requesting capacity enhancement funding for **grant-funded and/or contract analysts for casework**, what is the estimated number of forensic DNA/biology cases that can be processed, recorded, screened, and analyzed by grant-funded and/or contract analysts within the 18 months of this FY2012 program? **This number represents the number of DNA/biology cases to be analyzed solely by grant-funded and/or contract analysts and does not include cases reported in questions #4 or #5**.

Cases: [ ]　　N/A [ ] (No funding requested for grant funded analysts)

Statement:

9. If you are requesting capacity enhancement funding for **grant-funded and/or contract analysts** for **DNA database sample** testing, what is the estimated number of DNA database samples that can be handled and analyzed by grant- funded and/or contract analysts with in the 18 months of this FY2012 program**? This number represents the number of DNA database samples to be handled or analyzed by grant-funded and/or contract analysts that does not include samples reported in questions #6 or #7.**

DNA Database Samples: [ ]　　N/A [ ] (No funding requested for grant funded analysts)

N/A [ ] (Not a database laboratory)

Statement:

PROJECT ABSTRACT:

NARRATIVE BODY:

What are the project goals & objectives?

What are the expected results of your project and how will it address your goals and objectives?

Are there any observed and/or anticipated increases in DNA/biology cases or database sample 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?

Detailed Plan: What current challenges will this project address?

How will this project be implemented?

(Each of your goals & objectives mentioned above should be addressed in your implementation plan)

How will the above plan achieve the following programmatic goals:

Reduce turnaround time?

Increase throughput and capacity?

Reduce the number of samples awaiting analysis (backlog)?

List of Key Personnel:

Provide the name, title, mailing address, phone number, and e-mail address for the grant point of contact (POC), the financial POC, and the primary POC in the DNA laboratory responsible for implementation of this award.

GRANT Point of Contact (POC) as entered in GMS:

Financial POC to be entered in GMS:

Primary POC in the DNA Laboratory:

Data Collection Plan:

How will you derive the performance metrics for **capacity** required in this solicitation? Capacity metrics include turnaround time and samples analyzed per analyst per month.

How will you derive the performance metrics for **casework** assistance required in this solicitation? Casework metrics include backlogged cases and/or database samples, cases or samples analyzed, profiles uploaded to CODIS, and CODIS hits. Please explain how you will ensure accurate counting and reporting of cases analyzed with these grant funds.

If you have grant-funded analysts on this project, how will you derive the performance measure for the grant-funded analysts, taking care not to double-count cases that must be counted in the mandatory casework measures?

Who will be responsible for collecting and analyzing the data?

Will your data be accurate, auditable, and available for review 3 years post-award, as required?

Yes ☐   No ☐

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

Casework Laboratories:

Number of untested/not completed forensic biology/DNA **cases** on hand on January 1, 2011.	
Number of untested/ not completed forensic biology/DNA **cases** more than 30 days old (**backlogged**) on January 1, 2011	
Please estimate percentage of these cases that were from property crimes.	
Number of new **cases** for forensic biology/DNA received in 2011.	
Please estimate percentage of these **cases** that were from property crimes.	
Total number of **cases** completed in 2011.	
Please estimate percentage of these **cases** that were property crimes.	
Cases closed by administrative means in 2011.	
Number of untested/ not completed forensic biology/DNA **cases** on hand on December 31, 2011.	
Number of untested/ not completed forensic biology/DNA **cases** more than 30 days old (**backlogged**) on December 31, 2011.	
The average number of days needed to complete (including peer review and report) current load of non-priority DNA forensic cases. Please indicate violent crime time with a "**V**" and the nonviolent crime time with "**NV**." If you cannot separate violent and nonviolent cases, please mark your response to this question with "**X**."	

Database Laboratories – Convicted Offender Samples:

The number of untested/ not completed convicted offender samples on hand on January 1, 2011	
The number of untested/ not completed convicted offender samples on hand for more than 30 days (**backlogged**) as of January 1, 2011.	
The number of new convicted offender samples received in 2011.	
The total number of offender samples completed in 2011.	
Samples closed by administrative means (duplicates, non-authorized samples, etc.)	
Number of untested/not completed convicted offender samples on December 31, 2011.	
Number of untested/ not completed convicted offender samples more than 30 days old (**backlogged**) on December 31, 2011.	
Average number of days to complete current load of convicted offender samples (including upload to CODIS).	

Database Laboratories – Arrestee Samples:

The number of untested/ not completed arrestee samples on hand as of January 1, 2011.	
The number of untested/ not completed arrestee samples more than 30 days old **(backlogged)** on January 1, 2011.	
The number of new arrestee samples received in 2011.	
The total number of arrestee samples completed in 2011.	
Samples closed by administrative means (duplicates, non-authorized samples, etc.)	
Number of untested/ not completed arrestee samples on December 31, 2011.	
Number of untested not completed **(backlogged)** arrestee samples more than 30 days old (backlogged) on December 31, 2011.	
Average number of days to complete current load of arrestee samples (including upload to CODIS).	