



The U.S. Department of Justice, Office of Justice Programs (OJP), National Institute of Justice (NIJ) is seeking applications for funding under the fiscal year 2007 Convicted Offender and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review).

This program furthers the Department's mission by offering an opportunity for States with existing laboratories that conduct DNA analysis of convicted offender and/or arrestee DNA samples ("DNA database samples") to reduce their backlog of such samples through in-house analysis and through data review of DNA profiles generated by fee-for-service vendors from DNA database samples. These activities are critical to accelerating the analysis of DNA database samples collected by States in order to provide timely CODIS-compatible data for all 13 CODIS core STR loci for State and national DNA databases.

Convicted Offender and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review)

Eligibility

See "Eligibility" page 3.

Deadline

All applications are due **June 14, 2007, 11:59 p.m. eastern time.**

Contact Information

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

This application must be submitted through OJP's online Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Customer Support Hotline at 1-888-514-9901.

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Convicted Offender and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review)

CFDA No. 16.748

Overview

The objective of this program is to accelerate the analysis of convicted offender and/or arrestee DNA samples collected by States pursuant to applicable law for databasing purposes (hereinafter, "DNA database samples"), in order to provide timely CODIS-compatible data for all 13 CODIS core STR loci for State and national DNA databases. Funds are to be used by a State's designated existing and accredited DNA database laboratory to reduce the backlog of DNA database samples through in-house analysis and/or through data review of DNA profiles generated by accredited fee-for-service vendors from DNA database samples. All profiles obtained from DNA database samples with funding provided under this announcement must be entered in the Combined DNA Index System (CODIS) within 90 days of completion of analysis and uploaded to the National DNA Index System (NDIS).

Laboratories that receive funds from awards made under this announcement for in-house analysis must track and report the number of DNA database samples they analyze under this fiscal year 2007 program and the number of resulting CODIS hits. Laboratories that receive funds for the data review of DNA profiles generated by accredited fee-for-service vendors from DNA database samples must track and report the number of reviews completed.

Deadline: Registration

The GMS registration deadline is the same as the application deadline.

Deadline: Application

The due date for applying for funding under this announcement is **June 14, 2007, 11:59 p.m. eastern time.**

Eligibility

Eligible applicants are States¹ with a designated existing crime laboratory that conducts analysis of DNA database samples, provided the designated DNA database laboratory meets all of the following requirements:

¹ For purposes of this announcement, the term "State" includes the District of Columbia and the Commonwealth of Puerto Rico. For those States that use a laboratory operated by a unit of local government for analysis of the State's DNA database samples, the application must be submitted by the unit of local government having oversight of the DNA database program.

- The laboratory is accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community.
- The laboratory possesses sufficient in-house DNA analysis capacity to analyze at least 50 percent of their annual receipt of DNA database samples, **or** a minimum of 5,000 DNA database samples per month.
- The laboratory is a participant in the National DNA Index System (NDIS).
- The laboratory undergoes external audits, not less than once every 2 years, to demonstrate compliance with DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.

Convicted Offender and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review)—Specific Information

A. Allocation of Funds

In general, funds for in-house sample analysis will be awarded based on the number of DNA database samples awaiting in-house analysis as of September 30, 2007, that are projected to be analyzed during the award period with Federal funds provided under this announcement. **The amount awarded for in-house sample analysis (including data review and upload to NDIS) will not exceed \$40 per sample analyzed and uploaded to NDIS.**

Funds for data review of DNA profiles generated by accredited fee-for-service vendors from DNA database samples will be based on the number of such vendor-generated DNA profiles awaiting data review as of September 30, 2007, that are projected to be reviewed during the award period with Federal funds provided under this announcement. The amount awarded for data review of vendor-generated profiles will not exceed \$5 per DNA profile reviewed.

Funds will be awarded only for sample analysis and data review above and beyond that which a State can accomplish using current sources of funding. The total amount of funding requested by eligible States may also affect award amounts. 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, 2007. In general, NIJ will limit its grants under this program to a maximum period of 12 months after start of the award (from October 1, 2007 to September 30, 2008).

C. Award Purposes and Related Requirements

The objective of this program is to accelerate the analysis and data review of DNA database samples, in order to provide CODIS-compatible data for all 13 CODIS core

STR loci for State and national DNA databases. Funds must be used by a State's designated existing and accredited DNA database laboratory to reduce the backlog of DNA database samples through in-house analysis and/or through data review of DNA profiles generated by accredited fee-for-service vendors from DNA database samples.

All profiles obtained from DNA database samples with funding provided under this announcement must be entered into CODIS within 90 days of completion of analysis and uploaded to NDIS. Laboratories **must** follow applicable NDIS DNA Data Acceptance Standards for DNA profiles uploaded to NDIS.

All convicted offender and/or arrestee samples must be analyzed for all 13 CODIS core STR loci—FGA, VWA, D3S1358, CSF1PO, TPOX, THO1, D18S51, D21S11, D8S1179, D7S820, D13S317, D5S818, and D16S539, using commercially available PCR kits accepted by 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).

D. Expected Results and Outcomes

The result of receiving fiscal year 2007 Convicted Offender and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review) funds for in-house analysis should be a demonstrated reduction in the number of DNA database samples awaiting in-house DNA analysis and data review as of September 30, 2007. If funds are awarded for data review of DNA profiles generated by an accredited fee-for-service vendor from DNA database samples, the backlog of such profiles awaiting review is expected to be reduced by the end of the grant period.

E. Permissible Uses of Funds

All expenses must directly relate to in-house analysis and data review of DNA database samples by the State's designated DNA database laboratory or to data review of vendor-generated profiles of such samples by the DNA database laboratory. Types of expenditures from awards under this program may include the following:

- 1. Overtime.** Funds may be used for overtime of in-house laboratory staff directly engaged in (a) handling and analyzing DNA database samples, including handling and analyzing quality assurance samples,² and (b) data review of profiles generated by an accredited fee-for-service vendor from DNA database samples that, due to the lack of laboratory resources, have yet to be reviewed and entered into NDIS. Any payments for overtime must be in accordance with the applicable provisions of the OJP Financial Guide, available at <http://www.ojp.usdoj.gov/FinGuide>.
- 2. 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 the handling or analysis of DNA database samples, or the data review of DNA profiles generated from such samples (including profiles

² The number of these quality assurance samples may not exceed 10 percent of the total DNA database samples for which funding is awarded.

generated by accredited fee-for-service vendors). Matching funds are not required.

- 3. Consultant and Contractor Services for Data Review.** Funds may be used to hire consultants and/or temporary contract staff to conduct data review of profiles generated by an accredited fee-for-service vendor from DNA database samples that, due to the lack of laboratory resources, have yet to be reviewed and entered into NDIS. **Any such consultants or contract laboratory personnel must meet all NDIS requirements for the review of DNA data.**

Applicants must provide documentation that the additional new full-time/part-time laboratory employees will be directly engaged in the handling or analysis of DNA database samples, or in the data review of DNA profiles generated from such samples.

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

- 4. Laboratory and Computer Equipment for the DNA database laboratory.** Funds may be used for upgrading, replacing, and purchasing laboratory equipment, instrumentation, and computer hardware for use in the DNA database laboratory
- 5. Certain Supplies.** Funds may be used to acquire commercially available PCR kits accepted by NDIS, and other laboratory supplies for analysis of DNA database samples, including analysis of quality assurance samples.³
- 6. Renovations.** Funds may be used for the renovation of facilities that will directly and specifically improve the effectiveness or efficiency of the DNA database laboratory operation. Any such renovations must be within an **existing** database laboratory facility.

For example, if it can be demonstrated that such renovations will directly and specifically improve the efficiency of the DNA database laboratory, funds may be used for benches, cabinets, interior dividing walls, plumbing, HVAC systems, electrical wiring, DNA database sample storage rooms, and extraction or amplification rooms.

- 7. Other expenses.** Software, such as expert systems and Laboratory Information Management Systems may be purchased for use in the database laboratory.
- 8. Administrative Expenses.** Up to 3 percent of the Federal portion of the award may be used for administrative and grant management expenses directly related to the performance of the project.

F. Expenses That Are Not Permitted

Federal funds awarded under the Convicted and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review) may not be used for:

³ See footnote 2.

1. **Outsourcing.** Funds may not be used for any expenses related to contracting with fee-for-service vendors to perform analysis of DNA database samples.
2. **Salaries and Benefits for Existing Staff.** Funds may not be used to pay salaries and/or benefits for existing staff, other than overtime as discussed above.
3. **Consultant and Contractor Services for In-House Sample Analysis.**
4. **Travel.**
5. **Construction.**
6. **Training.**
7. **Accreditation.**
8. **Administrative Expenses.** Administrative expenses that exceed 3 percent of the Federal portion of the award are not permitted.

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

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, this announcement notifies applicants that program performance is measured by the following performance measures. Award recipients will be required to collect and report data relevant to this measure on a quarterly basis to OJP.

Objective	Performance Measures	Data Provided by Grantee
To reduce the backlog of convicted offender and/or arrestee DNA samples (DNA database samples).	Percent reduction in the DNA database sample backlog.	<p style="text-align: center;">For In-House DNA Analysis of DNA Database Samples</p> <ol style="list-style-type: none"> 1. The number of DNA database samples awaiting DNA analysis at the beginning of the award period. 2. The number of DNA database samples analyzed using FY 2007 Convicted Offender and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review) funds. 3. The number of DNA profiles from DNA database samples developed using FY 2007 Convicted Offender and/or Arrestee DNA Backlog

		<p>Reduction Program (In-House Analysis and Data Review) funds entered into CODIS and NDIS.</p> <p>4. The number of CODIS Hits (LDIS, SDIS, NDIS, forensic hits, offender hits, and investigations aided) resulting from profiles developed with FY 2007 Convicted Offender and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review) funds.</p>
		<p>For Data Review of DNA Profiles Generated by Fee-for-Service Vendors From DNA Database Samples</p> <p>1. The number of DNA profiles from DNA database samples awaiting data review at the beginning of the award period, due to lack of laboratory resources.</p> <p>2. The number of DNA profiles from DNA database samples reviewed using FY 2007 Convicted Offender and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review) funds.</p> <p>3. The number of reviewed DNA profiles from DNA database samples entered into CODIS and NDIS using FY 2007 Convicted Offender and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review) funds.</p> <p>4. The number of CODIS Hits (LDIS, SDIS, NDIS, forensic hits, offender hits and investigations aided) resulting from DNA profiles from DNA database samples reviewed with FY 2007 Convicted Offender and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review) funds.</p>

How to Apply

Grants Management System (GMS) Instructions: Applications must be submitted through the online Grants Management System (GMS). We suggest that you begin the process early, especially if this is the first time you have used the system. Each application requires a separate GMS registration. To learn how to begin the online application process, go to <http://www.ojp.gov/funding> and refer to the **GMS Application Job Aids:** a step-by-step guide for applying online. For additional information, please call the GMS Help Desk at **1-888-549-9901**.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.748, titled “Convicted Offender and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review).”

A DUNS Number is Required: The Office of Management and Budget requires that all 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.

Note: Applying for a DUNS number online can take up to **30 days**.

What an Application Must Include

Those interested in submitting applications in response to this announcement must complete and submit **ALL** 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 PDF, Word, and Text document files. It does not accept zip or executable files.

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.

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 “16.748.”

- **Item 11:** Descriptive Title of Applicant's Project - "FY 2007 Convicted Offender and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review) - *YOUR AGENCY NAME.*"
 - **Item 13:** Proposed Project Dates - For this program, the proposed project dates should be "October 1, 2007 to September 30, 2008."
 - **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 (not to exceed 400 words) 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 project objectives, the expected results, and the implementation approach. The narrative must describe how expenditure of award funds will reduce the number of DNA database samples currently awaiting in-house DNA analysis and/or reduce the number of eligible DNA profiles that are awaiting data review and were generated by accredited fee-for-service vendors from DNA database samples. The program narrative for proposals seeking funds for in-house analysis also must specifically state: (a) the total anticipated backlog of DNA database samples awaiting in-house analysis as of September 30, 2007, and (b) the number of those samples to be analyzed in-house during the 12-month award period using the Federal funds requested under this FY 2007 announcement. The program narrative for proposals seeking funds for data review of eligible DNA profiles generated by accredited fee-for-service vendors from DNA database samples also must state: (a) the total anticipated number of such vendor-generated DNA profiles awaiting data review as of September 30, 2007, and (b) the number of those vendor-generated profiles to be reviewed during the award period using the Federal funds requested under this FY 2007 announcement. Please note that the numbers provided in the program narrative regarding the number of DNA database samples to be analyzed with funds provided under this announcement and the number of DNA profiles generated by fee-for-service vendors to be reviewed with those funds, must represent the numbers to be analyzed or reviewed above and beyond those that can be analyzed or reviewed using current sources of funding.

The program narrative section also should include a statement that the State's designated DNA database laboratory possesses sufficient in-house DNA analysis capacity to analyze at least 50 percent of their annual receipt of DNA database samples, or a minimum of 5,000 DNA database samples per month.

The program narrative section of your proposal must not exceed ten (10) double-spaced pages in 12-point font, no matter the amount of funding. (Tables, charts, figures, appendices, and government forms do not count toward the 10-page limit.)

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. **Budget Narrative:** The Budget Narrative should be a plain-language explanation of the proposed expenditures listed in the Budget Detail Worksheet.
7. **Budget Detail Worksheet and Budget Summary:** The Budget Detail Worksheet should address the specific cost break downs for the proposed project and should be organized into the standard OJP budget categories. This information should be presented in a manner that details how the cost for each of the major categories was determined. This information should also contain the cost per in-house sample analysis, the total number of samples projected to be analyzed in-house using funds provided under this announcement, the costs per DNA profile reviewed, the total number of DNA profiles generated by fee-for-service vendors projected to be reviewed using funds provided under this announcement, and the total funding amount requested.

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

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Construction
- Consultants/Contracts
- Other
- Indirect Costs (if applicable)

Templates for filling out the Budget Detail Worksheet may be found through the Internet at http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf, OJP Standard Forms and Instructions. If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

8. **Proof of Accreditation (required):** Submit a copy of the accreditation certificate of the State's designated DNA database laboratory.

Selection Criteria

Subject to the availability of appropriated funds and to any modifications or additional requirements imposed by law, NIJ anticipates that it will make an award to each eligible applicant that satisfies the specific application requirements outlined in this announcement (including those concerning permissible expenses), the general requirements for NIJ and OJP grants, and all other applicable legal requirements. Funds will be allocated as discussed above, under Convicted Offender and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review)—Specific Information.

Additional Requirements and Information

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
<http://www.ojp.usdoj.gov/FinGuide/>
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

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/otherrequirements.htm>.

Reporting Requirements: Each State that receives funding under this program must submit quarterly performance metrics reports, quarterly financial status reports, and semi-annual progress reports. Each award recipient also must submit a final report. The report must include a summary and assessment of the program carried out with the fiscal year 2007 award. It must also cite the number of DNA database samples that were analyzed during the award period with fiscal year 2007 award funds, the number of DNA profiles generated by fee-for-service vendors that were reviewed during the award period with fiscal year 2007 award funds, the number of DNA profiles entered into CODIS as a result of the award, and the number of CODIS hits generated from the profiles entered into CODIS as a result of the award.