



---

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it 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**

States (including territories) and units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior) are eligible to apply for funding under this solicitation.

### **Deadline**

Registration with Grants.gov is required prior to application submission. (See "How to Apply," page 8.)

All applications are due by 11:59 p.m. eastern time on March 8, 2011. (See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to support@grants.gov.

**Note:** The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except Federal holidays.

For assistance with any other requirement of this solicitation, contact Charles Heurich, Program Manager, at 202-616-9264 or by e-mail to Charles.Heurich@usdoj.gov.

Grants.gov number assigned to announcement: NIJ-2011-2810

SL# 000954

# CONTENTS

Overview.....	3
Deadlines: Registration and Application.....	3
Eligibility.....	3
Program-Specific Information.....	3
Performance Measures.....	6
Notice of New Post-Award Reporting Requirements.....	8
How to Apply.....	8
What an Application Should Include.....	10
Information to Complete the Application for Federal Assistance, Standard Form (SF) 424.....	10
Program Narrative.....	10
Budget Detail Worksheet and Budget Narrative.....	12
Indirect Cost Rate Agreement (if applicable).....	12
Tribal Authorizing Resolution (if applicable).....	13
Other Standard Forms.....	13
Selection Criteria.....	13
Review Process.....	14
Additional Requirements .....	15
Application Checklist.....	17

# Solving Cold Cases With DNA

## CFDA 16.560

### Overview

With this solicitation, 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 the 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.

**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.**

### Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on March 8, 2011. Please see the “How to Apply” section, page 8, for more details.

### Eligibility

Please refer to the title page for eligibility under this program.

### Specific Information—Solving Cold Cases With DNA

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

1. To identify, review, and prioritize 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 DNA analysis of any existing biological evidence could help solve the cold case.
2. To identify, collect, retrieve, and evaluate biological evidence from such cases that may reasonably be expected to contain DNA.
3. To perform 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: (a) 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 (b) 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 allowed. Funds also may not 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. These audits must demonstrate that the laboratory maintains 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 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 [www.ncjrs.gov/pdffiles1/nij/188741.pdf](http://www.ncjrs.gov/pdffiles1/nij/188741.pdf).

**Amount and length of awards:** Total funding for this solicitation and the number of awards made will depend on the availability of funds, the quality of the applications, and other pertinent factors. **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. 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 for the number of murders and non-negligent manslaughters for the year 2009, based on Federal Bureau of Investigation Uniform Crime Reports statistics available as of September 2010. The data are available on the FBI 2009 statistics site ([www.fbi.gov/ucr/cius2009/index.html](http://www.fbi.gov/ucr/cius2009/index.html)). Data to support eligibility for the increased funding should be provided within the body of the application.

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

## 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 that such employees are directly engaged in case review, location of evidence, or DNA analysis of biological evidence. Applicants should 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 post-hit case investigation necessary for retrieval of confirmatory DNA samples. All overtime payments must be made in accordance with the applicable provisions of the OJP Financial Guide, available at [www.ojp.usdoj.gov/financialguide/](http://www.ojp.usdoj.gov/financialguide/).
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, and DNA analysis of biological evidence.

### **What will not be funded:**

1. Work that will be funded under another specific solicitation.
2. 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.
3. Travel for witnesses.
4. Portable investigative equipment such as cameras and tape recorders.
5. Cell phones and cell phone plans.
6. Vehicles.
7. Construction.
8. Renovation.
9. Rental costs for space.

## Budget Information

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, Federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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 2011 salary table for SES employees is available at [www.opm.gov/oca/11tables/indexSES.asp](http://www.opm.gov/oca/11tables/indexSES.asp).) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-Federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General of the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

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

**Match Requirement:** See "Cofunding" paragraph under "What an Application Should Include" (below).

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
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.	<ol style="list-style-type: none"> <li>1. Percent of (UCR Part 1) "violent crime cold cases" reviewed in which biological evidence still existed.</li> <li>2. Percent of "violent crime cold cases" subjected to DNA analysis that yielded viable DNA profiles.</li> <li>3. Number of "violent crime cold case" DNA profiles generated that have been entered into CODIS.</li> <li>4. Number of CODIS hits resulting from "violent crime cold case" analyses.</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 that yielded viable DNA profiles.</li> <li>5. The number of DNA profiles entered into CODIS.</li> <li>6. The number of CODIS hits.</li> <li>7. Quarterly financial reports, semi-annual progress reports, and a final comprehensive progress report.</li> </ol>

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their applications their proposed methods for collecting data for performance measures. Please refer to the section "What an Application Should Include" (below) for additional information.

**Note on project evaluations:** Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP "Other Requirements for OJP Applications" Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that Web page.

## Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

### How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of Federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 7 days a week, except Federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for [Grants.gov](http://www.Grants.gov) registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for Federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. 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, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). Individuals are exempt from this requirement.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. 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 registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov. Please use the following identifying information** when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.560, titled "National Institute of Justice Research, Evaluation, and Development Project Grants," and the funding opportunity number is NIJ-2011-2810.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24-48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). 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."

### **Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact NIJ staff **within 24 hours after the deadline** and request approval to submit its application. At that time, NIJ staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web

site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## What an Application Should Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative, budget detail worksheet including a budget narrative, and resumes/curriculum vitae of key personnel will neither proceed to peer review nor receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

### 1. Information to complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

### 2. Program Narrative

The program narrative section of your application should not exceed 25 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendices, and government forms do not count toward the 25-page limit for the narrative section and should be separate.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

#### Program Narrative Guidelines:

- a. **Title Page**
- b. **Project Abstract** (not counted against the 25-page program narrative limit and not to exceed 600 words).
- c. **Table of Contents and Figures** (not counted against the 25-page program narrative limit).

- d. **Main body.** The main body of the program narrative should describe the project in depth. Proposals should 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 should include a description of the follow-up 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 should 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 should 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 following sections should be included as part of the program narrative:

- Statement of the Problem.
- Project/Program Design and Implementation.
- Capabilities/Competencies.
- Impact/Outcomes and Evaluation.
- Plan for Collecting the Data Required for This Solicitation's Performance Measures. **Note:** Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to NIJ as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

**Note:** Within the above five sections, the narrative should address:

- Purpose, goals, and objectives.
- Implications for criminal justice practice in the United States.
- Management plan and organization.

- f. **Appendices** (not counted against the 25 page program narrative limit) include:
- Bibliography/references.
  - Curriculum vitae, resumes or biographical sketches of key personnel.
  - Project timeline and calendar with expected milestones.
  - Human Subjects Protection Paperwork including Institutional Review Board (IRB) documentation and forms (see [www.ojp.gov/nij/funding/humansubjects/human-subjects.htm](http://www.ojp.gov/nij/funding/humansubjects/human-subjects.htm)).

- Privacy Certificate (for further guidance go to [www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm](http://www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm)).
- List of previous and current NIJ awards to applicant organization.
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable).
- List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- Other materials specified by the solicitation.

### 3. Budget Detail Worksheet and Budget Narrative

#### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

#### b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

**Cofunding:** A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. The application should indicate whether it is feasible for the applicant to contribute cash, facilities, or services as non-Federal support for the project. The application should identify generally any such contributions that the applicant expects to make and the proposed budget should indicate in detail which items, if any, will be supported with non-Federal contributions.

### 4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

5. **Tribal Authorizing Resolution** (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

6. **Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (required to be submitted in GMS prior to the receipt of any award funds).
- b. Disclosure of Lobbying Activities (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- c. Accounting System and Financial Capability Questionnaire (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).
- d. Standard Assurances (required to be submitted in GMS prior to the receipt of any award funds).

## Selection Criteria

**Statement of the Problem** (Understanding of the problem and its importance)—5%

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

**Project/Program Design and Implementation** (Quality and technical merit)—30%

1. Awareness of the state of current DNA technology and its application to solving cold cases.
2. Soundness of methods and analytic and technical approach, including demonstrated team approach to solving cold cases.

3. Feasibility of proposed project and awareness of pitfalls.
4. Innovation and creativity (when appropriate).

**Capabilities/Competencies** (Capabilities, demonstrated productivity, and experience of applicants)—20%

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).

**Budget**—20%

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.
4. Affordability and cost-effectiveness.

**Impact/Outcomes and Evaluation** (Relevance to policy and practice)—25%

1. Potential for resolving violent crime cold cases.

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. NIJ reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. NIJ may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with NIJ, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

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, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- 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
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

If a proposal is funded, the award recipient 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. 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 in the progress report. The description should detail the type of hit (offender or forensic) and the evidence the hit was obtained from.



## **Application Checklist**

### **Solving Cold Cases With DNA**

This application checklist has been created to assist in developing an application.

#### **What an Application Should Include:**

- Application for Federal Assistance (SF-424) (see page 10)
- Program Narrative (see page 10)
- Appendices to the Program Narrative (see page 11)
  - Bibliography/references
  - Curriculum vitae, resumes or biographical sketches of key personnel
  - Project timeline and calendar with expected milestones
  - Human Subjects Protection Paperwork
  - Privacy Certificate
  - List of previous and current NIJ awards to applicant organization
  - Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
  - List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable)
- Budget Detail Worksheet (see page 12)
- Budget Narrative (see page 12)
- Indirect Cost Rate Agreement (if applicable) (see page 12)
- Tribal Authorizing Resolution (if applicable) (see page 13)
- Program Narrative/Abstract Format (see page 10)
  - Double-spaced
  - 12-point standard font
  - 1" standard margins
  - Narrative is 25 pages or less
- Other Standard Forms as applicable (see page 13), including:
  - Disclosure of Lobbying Activities (if applicable)
  - Accounting System and Financial Capability Questionnaire (if applicable)