



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is seeking applications for funding under the Using DNA Technology to Identify the Missing program. This program furthers the Department's mission by offering assistance in performing DNA analysis on unidentified human remains and family reference samples to support the efforts of States and units of local government to identify missing persons.

Using DNA Technology to Identify the Missing Eligibility

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), local governments (including federally recognized Indian tribal governments as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit or for-profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. For-profit organizations must agree to forgo any profit or management fee. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 9.) All applications are due by 11:59 p.m. eastern time on May 29, 2012. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035 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, by telephone at 202-616-9264 or by e-mail at Charles.Heurich@usdoj.gov.

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Using DNA Technology to Identify the Missing (CFDA No. 16.560)

Overview

The goal of the “Using DNA Technology to Identify the Missing” solicitation is threefold: (1) to assist eligible entities in performing DNA analysis on unidentified human remains and/or reference samples to support the efforts of States and units of local government to identify missing persons, (2) to enter the resulting DNA profiles into the FBI’s National DNA Index System using the Combined DNA Index System (CODIS) version 7.0, and (3) to enter any relevant case information related to unidentified remains into the National Missing and Unidentified Persons System (NamUs), as deemed appropriate by the submitting agency (if a case is not entered a justification will be required).

Authorizing Legislation: Department of Justice Appropriations Act, 2012 (Public Law 112-55).

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 29, 2012. See the “How to Apply” section on page 9 for details.

Eligibility

Refer to the title page for eligibility under this program.

Program-Specific Information

DNA technology can provide valuable information to assist in determining the source of unidentified human remains. In recent years, newer DNA technologies have substantially increased the successful analysis of aged, degraded, limited, or otherwise compromised biological evidence. As a result, biological samples, including skeletal remains, once thought to be unsuitable for testing, may now yield DNA profiles. Additionally, samples that previously generated inconclusive DNA results may now be amenable to reanalysis using newer methods. A census by the Bureau of Justice Statistics (BJS) demonstrated the magnitude of the number of unidentified decedents nationwide. This Special Report, entitled *Medical Examiners and Coroners’ Offices, 2004* (available at www.ojp.usdoj.gov/bjs/pub/pdf/meco04.pdf) stated that over 4,000 unidentified human decedents are reported each year by medical examiners and coroners, and of those, an estimated 1,000 remain unidentified 1 year later and become “cold cases.” As of 2004, almost 13,500 unidentified human decedents were on record. The true number may actually be higher, as this census did not include unidentified human remains that are stored in other locations, such as law enforcement agencies. Experts refer to this national crisis as a “mass disaster over time” (“[Missing Persons and Unidentified Remains: The Nation’s Silent Mass Disaster](#),” *NIJ Journal No. 256*, January 2007). (Also see the BJS Fact Sheet *Unidentified Human Remains in the United States, 1980–2004*, available at www.ojp.usdoj.gov/bjs/pub/pdf/uhrus04.pdf.)

Objectives

NIJ's Using DNA Technology to Identify the Missing program is intended to meet the following objectives.

The following should be the primary objective of **all** proposals submitted to this solicitation.

- DNA analysis of unidentified human remains and/or reference samples, followed by review of DNA profiles and upload into the FBI's National DNA Index System using CODIS version 7.0.
 - DNA analyses conducted using funding from this program must be performed by a laboratory (government-owned or fee-for-service) that (1) is accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community, and (2) 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 Federal Bureau of Investigation.
 - All eligible DNA profiles obtained with funding under this program must be entered into the FBI's National DNA Index System using CODIS version 7.0.
 - As available, all appropriate case information, including whether DNA samples have been collected, whether they have been successfully profiled, and the location of the profiled samples; dental records and radiographs; fingerprint cards; photographs if available; and any other relevant information must be entered into the U.S. Department of Justice, Office of Justice Programs' National Missing and Unidentified Persons System (NamUs) by the appropriate medical examiner, coroner, or law enforcement agency.

The following activities are permissible as **secondary** objectives. The proposal should clearly demonstrate that these activities can be successfully performed and that the applicant has prior experience performing this work:

- Anthropological/odontological examinations of unidentified human remains for the following purposes:
 - Pre-DNA analysis: To establish if unidentified human remains are amenable to subsequent DNA analysis.
 - Post-DNA analysis: For creating a case record and entering information into the unidentified decedents database of NamUs.
- Evaluation and application of new DNA technologies designed to increase the amount of genetic information obtained from compromised skeletal remains.

The program narrative should include the following information:

- The number of unidentified human remains and/or reference samples to be analyzed by DNA testing.
- A description of the source(s) of the samples to be analyzed, how the samples will be obtained, the entity that will perform the DNA analysis, and how the DNA analysis will support the efforts of States and units of local government to identify missing persons.
- A description of the type of DNA analysis to be performed (e.g., short tandem repeat [STR], mitochondrial DNA) and a demonstration of the laboratory's proficiency in performing such DNA analysis on unidentified human remains and/or reference samples.
- A description of the processes to be used to review and enter DNA data into the FBI's National DNA Index System using CODIS version 7.0, including the name of the entity that will review and enter the data and a demonstration of that entity's ability and authority to perform this function. If the entity designated to review and enter DNA data has been identified and is not the entity performing the DNA analysis, an appropriate written agreement between the entities must be in place and included with the application.
- If the DNA analysis will be performed by a public or private entity other than the applicant and has been identified, an appropriate written agreement between the applicant and the entity performing the DNA analysis must be included.

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. NIJ anticipates that approximately \$3 million may become available for 2-4 awards made through this solicitation. **All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.**

In general, NIJ will limit any grants under this program to a maximum period of 18 months after the start of the award. Applicants should be aware that the total period of an award, including one that receives a project period extension, ordinarily will not exceed 3 years.

Budget Information

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

1. **Salary (full-time, part-time, overtime) and benefits.** Funds may be used for staff directly engaged in performing DNA analysis on unidentified human remains and/or reference samples from State or local government missing persons investigations. Funds may also be used for anthropologists/odontologists for those activities directly related to establishing whether unidentified human remains are amenable to subsequent DNA analysis or to the entry of information into NamUs. **Note:** NIJ makes no assurance that funds will be available for this purpose in any future award announcements. Supplanting is not permitted.

2. **Travel (limited).** Funds may be used for reasonable travel expenses related to transporting unidentified human remains from State or local government missing persons investigations to the laboratory for analysis.

3. **Equipment and computers.** Funds may be used for upgrading, replacing, and purchasing equipment, instrumentation, and computer hardware or software for DNA analyses of unidentified human remains and/or reference samples from State or local government missing persons investigations. All equipment must be dedicated solely to this purpose or costs must be prorated accordingly. Equipment for enhancing the laboratory's overall DNA capacity is not allowable.

4. **Supplies.** Funds may be used for supplies related to performing DNA analysis on unidentified human remains and/or reference samples from State or local government missing persons investigations, and for other supplies directly related to the performance of the proposal's objectives. The proposal must clearly demonstrate that the types and number of supplies requested are appropriate for the proposed level of effort. Supplies for enhancing the laboratory's overall DNA capacity are not allowable.

5. **Consultant and contractor services.** Funds may be used to hire consultants and/or temporary contract staff to perform DNA analysis on unidentified human remains and/or reference samples from State or local government missing persons investigations. Funds may also be used to outsource samples to qualified public or private laboratories.

6. Other reasonable expenses directly related to the performance of the proposal's objectives. (See page 4 for information on acceptable objectives.)

What will not be funded:

1. Provision of training or direct service.
2. Proposals primarily to purchase equipment, materials, or supplies.
3. Work that will be funded under another specific solicitation.

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 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/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 (AAG) for OJP. An applicant requesting a waiver should 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 to be done.

Minimization of Conference Costs

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under the organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at www.ojp.usdoj.gov/funding/funding.htm.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement

See "Cofunding" paragraph under "What an Application Should Include" (below).

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. 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
<ol style="list-style-type: none"> 1. To perform DNA analysis on unidentified human remains and/or reference samples collected as part of State or local government missing persons investigations, and to enter resulting DNA profiles into the FBI's National DNA Index System using CODIS version 7.0. 2. To enter relevant case information including DNA profiles, dental records, and any other relevant information into the OJP National Missing and Unidentified Persons System, NamUs. 	<ol style="list-style-type: none"> 1. Percentage of unidentified human remains and/or reference samples that yield a DNA profile. 2. Percentage of unidentified human remains cases entered into NamUs. 3. Percentage of DNA profiles resulting in a CODIS match. 	<ol style="list-style-type: none"> 1. The number of unidentified human remains and/or reference samples analyzed by DNA testing. 2. The number of unidentified human remains and/or reference samples that yielded a DNA profile. 3. The number of DNA profiles from State or local government missing persons investigations that were entered into the FBI's National DNA Index System using CODIS version 7.0. 4. The number of CODIS matches resulting from DNA analysis of unidentified human remains and/or reference samples from State or local government missing persons investigations. 5. The number of cases entered into NamUs. 6. The number of cases solved or assisted by entry into NamUs.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 11 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 protection regulations. 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). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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.

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. If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726 or 606-545-5035**, 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 Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS 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. A DUNS number is usually received within 1-2 business days.
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 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. 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.

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.
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. Note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** 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-2012-3100.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **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."

Note: Duplicate Applications

If an applicant submits multiple versions of an application, NIJ will review the most recent version submitted.

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 email the NIJ contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the 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) the applicant has received. **Note: Requests are not automatically approved by NIJ.** 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.

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, including firewalls.

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

What an Application Should Include

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 applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by NIJ to be critical will neither proceed to peer review nor receive further consideration. Under this solicitation, NIJ has designated the following application elements as critical: program narrative, budget detail worksheet and budget narrative, and resumes/curriculum vitae of key personnel. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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, select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Narrative

The program narrative section of the application should not exceed 20 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 20-page limit for the narrative section.

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** (not counted against the 20-page program narrative limit).
The title page should include the title of the project, submission date, funding opportunity number, and the applicant's name and complete contact information (i.e., name, address, telephone number, and e-mail address).
- b. **Project Abstract** (not counted against the 25-page program narrative limit).
The 400 to 600-word abstract is a self-contained summary of the most important elements of the project. The proposal abstract should serve as a succinct and accurate description of the proposed work. Applicants should concisely describe project goals and objectives, project plans, and methods for achieving the goals. Once an award has been granted, the abstract is computerized and serves as a summary available to all interested parties for the duration of the grant.
- c. **Resubmit Response** (if applicable) (not counted against the 20-page program narrative limit). If an applicant is resubmitting a proposal that was presented previously to NIJ, but not funded, the applicant should indicate this. A statement should be provided, no more than two pages, addressing: (1) the title, submission date, and NIJ-assigned application number of the previous proposal, and (2) a brief summary of revisions to the proposal. This document should be inserted after the abstract.
- d. **Table of Contents and Figures** (not counted against the 20-page program narrative limit).
- e. **Main body.** The main body of the program narrative should describe the project in depth. 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.

Within these sections, the narrative should address:

- Objectives as outlined on page 4.
- Program narrative elements outlined on page 5.
- Management plan and organization.

f. **Appendices** (not counted against the 20-page program narrative limit) include:

- Bibliography/references.
- List of key personnel.
- Resumes of key personnel.
- List of previous and current NIJ awards to applicant organization.
- Letters of cooperation/support or administrative agreements (as outlined on page 5) from organizations collaborating in the project (if applicable).
- Chart for timeline or milestones.
- 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. 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, see the OJP Financial Guide at 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. Proposed budgets are expected to be complete; reasonable and allowable; cost-effective; and necessary for project activities. 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.

If a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

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/funding/pdfs/indirect_costs.pdf.

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 (or comparable legal documentation, as may be applicable) 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 (or comparable legal documentation).

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. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms.

a. [Standard Assurances](#)

Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)

Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

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 submitted).

Selection Criteria

Statement of the Problem (Understanding of the problem and its importance)—15%

Applications should include appropriate information to demonstrate an understanding of the problem and the expected impact of the funding.

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

1. Awareness of the state of current DNA technology and its application to analysis of biological samples typically encountered in missing persons investigations.
2. Soundness of methodology and analytic and technical approach, taking into account the objectives set forth on page 4.
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—15%

1. Total cost of the project relative to the perceived benefit (cost-effectiveness).
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.

Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (Relevance to policy and practice)—20%

1. Potential for resolving State or local government missing persons investigations.
2. Potential for significant advances in the field.
3. Affordability and cost-effectiveness of proposed approach.
4. Plan for collecting data required for this solicitation's performance measures.

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 subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements 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 award decisions will be made by the Assistant Attorney General (AAG), who also may 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.

- 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:

Interim reports: Grantees must submit 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.

Final substantive report: The final report should be a comprehensive overview of the project and should include a detailed description of the project/program, including:

- The number of unidentified human remains and/or reference samples analyzed by DNA testing.
- The number of unidentified human remains and/or reference samples that yielded a DNA profile.
- The number of DNA profiles from State or local government missing persons investigations that were entered into the FBI's National DNA Index System using CODIS version 7.0.
- The number of CODIS matches resulting from DNA analysis of unidentified human remains and/or reference samples from State or local government missing persons investigations.
- The number of cases entered into NamUs. (If applicable, a brief justification should be included as to why cases are not entered.)
- The number of cases solved or assisted by entry into NamUs.

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Application Checklist

Using DNA Technology to Identify the Missing

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 12)
- Program Narrative (see page 12)
 - Double-spaced
 - 12-point standard font
 - 1" standard margins
 - Narrative is 20 pages or less
- Appendices to the Program Narrative (see page 13)
 - Bibliography/References (if applicable)
 - List of key personnel
 - Resumes of key personnel
 - 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)
 - Chart for timeline or milestones
 - List of other agencies, organizations or funding sources to which this proposal has been submitted (if applicable)
- Budget Detail Worksheet (see page 13)
- Budget Narrative (see page 13)
- Disclosure of Lobbying Activities (SF-LLL) (see page 10)
- Indirect Cost Rate Agreement (if applicable) (see page 14)
- Tribal Authorizing Resolution (if applicable) (see page 14)
- Other Standard Forms as applicable (see page 14), including:
 - Accounting System and Financial Capability Questionnaire (if applicable)