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The U.S. Department of Justice, Office of Justice Programs, National Institute of Justice is seeking applications for funding under the Solving Cold Cases With DNA Program.

This program furthers the Department's mission by offering assistance to States and units of local government to identify, review, and investigate Uniform Crime Report (UCR) Part 1 Violent Crime "cold cases" that have the potential to be solved through DNA analysis and to locate and analyze biological evidence associated with these cases.

## **Solicitation: Solving Cold Cases With DNA**

### **Eligibility**

(See "Eligibility," page 4)

### **Deadline**

All applications are due **February 1, 2008, 11:59 p.m. eastern time.**

### **Contact Information**

For assistance with the requirements of this solicitation, contact Charles Heurich, 202-616-9264 or [charles.heurich@usdoj.gov](mailto:charles.heurich@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-1745**

**SL# 000828**

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# Solving Cold Cases With DNA

## CFDA No. 16.560

### 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 applications to inform its search for the knowledge and tools to guide policy and practice.

NIJ seeks applications from States and units of local government for funding to identify, review, and investigate “violent crime cold cases” that have the potential to be solved using DNA analysis and to locate and analyze biological evidence associated with these cases. Experience has shown that cold case programs can solve a substantial number of violent crime cold cases, including homicides and sexual assaults. Advances in DNA technologies have substantially increased the successful DNA analysis of aged, degraded, limited or otherwise compromised biological evidence. As a result, crime scene samples once thought to be unsuitable for testing may now yield DNA profiles. Additionally, samples that previously generated inconclusive DNA results may now be successfully analyzed using newer methods.

**For the purposes of this announcement: “violent crime cold case” refers to any unsolved UCR Part 1 Violent Crime case for which all significant investigative leads have been exhausted.**

### 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 [www.grants.gov](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 **February 1, 2008, 11:59 p.m. eastern time.**

## Eligibility

States (including territories) and units of local government (including federally recognized Indian tribal governments that perform law enforcement functions) are eligible to apply for funding under this solicitation.

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:** If a grant application is being submitted on behalf of a tribe or tribal organization, a letter or similar document authorizing the inclusion of the tribe or tribal organization named in the application must be included.

## Specific Information—Solving Cold Cases With DNA

### A. Background

Both the Bureau of Justice Assistance (BJA) and NIJ have addressed issues surrounding the investigation of cold cases. The publication "[Cold Case Squads: Leaving No Stone Unturned](#)" (Bureau of Justice Assistance, NCJ 199781, July 2003) states that cold cases are among the most difficult and frustrating cases detectives face. To tackle this problem, numerous U.S. agencies have established cold case squads. Although the specific duties of cold case squads may vary among law enforcement agencies, the most critical component of an effective cold case squad is the right mix of talented investigative and supervisory personnel. Cold case squads can be especially useful in locating and working with past and potential witnesses and reviewing physical evidence to identify suspects. Cold case squads also perform an outreach and networking role and can assist other jurisdictions with cold case investigations as appropriate.

A special report entitled "[Using DNA to Solve Cold Cases](#)" (National Institute of Justice, NCJ 194197, July 2002) discusses the role that advances in DNA technology can play in investigating and solving cold cases. Although DNA is not the only forensic tool of value to unsolved case investigations, advances in DNA technology and the success of DNA database systems have inspired law enforcement agencies throughout the country to reevaluate cold cases for DNA evidence. The remarkable success of cold case programs is due in large part to the existence of searchable Federal, State, and local criminal DNA databases that can link DNA profiles from crime scenes to convicted offenders, arrestees, and to other crime scenes. Additionally, investigations may be aided by searching missing persons databases containing DNA profiles of unidentified remains and those of the relatives of the missing.

Both the BJA publication and the NIJ special report highlight the fact that even with technological advances, the proper team approach is essential for successfully identifying, investigating, and prioritizing cold cases, and for locating and analyzing biological evidence associated with these cases. Investigators serving as the hub of the cold case team must be patient, creative, and persistent in leading the investigation. Prosecutors can provide valuable insight into legal issues. Victim advocates may be able to help locate, educate, and encourage witnesses. Consultation with representatives from the crime laboratory is also critical.

(Both publications discussed above are available at <http://www.ncjrs.gov>. A report published by the State of California entitled “A Process Evaluation of the California DNA Cold Hit Program” (July 2003) may also be useful and is available at [http://www.oes.ca.gov/Operational/OESHome.nsf/CJPD\\_Documents?OpenForm.](http://www.oes.ca.gov/Operational/OESHome.nsf/CJPD_Documents?OpenForm.))

## **B. Award Purposes**

The goal of this solicitation is to make funding available to States and units of local government for:

1. The identification, review, and prioritization of violent crime cold cases that have the potential to be solved using DNA analysis (by appropriate persons such as prosecutors, public defenders, law enforcement personnel, forensic scientists, and medical examiners) in order to determine whether biological evidence may exist that might (through DNA analysis) assist in solving the cold case.
2. The identification, collection, retrieval, and evaluation of biological evidence from such cases that may reasonably be expected to contain DNA.
3. The performance of DNA analyses on such biological evidence including the handling and screening of this evidence.

Funds may be used for certain investigative purposes provided they fall within the scope of the solicitation. Specifically, all investigative activities must be directly related to the funding purposes (1, 2, and/or 3) above. Activities such as interviewing victims, witnesses, suspects, etc., are permissible in violent crime cold case investigations that have the potential to be solved through DNA analysis until either all samples with potential DNA evidence have been recovered and analyzed (including probative evidentiary samples, cold hit confirmatory samples, reference samples from victims and consensual partners, etc.) or the review of the case demonstrates that no biological material was present for further analysis.

**Please Note:** Costs for general cold case investigations—those that do not involve UCR, Part 1 violent crimes, or do not have the potential to be solved through DNA analysis—are not allowable. Funds also are not to be used for the purpose of general laboratory capacity enhancement or general casework backlog reduction.

All DNA analyses conducted using funding from this program must be performed by a laboratory (government-owned or fee-for-service) that is accredited and currently undergoes external audits not less than once every 2 years that demonstrate compliance with the DNA Quality Assurance Standards established by the Director of the FBI. All eligible DNA profiles obtained with funding under this program must be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (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).

Applicants should be aware that NIJ may choose to conduct an evaluation of one or more of any projects funded under this solicitation. Any such evaluation may focus on the impact of the project and its implementation, and may result in publication of a report. An example of an NIJ-funded report (on Boston's Operation Ceasefire) may be found at <http://www.ncjrs.gov/pdffiles1/nij/188741.pdf>.

### **C. Award Period**

In general, NIJ will limit any grants under this program to a maximum period of 18 months after the start of the award.

### **D. Expected Results and Outcomes**

The result of receiving Solving Cold Cases With DNA program funds should be the review and investigation of violent crime cold cases that have the potential to be solved through DNA analysis, including:

1. Location of biological evidence associated with such cold cases.
2. DNA analysis of appropriate biological evidence associated with such cold cases.

Accordingly, grantees must submit measurable data in their progress reports detailing the number and types of violent crime cold cases reviewed, the number of cases in which biological evidence still exists, the number of cases subjected to DNA analysis, the number of cases yielding DNA profiles, the number of profiles entered into CODIS, and the number of hits returned with a brief synopsis of the case and the sample yielding the results.

### **E. Permissible Uses of Funds**

All expenditures under this program must relate directly to violent crime cold cases that have the potential to be solved through DNA analysis and to one or more of the three award purposes listed above. The following types of expenditures may be permitted:

1. **Salary and benefits of additional employees.** Funds may be used for salaries and benefits of additional full-time or part-time employees to the extent such employees are directly engaged in case review, location of evidence, or DNA analysis of biological evidence. Applicants must provide documentation that additional new full-time/part-time employee(s) will be directly engaged in these activities.
2. **Overtime.** Funds may be used for overtime for people directly engaged in case review, location of evidence, DNA analysis of biological evidence, and case investigation (including posthit investigation). All overtime payments must be made in accordance with the applicable provisions of the OJP Financial Guide, available at <http://www.ojp.usdoj.gov/FinGuide>.
3. **Travel.** Funds may be used for travel for investigative purposes within the scope of the program (excluding witness travel).
4. **Laboratory equipment.** Funds may be used to upgrade, replace, lease, or purchase laboratory equipment when the primary use of this equipment can be documented as

directly related to investigation of violent crime cold cases that have the potential to be solved through DNA analysis.

5. **Computer equipment.** Funds may be used to upgrade, replace, lease, or purchase computer hardware or software that will be used exclusively for case review, location of evidence, or DNA analysis of biological evidence.

6. **Laboratory supplies.** Funds may be used to acquire laboratory supplies for DNA analysis of biological evidence.

7. **Consultant and contractor services.** Funds may be used to hire consultants or temporary contract staff, or both, to conduct case reviews, locate evidence, or conduct DNA analysis of biological evidence. Funds may also be used for contracts with accredited fee-for-service vendors to conduct DNA analysis of biological evidence.

8. **Training.** Funds may be used for training directly related to case review, location of evidence, DNA analysis of biological evidence, and case investigation.

#### **F. Expenses That Are Not Permitted**

Federal funds awarded under the Solving Cold Cases With DNA Program may not be used for purposes or types of expenditures other than those described above. For example, funds may not be used for:

1. **Salaries and benefits for existing staff.** Funds may not be used to pay salaries or benefits, or both, for existing staff, other than overtime as discussed above.

2. **Travel for witnesses.**

3. **Portable investigative equipment such as cameras and tape recorders.**

4. **Cell phones and cell phone plans.**

5. **Vehicles.**

6. **Construction.**

7. **Renovation.**

8. **Rental costs for space.**

#### **G. Cost of Proposed Work**

Total funding for this solicitation and the number of awards made will depend on the availability of funds and the number and 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. Individual awards typically will not exceed \$500,000.

Recognizing a potential higher priority based on population, applicants representing cities with a population of 250,000 or greater may apply for funding in excess of

\$500,000 if they rank in the top 25 nationwide based on the number of murders and non-negligent manslaughter for the year 2006. These data are based on Federal Bureau of Investigation Uniform Crime Reports statistics available as of September 2007. The data are available on the FBI 2006 statistics site (<http://www.fbi.gov/ucr/cius2006/index.html>). Justification for the increased funding must be detailed within the body of the application.

A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. See "Cofunding" under "What an Application Must Include."

**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 measure the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>To identify, review, and investigate "violent crime cold cases" that have the potential to be solved through DNA analysis, and to locate and analyze biological evidence associated with these cases.</p>	<ol style="list-style-type: none"> <li>1. To increase the number of the total identified UCR Part 1 Violent Crimes cold cases where the files or evidence, or both, have been reviewed for the presence of biological evidence.</li> <li>2. To increase the number of UCR Part 1 Violent Crimes cold case DNA profiles generated that have been entered into CODIS</li> </ol>	<ol style="list-style-type: none"> <li>1. The number of violent crime cold cases reviewed.</li> <li>2. The number of violent crime cold cases reviewed in which biological evidence still existed.</li> <li>3. The number of violent crime cold cases subjected to DNA analysis.</li> <li>4. The number of violent crime cold cases which yielded DNA profiles.</li> <li>5. The number of DNA profiles entered into CODIS.</li> <li>6. The number of CODIS hits.</li> </ol>



## 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](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 16.560, titled “Solving Cold Cases With DNA,” and the Grants.gov funding opportunity number is 2008–NIJ–1745.

**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

Applications should include the following:

### Standard Form 424

### Program Narrative

Proposals must clearly define the strategy and criteria that will be used to identify, prioritize, and select violent crime cold cases that have the potential to be solved through

DNA analysis. These may be demonstrated through the inclusion of checklists, flowcharts, diagrams, or narratives, and should be developed through collaboration with appropriate members of the criminal justice community (such as crime laboratory personnel, prosecutors, defense counsel, medical examiners, law enforcement investigators, etc.). The proposal must include a description of the followup activities that will be performed to advance a case toward adjudication should a DNA match be obtained. For proposals where the crime laboratory is not the submitting agency but where DNA analysis will be performed, there must be a demonstration of the crime laboratory's commitment to analyze the biological evidence, interpret the DNA results, and upload the DNA profiles into DNA databases.

The program narrative must address the specific project objectives, expected results, and implementation approach. It should demonstrate, specifically and comprehensively, how requested funds will be used for the review and investigation of violent crime cold cases that have the potential to be solved through DNA analysis and for the location and analysis of biological evidence associated with these cases.

The Program Narrative includes:

1. Abstract (not to exceed 400 words).
2. Table of contents.
3. Main body, which includes:
  - a. Purpose, goals, and objectives.
  - b. Review of relevant literature.
  - c. Implementation plan.
  - d. Management plan and organization.
4. Appendixes (not counted against program narrative page limit) include:
  - a. Bibliography/References (if applicable).
  - b. List of key personnel (required).
  - c. Résumés of key personnel (required).
  - d. List of previous and current NIJ awards (required).
  - e. Letters of cooperation/support or administrative agreements from organizations collaborating in the project (recommended, if applicable).
  - f. Chart for timeline or milestones (required).
  - g. Other materials required by the solicitation.

## **Budget Detail Worksheet**

Templates for filling out the Budget Detail Worksheet may be found online at [www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.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.

## **Budget Narrative**

The budget narrative is a plain-language description of each of the proposed expenditures listed in the Budget Detail Worksheet.

### **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/oc/indirectcosts.htm>.

### **Other Program Attachments**

These include several forms, available on OJP's funding page at [www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm).

**Page limit:** The program narrative section of invited full proposals must not exceed 30 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendixes, and government forms do not count toward the 30-page limit for the narrative section.

## **Selection Criteria**

Successful applicants must demonstrate the following:

### **Understanding of the problem and its importance.**

Applicants should include appropriate citations and other information to demonstrate an understanding of the problem and the expected impact of the funding in solving cold cases with DNA.

### **Quality and technical merit.**

1. Awareness of the state of current DNA technology and its application to solving cold cases.
2. Soundness of methodology and approach, including a demonstrated team approach to solving cold cases.
3. Feasibility of proposed project and awareness of pitfalls.
4. Innovation and creativity (when appropriate).

### **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).

### **Impact of the proposed project.**

1. Potential for resolving violent crime cold cases.
2. Affordability and cost-effectiveness.

### **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.

## **Review Process**

NIJ is firmly committed to the competitive process in awarding grants. All applications under this solicitation will be subjected to independent peer-review panel evaluations. External peer-review panelists consider both technical and programmatic merits. Panelists are selected based on their expertise in subject areas pertinent to the applications.

Peer-review panelists will evaluate applications using the criteria listed above. NIJ staff then make recommendations to the NIJ Director. The Director makes award decisions.

**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. No additions to the original submission are allowed.

**When awards will be made:** All applicants, whether they are accepted or rejected, will be notified. The review and approval process takes about 10 months. You should not propose to begin work until at least 10 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 10 months after that date. Lists of awards are updated regularly on NIJ's Web site at <http://www.ojp.usdoj.gov/nij/funding.htm>.

All awards under this solicitation are subject to the availability of appropriated funds.

## 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 or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Funding to Faith-Based and Community Organizations
- 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 <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>.

If your proposal is funded, you will be required to submit several reports and other materials, including quarterly financial reports, 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. The final report must include a summary and assessment of the program carried out with the award. Future awards and fund drawdowns may be withheld if reports are delinquent. If a cold DNA hit occurs during a reporting period, a brief description of the case should be included detailing the type of hit (offender or forensic) and the evidence the hit was obtained from.