# DNA Backlog Reduction Program – Program Narrative  Form | FY2011

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.

## Please indicate that the following actions have been completed and that the following materials (if applicable) have been submitted along with this completed form:

CCR claim entered in GMS ……………………………………………………………………..Yes ☐

SF424 ............................................................................................................................Yes ☐

Budget Narrative     ........................................................................................................Yes ☐

Budget Detail Worksheet (Provided by the Program Office) ...............................................Yes ☐

Resumes of Key Personnel ...............................................................................................Yes ☐

Accreditation Certificate (w/ Scope of Accreditation if ISO accredited) .............................Yes ☐

Standard Assurances Form ..............................................................................................Yes ☐

Certifications Regarding Lobbying; Debarment, Suspension and
Other Responsibility Matters; and Drug-Free Workplace Requirements............................Yes ☐

NEPA Checklist ……………….. .........................................................................................Yes ☐    N/A ☐

Indirect Cost Rate Agreement...........................................................................................Yes ☐    N/A ☐

Accounting System & Financial Capability Questionnaire
(only applicable to new grantees) …………………………………………………………....Yes ☐    N/A ☐

Disclosure of Lobbying Activities........................................................................................Yes ☐    N/A ☐

**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), 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: 
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## 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 case** from submission of a request to the laboratory to delivery of forensic DNA test result?

    Number of Days – **forensic DNA Case**: ☐

    Statement: 
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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: 
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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: 
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4. What is the estimated number of **forensic DNA cases** that can be processed, recorded, screened, and analyzed **in-house** using Federal funding for casework assistance within the 18 months of this FY2011 program?  This number represents the number of forensic DNA cases to be analyzed above and beyond the number that will be analyzed using other sources of funding.  *In-house funding requests (for overtime and supplies only) should not exceed $1000/case.*

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 cases** that can be **outsourced** using Federal funding for casework assistance within the 18 months of this FY2011 program?  This number represents the number of forensic DNA 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 database sample testing assistance within the 18 months of this FY2011 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.  *In-house requests (for overtime and supplies only) should be based on actual costs and should not exceed $40.00 per sample (including the $5.00 per sample review).*

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 FY2011 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 analysts for casework**, what is the estimated number of cases that can be processed, recorded, screened, and analyzed by grant-funded analysts within the 18 months of this FY2011 program?  **This number represents the number of DNA cases to be analyzed solely by grant-funded 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 analysts** for **DNA database sample** testing, what is the estimated number of DNA database samples that can be handled and analyzed by grant-funded analysts with in the 18 months of this FY2011 program**?  This number represents the number of DNA database samples to be handled or analyzed by grant-funded 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 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?

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:

Please note that it is not required to include every member of the DNA Unit, just key personnel.
Do not forget to attach the CVs in GMS for all key personnel listed here.

## Data Collection Plan:

What is your plan for collecting the data required for performance measures?  Describe who will collect and analyze the data, how the performance measures will be derived, and state that the data will be accurate and auditable as well as available for 3 years post award.

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 **backlogged requests** for **DNA** as of January 1, 2010. | |
| Please estimate percentage of these requests that were from property crimes | |
| Number of new **requests** for DNA **received** in 2010 | |
| Please estimate percentage of these requests that were from property crimes | |
| Total number of **requests completed** in 2010 | |
| Please estimate percentage of these cases that were property crimes | |
| Number of **backlogged requests** for **DNA** on December 31, 2010 | |
| The average number of days needed to complete (including peer review and report) current load of **non-priority** forensic cases. Please indicate violent crime time with "**V**" and nonviolent crime time with a "**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, 2010. | |
| The number of new convicted offender **samples received** in 2010. | |
| The total number of offender **samples completed** in 2010. | |
| 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, 2010. | |
| The number of new arrestee **samples received** in 2010. | |
| The total number of arrestee **samples completed** in 2010. | |
| Average number of days to complete current load of arrestee samples (including upload to CODIS) | |