



The U.S. Department of Justice, Office of Justice Programs, National Institute of Justice, is seeking applications for funding under the Fiscal Year 2009 Forensic DNA Backlog Reduction Program. This program furthers the Department's mission by offering an opportunity for States and units of local government with existing crime laboratories that conduct DNA analysis to handle, screen, and analyze backlogged forensic DNA casework samples as well as to improve DNA laboratory infrastructure and analysis capacity so that forensic DNA samples can be processed efficiently and cost effectively. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology.

Solicitation: FY09 Forensic DNA Backlog Reduction Program

Eligibility

(See "Eligibility," page 3)

Deadline

Registration with GMS is required prior to application submission.

(See "Registration," page 3)

All applications are due **June 4, 2009, 11:45 p.m. eastern time.**

Contact Information

For assistance with the requirements of this solicitation, contact Mark 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 OJP's Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 7 a.m. to 9 p.m. eastern time.

SL# 000871

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FY09 Forensic DNA Backlog Reduction Program

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 (DOJ) 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 applications to inform its search for the knowledge and tools to guide policy and practice.

The goal of NIJ's FY09 Forensic DNA Backlog Reduction Program is to assist eligible States and units of local government to reduce forensic DNA sample turnaround time, increase the throughput of public DNA laboratories, and reduce DNA forensic casework backlogs. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology.

Eligible States and units of local government may request funds to increase the capacity of their existing crime laboratories that conduct DNA analysis in order to analyze DNA samples more efficiently and cost effectively. Eligible applicants also may request funds to handle, screen, and analyze backlogged forensic DNA casework samples.

Deadline: Registration

Applicants must register with GMS prior to applying. The deadline to register is **11:45 p.m. eastern time on June 4, 2009.**

Deadline: Application

The due date for applying for funding under this announcement is **June 4, 2009, 11:45 p.m. eastern time.**

Eligibility

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

¹ For purposes of this announcement, the term "State" includes the District of Columbia and the Commonwealth of Puerto Rico. The U.S. territories of American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the Virgin Islands also may be eligible for funding. Please contact NIJ at 202-616-1960 for additional information, including information on allocation of funds.

- Undergo external audits, not less than once every 2 years, to demonstrate compliance with the requirements of the Quality Assurance Standards established by the Director of the Federal Bureau of Investigation,
- Are accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community, and
- If applicable, have submitted an approved spend plan for each active award under the FY 2006 Forensic Casework DNA Backlog Reduction and DNA Capacity Enhancement Programs.
- Potential applicants that have active projects funded under the FY 2006 Forensic Casework DNA Backlog Reduction and DNA Capacity Enhancement Programs must submit a spend plan for each such active award for approval by the NIJ Program Manager. A spend plan must include detailed timelines for project completion, information that justifies that remaining project activities will be completed at proposed milestones, and a firm proposed date for the end of the project period. FY 2006 award spend plans that extend past September 30, 2009, must be reasonable and well justified. Spend plans must be submitted to an NIJ Program Manager no later than 30 days after this solicitation is posted, and approval by an NIJ Program Manager is required before consideration for FY 2009 funding. Recipients of FY 2009 awards with approved spend plans for active FY 2006 awards should be aware that they may not be eligible for extensions beyond the end date of the timeline associated with the spend plans they have submitted.

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

Each eligible applicant must satisfy the specific application requirements outlined in this announcement (including those concerning allocation of funds, permissible expenses, timeliness, proper format, and responsiveness to the scope of the solicitation), the general requirements for NIJ and OJP grants, and all other applicable legal requirements.

Specific Information—FY09 Forensic DNA Backlog Reduction Program

A. Allocation of Funds

NIJ expects to award a total of up to **\$ 65 million under the FY 2009** Forensic DNA Backlog Reduction Program. In general, the aggregate amount of FY 2009 funds allocated to eligible applicants from a particular State (including both the State and its units of local government) will be based on:

1. The number of Uniform Crime Report (UCR), Part 1 Violent Crimes reported to the FBI for 2007 (the most current year for which such data are available),
2. The minimum aggregate amount available to eligible applicants from each State. For FY 2009, if the aggregate amount, based on the number of UCR, Part 1

Violent Crimes reported to the FBI, would have been less than \$100,000, that aggregate amount has been increased to \$100,000², and

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

See “Appendix: Estimated Allocation of Funds—FY 2009” for a chart of estimated aggregate amounts available for awards, by State.

Units of local government must specify in their applications the proportion of the State’s total number of UCR, Part 1 Violent Crimes they reported to the FBI for 2007. If 2007 data is not available, the most recent data may be submitted in its stead. In general, funds will be allocated among the eligible applicants within a particular State on the basis of UCR, Part 1 Violent Crimes.

To avoid delay in the processing of applications and release of award funds, all eligible applicants within each State (including units of local government) that seek FY 2009 Forensic DNA Backlog Reduction Program funds are encouraged to coordinate to ensure that the total amount of funds sought by the applicants does not exceed the total aggregate amount available to that State as shown in the chart in the appendix.

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

B. Award Period

All awards will start on the same date of October 1, 2009. 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, 2009, to March 31, 2011).

C. Restrictions on Access to Award Funds in Certain Circumstances

Applicants with unexpended funds from prior years’ NIJ awards for analysis of backlogged forensic DNA casework samples:³

Awards to eligible applicants with unexpended funds from certain prior years’ NIJ awards for analysis of backlogged forensic DNA casework samples will be subject to a special condition that will prevent (until the condition is lifted by NIJ) drawdown, obligation, or expenditure of any funds awarded under this FY 2009 program for either:

² This minimum aggregate amount is intended, among other things, to provide funds for purchase of items such as expert systems, laboratory information management systems, or robotic workstations (should eligible applicants have needs for such items).

³ FY 2006 Forensic Casework DNA Backlog Reduction Program awards and FY 2007 and FY 2008 DNA Backlog Reduction Program award funds directly associated with DNA casework analysis.

- Expenses of supplies for in-house forensic DNA casework analyses, or
- Expenses of obtaining, through an accredited DNA laboratory, DNA analyses of forensic casework samples.

D. Award Purposes and Related Requirements

The goal of NIJ's Forensic DNA Backlog Reduction Program for FY 2009 is to assist eligible States and units of local government to reduce the overall turnaround time for the handling, screening, and analysis of forensic DNA samples, increase the throughput of DNA laboratories, and reduce existing DNA forensic casework backlogs.

1. Forensic Casework DNA Backlog Reduction

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

Although UCR, Part 1 Violent Crimes are the priority, States and units of local government may use FY 2009 program funds to handle, screen, and analyze any backlogged criminal forensic DNA casework sample. Research has suggested that the aggressive use of DNA analysis in solving nonviolent crimes may have an impact on the prevention of violent crimes.

The following requirements apply to forensic casework DNA analyses conducted under this FY 2009 program:

- *Any laboratory that conducts forensic casework DNA analyses under this program must undergo external audits, not less than once every 2 years, that demonstrate compliance with the requirements of the Quality Assurance Standards for Forensic DNA Testing Laboratories established by the Director of the Federal Bureau of Investigation.*
- *Any laboratory that conducts forensic casework DNA analyses under this program must be accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community, and may include any of the following:*
 - An accredited, government-owned laboratory operated by the applicant State or unit of local government.
 - An accredited, government-owned laboratory operated by another government agency.
 - An accredited fee-for-service laboratory.
- *All eligible forensic DNA profiles obtained with funding from this program must be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (NDIS). Laboratories must follow NDIS DNA Data Acceptance Standards for all profiles uploaded to NDIS.*

- *Each DNA analysis conducted under this program must be maintained pursuant to all applicable Federal privacy requirements, including those described in 42 U.S.C. § 14132(b)(3).*

In general, budget requests for in-house handling, screening, and estimated analysis of forensic DNA casework samples will be reviewed on the basis of the estimated number of forensic DNA cases that meet both of the following criteria:

- Are awaiting analysis as of the application date, or are projected to be received as of September 30, 2009, and
- Will be analyzed during the award period with Federal funds provided under this announcement.

States or units of local government that are provided funds for in-house laboratory handling, screening, and DNA analysis of forensic DNA cases will be expected to document the number of backlogged forensic DNA cases analyzed during the reporting period (see “Performance Measures” section below). The expected total number of backlogged DNA cases analyzed during the entire project period should be based upon an estimated \$1,000 per case analyzed (and uploaded to NDIS when applicable), averaged over all backlogged forensic DNA cases processed.

Example: An FY 2009 award with \$N allocated specifically to overtime and supplies for in-house processing of backlogged forensic DNA casework in the proposed budget would be expected to process $N/1,000$ backlogged cases over the course of the project period. So if $N = \$20,000$, a minimum of 20 cases would be expected to be analyzed in-house during the project period.

2. DNA Capacity Enhancement Projects

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

- *Basic Infrastructure Support:* Public crime laboratories that currently conduct DNA analyses may utilize FY 2009 funds to obtain additional equipment and materials for use in basic DNA analysis processes such as extraction, quantitation, amplification, fragment separation, and data analysis. Basic infrastructure support purchases should ultimately aid laboratories to continue to meet or exceed Federal quality assurance standards.
- *Laboratory Information Management Systems (LIMS):* LIMS are software systems designed to manage samples, laboratory users, instruments, and other laboratory functions. Benefits of the integration of a LIMS into a laboratory may include automation of evidence-handling procedures, improved casework management, superior integrity and speed of evidence-handling procedures, and assurance of proper chain-of-custody documentation.

- *DNA Laboratory Operations*: Strategic efficiency planning, which may include needs assessments, evaluations, workflow analyses, process mapping and, ultimately, the implementation of process improvements in order to improve the efficiency of existing public DNA laboratories.
- *Automation Tools*: Automation may be applied to both wet laboratory (e.g. robotic platforms) and data analysis (e.g. expert system software packages) processes. Automation tools allow crime laboratory personnel to streamline aspects of the DNA analysis procedures that are labor and/or time intensive. Automating DNA analysis procedures can increase analyst productivity and minimize human error caused by repetitive manual processing, thereby reducing the potential for contamination.
- *Storage of Forensic Evidence That May Contain DNA*: Forensic evidence that may contain DNA must be stored in a manner that ensures its integrity and maintains its availability throughout criminal investigations, judicial proceedings, and as required by law. Appropriate evidence storage conditions require equipment such as security systems, environmental control systems, ambient temperature monitors, and dehumidifiers. Improved evidence storage may offer benefits to DNA laboratories such as more efficient access to evidence for processing and higher success rates in obtaining DNA profiles with fewer processing attempts.

E. Expected Results and Outcomes

At the end of the project period, public crime laboratories receiving FY 2009 Forensic DNA Backlog Reduction funding are expected to demonstrate improvements over current operations in forensic DNA casework backlog reduction and/or crime laboratory capacity enhancement for DNA analysis. Expected results include:

- A reduction in the average number of days between submission of DNA evidence samples to the applicant's forensic science laboratory (or laboratories) and the delivery of DNA test results to the requesting office or agency.
- An increase in the number of forensic DNA samples processed per analyst per month.
- A reduction in the applicant's backlog of forensic DNA casework.

Laboratories that do not observe a demonstrated improvement are expected to be able to demonstrate a mitigating critical situation affecting the laboratory which, if the project funded under this program had not been implemented, would have caused an increase in the forensic DNA casework backlog and/or a decrease in the crime laboratory capacity for DNA analysis.

F. Permissible Uses of Funds⁴

All funds awarded must be used to further the program goals of reducing forensic DNA sample turnaround time, increasing the throughput of public DNA laboratories (including those laboratories that analyze DNA database samples), and reducing DNA forensic casework backlogs.

Permissible uses of funds under this program may include the following:

1. *Salary and benefits of additional laboratory employees:* Funds may be used to hire **additional** full-time or part-time laboratory employees who will be directly engaged in handling, screening, and/or analyzing forensic casework evidence that may contain DNA. Funds may also be used to hire **additional** full-time or part-time laboratory employees who will be directly engaged in capacity enhancement-specific activities such as validating new DNA analysis technologies for the forensic casework DNA laboratory and/or the laboratory responsible for analysis of DNA database samples. Matching funds are not required.

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

2. *Overtime for existing laboratory staff:* Funds may be used to pay overtime for existing laboratory employees who will be directly engaged in handling, screening, and analyzing forensic casework evidence that may contain DNA. Funds may also be used to pay overtime for existing laboratory employees who will be directly engaged in capacity enhancement specific activities such as validating new DNA analysis technologies for the forensic casework DNA laboratory and/or the laboratory responsible for analysis of DNA database samples. Any payments for overtime must be in accordance with the applicable provisions of the OJP Financial Guide, available at <http://www.ojp.usdoj.gov/financialguide/>.
3. *Training:* Funds may be used for appropriate training of DNA laboratory personnel (including the personnel of laboratories that analyze DNA database samples).
 - *Existing members of the DNA Unit:* Appropriate training may include internal or external training, appropriate continuing education/training opportunities, and/or applicable graduate-level coursework **that is directly related to the applicant's forensic DNA laboratory operation and is for members of the DNA Unit.** (Reasonable travel expenses directly associated with training may be paid in accordance with the provisions of the OJP Financial Guide.)

⁴ As noted earlier, certain awards to applicants with unexpended funds from prior years' awards from NIJ for analysis of backlogged forensic DNA casework samples may contain conditions that restrict access to funds awarded for certain types of expenses. Please refer to "Restrictions on Access to Award Funds in Certain Circumstances," above.

Funds associated with internal or external training, appropriate continuing education/training opportunities, and/or applicable graduate-level coursework for existing members of the DNA Unit (including travel expenses) are limited to no more than 5 percent of the total award. Such funds will be awarded with the intended purpose of aiding existing members of the DNA Unit to meet the continuing educational requirements mandated in DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.

- *New members of the DNA Unit:* States and units of local government that wish to use funds to train new employees to handle, screen, or analyze DNA evidence should submit a detailed plan for training these individuals with their proposal. There is no fixed percentage cap on the funds for this purpose.
- 4. *Travel (Limited):* Funds may be used for travel to public or private accredited laboratories that will conduct DNA analyses to review procedures and practices prior to initial sample shipment and to make one additional unannounced site visit. Funds may also be used for travel associated with DNA training as described above and are subject to the 5 percent cap. Travel expenses must be reasonable and must comply with the applicable provisions of the OJP Financial Guide.
- 5. *Equipment:* Funds may be used for upgrading, replacing, and purchasing laboratory equipment, instrumentation, and computer hardware or software (e.g., LIMS or expert systems) for DNA analyses and data management.
- 6. *Supplies for validation:* Allowable supply expenses include the purchase of laboratory supplies that can be directly attributed to the validation of new DNA analysis technologies.
- 7. *Supplies for DNA database sample collection:* Convicted offender-related evidence collection kits may be purchased.
- 8. *Supplies for in-house laboratory handling, screening, and analysis of forensic DNA casework samples:* These costs include any supplies necessary for the handling, screening, and DNA analysis of backlogged forensic casework samples.⁵
- 9. *Renovation:* Funds may be used for renovations to existing DNA laboratory facilities **if it can be demonstrated that the renovation will directly and specifically improve the efficiency of the analysis of forensic casework DNA samples and/or DNA database samples.** Expenses that may be allowable include the purchase or upgrade of benches, cabinets, interior dividing walls, plumbing, HVAC systems, electrical wiring, evidence examination and preparation rooms, evidence storage rooms, drying rooms, walk-in freezers, and extraction or amplification rooms.

⁵ See footnote 4.

10. *Consultant and contractor services other than sending forensic DNA casework samples to accredited fee-for-service laboratories for analysis:* Funds may be used to hire consultants and/or temporary contract staff to handle, screen, and analyze forensic casework evidence that may contain DNA or to validate new DNA analysis technologies. Funds may also be used to hire consultants or contractors to assist laboratories with the installation of LIMS or expert systems or with the implementation of DNA process-improvement measures.
11. *Sending forensic DNA casework samples to public or private accredited forensic DNA laboratories for analyses:*⁶ Funds may be used to send forensic casework samples to accredited fee-for-service laboratories to conduct DNA analyses. Funds may also be used to enter into agreements with accredited government-owned laboratories to conduct DNA analyses, perform data review, enter eligible forensic DNA profiles into CODIS and, where applicable, upload to NDIS.

If an eligible applicant chooses to send forensic casework DNA samples to an external accredited forensic DNA laboratory, the applicant will be responsible for ensuring that applicable NDIS Data Acceptance Standards are met for all profiles uploaded to NDIS.
12. *Administrative expenses:* Up to 3 percent of the Federal portion of an award under this program may be used for direct and indirect administrative expenses specifically related to **grant administration and management**. Applicants submitting budgets that include indirect costs must submit documentation of their federally approved indirect cost rate, but may not request indirect costs or direct costs in excess of 3 percent.

G. Expenses That Are Not Permitted

Federal funds awarded under this program may not be used for the following:

1. *Salaries and benefits for existing staff* (other than overtime as discussed above in Section F. Permissible Use of Funds).
2. *Travel* (other than authorized travel expenses associated with appropriate DNA training and visits to outsourcing laboratories as discussed above in Section F. Permissible Use of Funds).
3. *Construction.*
4. *Administrative expenses* (direct or indirect) that exceed 3 percent of the Federal portion of the award.
5. *Accreditation costs.*
6. *Expenses directly related to the actual analysis of backlog DNA database samples.* Funds may be available for those purposes under the FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program as well as under the contract program through the OJP Acquisition Management Division.

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

⁶ See footnote 4.

Applicants should be aware that the total period of an award, including one that receives a no-cost extension, ordinarily will not exceed 3 years.

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

Performance Measures

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

Objective	Performance Measures	Data Grantee Provides
1. To improve DNA analysis capacity of existing State and local government crime laboratories that conduct DNA analysis.	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.	1. Average number of days between the submission of a request for DNA analysis to a laboratory and the delivery of the test results at the beginning of the grant period.
	2. Increase in DNA analysis throughput for the lab.	2. Average number of days between the submission of a request for DNA analysis to a laboratory and the delivery of the test results at the end of the reporting period.
		3. Average number of DNA samples analyzed per analyst at the beginning of the grant period.
		4. Average number of DNA samples analyzed per analyst at the end of the reporting period.

<p>2. To reduce backlogged DNA casework in State and local government crime laboratories.</p>	<p>3a. Percent reduction in forensic DNA backlogged casework.</p> <p>3b. CODIS hits attributable to forensic casework DNA analyses funded under this announcement.</p>	<p>1. Number of backlogged forensic DNA cases at the beginning of the award period.</p> <p>2. Number of backlogged forensic DNA cases analyzed using funds provided under this announcement.</p> <p>3. Number of backlogged forensic DNA cases at the end of the award period.</p> <p>4. Number of forensic DNA profiles entered into CODIS as the result of funds provided under this announcement.</p> <p>5. Number of CODIS hits attributable to forensic DNA analyses funded under this announcement.</p>
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Performance measure data must be submitted semi-annually with progress reports.

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

Baseline Backlog Data

Casework Laboratories	
Number of backlogged requests for DNA as of January 1, 2008.	
Please estimate percentage of these requests that were from property crimes.	
Number of new requests for DNA received in 2008.	
Please estimate percentage of these requests that were from property crimes.	
Total number of requests completed in 2008.	
Please estimate percentage of these cases that were property crimes.	
The average number of days needed to complete (including peer review and report) current load of nonpriority forensic cases. Please indicate violent crime time with a “ V ” and the nonviolent crime time with “ NV .” If you cannot separate violent and nonviolent cases, please mark your response with “ X .”	
Database Laboratories	
The number of backlogged requests for DNA of convicted offender samples as of January 1, 2008.	
The number of new convicted offender samples received as of December 31, 2008.	
The total number of offender samples completed in 2008.	
Average number of days to complete current load of convicted offender samples (including upload to CODIS).	
The number of backlogged requests for DNA of arrestee samples as of January 1, 2008.	
The number of new arrestee samples received as of December 31, 2008.	
The total number of arrestee samples completed in 2008.	
Average number of days to complete current load of arrestee samples (including upload to CODIS).	

Definitions for Requested Baseline Backlog Data

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

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

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

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

How to Apply

Grants Management System Instructions. Applications must be submitted through OJP’s online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled “External Overview: Locating & Applying for Funding Opportunities.” For additional assistance, call the GMS Help Desk at 1–888–549–9901 Monday-Friday from 7 a.m. to 9 p.m. eastern time.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), PDF files (*.pdf), or Text Documents (*.txt), and may include Microsoft Excel (*.xls) files. GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.docx.” Please ensure that any Microsoft Word documents you are submitting are saved using “Word 97–2003 Document (*.doc)” format. Additionally, 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.”

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.741, titled “FY09 Forensic DNA Backlog Reduction Program.”

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 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, 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.

Central Contractor Registration (CCR) is required: In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about Federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

Those interested in submitting applications in response to this announcement must complete the required application forms and related documents. You will complete some of the forms shown as part of the development of your user profile during the GMS online application process; others must be attached to your application file. GMS accepts Adobe PDF (*.pdf), Microsoft Word (*.doc), Microsoft Excel (*.xls), Word Perfect (*.wpd), and Text (*.txt) document files. It does not accept compressed or zipped (*.zip) files or the executable files detailed above.

Note: Proposals containing maps, tables, digital photos, and other types of graphics will produce large file sizes that may affect the speed of electronic transfer. Please take this into consideration when submitting your application online.

Required Documents

1. **Application for Federal Assistance—Standard Form 424:** Completing the user profile and summary information in GMS will populate portions of your Standard Form 424. Below are answers to specific items:
 - **Item 8:** Type of Application—“New.”
 - **Item 9:** Name of Federal Agency—“National Institute of Justice.”
 - **Item 10:** Catalog of Federal Domestic Assistance (CFDA)—For this program, the number is 16.741.
 - **Item 11:** Descriptive Title of Applicant’s Project—“FY 2009 Forensic DNA Backlog Reduction Program—[YOUR AGENCY NAME].”

- **Item 13:** Proposed Project Dates—For this program, the proposed project dates should be “October 1, 2009, to March 31, 2011.”
 - **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 2009 Forensic DNA Backlog Reduction Program funds to meet the goals of the program: reducing forensic DNA sample turnaround time, increasing the throughput of the public DNA laboratory, and reducing the DNA forensic casework backlog.** Applicants should discuss how they intend to identify and address bottlenecks in the DNA analysis process.

The program narrative must include the following:

For applications seeking funds for forensic casework capacity enhancement:

- A statement of (a) the current length of time it takes to handle, screen, or analyze a forensic DNA sample from submission to delivery of forensic DNA test results; (b) the average number of DNA samples currently analyzed per analyst/per month; and (c) the anticipated number of forensic DNA cases in backlog as of September 30, 2009.

For applications seeking funds for DNA database capacity enhancement:

- If an applicant proposes to utilize funds awarded under this program for the purpose of enhancing the capacity of the laboratory responsible for analyzing DNA database samples, a statement must be included regarding (a) the current length of time it takes to handle, analyze, review and upload a DNA database sample; (b) the average number of DNA database samples currently analyzed per analyst per month; and (c) the anticipated number of DNA database samples in backlog as of September 30, 2009.

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

- A statement of the number of forensic DNA cases anticipated to be in backlog as of September 30, 2009, and the number of cases that can be handled, screened, and analyzed within 18 months using the Federal funding requested under this FY 2009 program. The latter number should represent the number of forensic casework DNA cases to be analyzed **above and beyond** the number

that can be analyzed within 18 months using other sources of funding. The 18-month period begins October 1, 2009.

For all applications:

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

Units of local government **must** specify in the program narrative the proportion of the State's total number of UCR, Part 1 Violent Crimes they reported to the FBI for 2007. If 2007 data is not available, the most recent data may be submitted in its stead.

- 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).**
- 7. Budget Narrative:** The Budget Narrative is a plain language description of each of the proposed expenditures listed in the Budget Detail Worksheet. It should clearly explain the purpose and reason for all expenditures in the budget. There should be no ambiguities about any budget item. The narrative should also include details for calculated rates or other figures. Applicants that request funds for additional new full-time/part-time laboratory employees must include a statement that any such employees will be directly engaged in handling, screening, and (where permitted) analyzing forensic casework evidence that may contain DNA, or directly engaged in capacity enhancement-specific activities such as validating new DNA analysis technologies for the forensic casework DNA laboratory and/or the laboratory responsible for analysis of DNA database samples.
- 8. Budget Detail Worksheet and Budget Summary:** The Budget Detail Worksheet should address the full scope, duration, and cost of the project. The Budget Detail Worksheet should include a breakdown of costs associated with each budget category, including itemizations and calculations where necessary.

In addition, the Budget Detail Worksheet should clearly indicate the specific amount of funds requested (if any) for each of the following types of expenses:

- Expenses of sending samples to external accredited laboratories for forensic DNA analysis.

- Expenses for laboratory supplies for forensic DNA casework analysis and for other supply expenses directly attributable to forensic DNA casework analysis.

Templates for filling out the Budget Detail Worksheet may be found online at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf, OJP Standard Forms & Instructions. If you have any questions, please contact the Office of the Chief Financial Officer's Customer Service Center at 1-800-458-0786. A Microsoft Office Excel spreadsheet-format Budget Detail Worksheet template is available for use in lieu of the Adobe PDF-format template available at the above link. Use of the Excel version is encouraged so that cost information may be better detailed and automatically calculated, reducing the potential for manual arithmetic errors. Please contact either of the Program Managers listed on page 1 to obtain a copy of the Excel-format template.

9. Data Collection Plan

The Data Collection Plan is a description of the applicant's plan for the collection of the data required for performance measures.

10. Indirect Rate Agreement (if applicable)

Applicants that wish to include indirect costs in their proposed budget (not to exceed the 3-percent cap for administrative costs) must include with their application documentation that an established federally negotiated indirect cost rate has been approved by their "cognizant" Federal agency. As noted earlier, however, no more than 3 percent of the Federal portion of an award under this program may be used for direct and/or indirect administrative expenses.

Note: 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.

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

12. Other Program Attachments

These include several forms, available on OJP's funding pages at <http://www.ojp.usdoj.gov/funding/forms.htm>.

13. Page limit: The program narrative section of your proposal must not exceed 10 double-spaced pages in 12-point font with 1-inch margins. Abstracts, tables of contents, charts, figures, appendixes, and government forms do not count toward the 10-page limit for the narrative section.

Selection Criteria and Review Process

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

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, achievable, and consistent with program or legislative requirements as stated in the solicitation.

When awards will be made: All applicants, whether their applications 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 application 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 and Information

Successful applicants selected for an award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protections
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- 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
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

Reporting Requirements: Each award recipient must submit semi-annual performance measure data, semi-annual progress reports, and quarterly financial status reports. Progress report narratives should include a summary of project goals, the activities performed during the reporting period, and the effects of these activities towards obtaining each goal. Narratives should also include descriptions of any observed increases in evidence submissions as well as issues which may negatively impact goals. Each award recipient also must submit a final report. The report must include a summary and assessment of the program carried out with the FY 2009 award, including cumulative performance measure data over the entire project period.

Appendix: Estimated Allocation of Funds—FY 2009

The estimated aggregate amount that NIJ expects to award to eligible applicants within each State (including eligible units of local government) is shown in the chart on the next page. As indicated earlier under “Allocation of Funds,” the aggregate amounts shown take into account UCR, Part 1 Violent Crimes.

For FY 2009, a minimum has been set for the aggregate amount available to eligible applicants from a State. If the aggregate amount that would otherwise have been made available for FY 2009 to applicants from a State (including units of local government in the State) would have been less than \$100,000, that aggregate amount has been increased to \$100,000.

**Estimated Aggregate Amounts for Awards to
State and Local Applicants, by State—FY 2009⁷**

Alabama	\$947,152	Nebraska	\$245,194
Alaska	\$206,453	Nevada	\$879,766
Arizona	\$1,397,977	New Hampshire	\$100,000
Arkansas	\$685,603	New Jersey	\$1,306,652
California	\$8,727,077	New Mexico	\$597,795
Colorado	\$772,359	New York	\$3,650,958
Connecticut	\$409,571	North Carolina	\$1,930,761
Delaware	\$272,286	North Dakota	\$100,000
District of Columbia	\$380,104	Ohio	\$1,798,182
Florida	\$6,025,006	Oklahoma	\$825,629
Georgia	\$2,150,646	Oregon	\$492,353
Hawaii	\$159,945	Pennsylvania	\$2,365,688
Idaho	\$163,965	Puerto Rico	\$408,520
Illinois	\$3,130,737	Rhode Island	\$109,828
Indiana	\$966,934	South Carolina	\$1,587,389
Iowa	\$402,261	South Dakota	\$100,000
Kansas	\$574,084	Tennessee	\$2,118,894
Kentucky	\$571,663	Texas	\$5,576,101
Louisiana	\$1,430,733	Utah	\$283,707
Maine	\$100,000	Vermont	\$100,000
Maryland	\$1,647,511	Virginia	\$950,167
Massachusetts	\$1,271,519	Washington	\$984,340
Michigan	\$2,466,470	West Virginia	\$227,834
Minnesota	\$685,420	Wisconsin	\$744,491
Mississippi	\$388,418	Wyoming	\$100,000
Missouri	\$1,356,038		
Montana	\$125,818	TOTAL	\$65,000,000

⁷ Units of local government that meet the eligibility requirements may apply directly to NIJ for a portion of the funds allocated for awards to their State. See "Allocation of Funds." Any awards to American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands will be determined by a different method. Please contact NIJ at 202-616-1960 for additional instructions.