



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is seeking applications for funding under the DNA Missing Persons Assistance 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.

## **Solicitation: 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 and published in the Federal Register), nonprofit and profit organizations (including tribal nonprofit and profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

### **Deadline**

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How to Apply," page 8.)

All applications are due by **11:45 p.m. eastern time on April 19, 2010.**  
(See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov).

**Note:** The [GMS](#) Support Hotline hours of operation are Monday–Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays.

For assistance with any other requirement of this solicitation, contact Charles Heurich, Program Manager, at 202-616-9264 or by email to [charles.heurich@usdoj.gov](mailto:charles.heurich@usdoj.gov).

**SL# 000934**

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# Using DNA Technology to Identify the Missing

## CFDA No. 16.560

### Overview

The National Institute of Justice (NIJ) is the research, development, and evaluation agency of the U.S. Department of Justice (DOJ) and a component of the Office of Justice Programs (OJP). NIJ provides objective, independent, evidence-based knowledge and tools to enhance the administration of justice and public safety. NIJ solicits applications to inform its search for the knowledge and tools to guide policy and practice.

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 6.0, and (3) to enter any relevant case information related to unidentified remains into NamUs.

**Authorizing Legislation:** Department of Justice Appropriations Act, 2010 (Public Law 111–117).

### Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is **11:45 p.m. eastern time on April 19, 2010** and the deadline for applying for funding under this announcement is **11:45 p.m. eastern time on April 19, 2010**. Please see the “How to Apply” section, page 8, for more details.

### Eligibility

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

## Specific Information—Using DNA Technology to Identify the Missing

### Background

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 recent 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 <http://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 <http://www.ojp.usdoj.gov/bjs/pub/pdf/uhrus04.pdf>.)

## Award Purposes

The following **must** be the primary objective of all proposals submitted to this solicitation. Proposals lacking this objective will not be given further consideration:

- 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 6.0.
  - 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 FBI.
  - All eligible DNA profiles obtained with funding under this program must be entered into the FBI’s National DNA Index System using CODIS version 6.0.
  - 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 allowable as **secondary** objectives. The proposal must 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.

### **Additional Requirements**

The application must include the following:

- The number of unidentified human remains and/or reference samples to be analyzed.
- 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 6.0, 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.

### **Permissible Uses of Funds**

Permissible use 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 allowable.

**2. Training (limited).** Funds may be used for appropriate internal and external training of individuals directly engaged in performing DNA analysis on unidentified human remains and/or reference samples from State or local government missing persons investigations. The proposal must clearly demonstrate that the training will directly benefit the performance of the proposal's objectives. General conference (e.g., American Academy of Forensic Sciences) attendance is not allowable, although costs related to workshops within a conference may be allowable if there is a sufficient DNA and/or missing persons component. Training to enhance the laboratory's overall DNA capacity is not allowable.

3. **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; for travel to approved training venues (see no. 2 above); and for other travel directly related to the performance of the proposal's objectives.

4. **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.

5. **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.

6. **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, or for other activities directly related to the performance of the proposal's objectives. Funds may also be used to outsource samples to qualified public or private laboratories.

7. Other reasonable expenses directly related to the performance of the proposal's objectives.

**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.**

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.

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

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** 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 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/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 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 that the applicant 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.

## Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103–62, applicants who receive funding under this solicitation must provide data that measure the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What an Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>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 6.0.</p> <p>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.</p>	<p>1. Percentage of unidentified human remains and/or reference samples that yield a DNA profile.</p> <p>2. Percentage of unidentified human remains cases entered into NamUs.</p> <p>3. Percentage of DNA profiles resulting in a CODIS match.</p>	<p>1. The number of unidentified human remains and/or reference samples analyzed by DNA testing.</p> <p>2. The number of unidentified human remains and/or reference samples that yielded a DNA profile.</p> <p>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 6.0.</p> <p>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.</p> <p>5. The number of cases entered into NamUs.</p> <p>6. The number of cases solved or assisted by entry into NamUs.</p>

## How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov), or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays. OJP highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps.

- 1. Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application 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 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.
- 2. Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. 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 at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
- 3. Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
- 4. Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select "National Institute of Justice" and then "NIJ FY 10 Using DNA Technology to Identify the Missing."
- 5. Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and



Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.

6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's Grants Management System (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 GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact the NIJ staff member listed on the title page **within 24 hours after the deadline** and request approval to submit your application. At that time, NIJ staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your 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 GMS 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 GMS are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Must Include**

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 required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

#### **Standard Form 424**

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF424.

#### **Program Narrative**

The Program Narrative includes:

- a. Cover page
- b. Abstract (not to exceed 600 words).
- c. Table of contents.

- d. Main body, which includes:
- Purpose, goals, and primary objectives as outlined on page 4.
  - Additional requirements as outlined on page 5.
  - Project design and methods.
  - Management and training plans and organization.
- e. Appendices (not counted against program narrative page limit) include:
- Bibliography/References (if applicable).
  - List of key personnel (required).
  - Resumes of key personnel (required).
  - List of previous and current NIJ awards to applicant organization (required).
  - Letters of cooperation/support or written/administrative agreements (as outlined on page 5) from organizations collaborating in the project (if applicable).
  - Chart for timeline or milestones (required).
  - List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable).
  - Other materials required by the solicitation.

The program narrative section of your application must 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.

#### **Budget Detail Worksheet and Budget Narrative**

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 you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

For additional information relating to budgets, please see the OJP Financial Guide at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

The Budget Narrative is a plain-language description of each of the proposed expenditures listed in the Budget Detail Worksheet. It should clearly explain the purpose and reason for all expenditures in the budget. There should be no ambiguities about any budget item. The narrative also should include details for calculated rates or other figures. As with the Budget Detail Worksheet, the Budget Narrative must be broken down on a year-by-year basis.

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

#### **Indirect Cost Rate Agreement (if applicable)**

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their “cognizant” Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization’s schedule of Federal financial

assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

**Plan for collecting the data required for performance measures. (See "Performance Measures," above.)**

The data collection plan is a description of the applicant's plan for collecting the data required for performance measures. Applicants must discuss this plan in their applications. The plan must describe how the performance measures data will be derived, state who will be responsible for collecting the data, and state that the data will be available for review 3 years post award, as required. The data collection plan should be rigorous to ensure that the performance measure data provided are accurate, auditable, and correctly measure the impact of the Federal funds provided.

**Tribal Authorizing Resolution (if applicable)**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by 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 residents must 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 must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

**Other Standard Forms**

Additional forms that may be required are available on OJP's funding page at <http://www.ojp.usdoj.gov/funding/forms.htm>. Please note in particular the following forms.

1. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required of all applicants as part of the GMS application process)
2. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities)

3. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant that is a nongovernmental entity and that has not received any award from OJP within the past 3 years)
4. [Standard Assurances](#) (required of all applicants as part of the GMS application process)

**Note:** Attachments to the application should be included in one of the following four categories: 1) Program Narrative; 2) Budget Detail Worksheet and Budget Narrative; 3) Appendices; and 4) Other Requirements.

## Selection Criteria

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

Applications should include appropriate citations and other 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 and requirements as set forth on pages 4 - 5.
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.
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. Affordability and cost-effectiveness of proposed approach.
3. Plan for collecting data for 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 basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will be reviewing 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 and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget 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. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review

- Nonsupplanting 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

If your proposal is funded, you will be required to submit several reports and other materials, including:

**Interim reports:** Grantees must submit quarterly financial reports, semi-annual progress reports, 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 Report:** The final report must include a summary and assessment of the program carried out with the award, 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 6.0.
- 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.
- The number of cases solved or assisted by entry into NamUs.

# Application Checklist

## Using DNA Technology to Identify the Missing

The application checklist has been created to aid you in developing your application.

### Eligibility

\_\_\_\_\_ Tribal authorizing resolution (if applicable)

### Application Components:

\_\_\_\_\_ Program Narrative (see pages 9–10 and “Selection Criteria,” page 12)

\_\_\_\_\_ Appendices to the Program Narrative

\_\_\_\_\_ Bibliography/References (if applicable)

\_\_\_\_\_ List of key personnel (required)

\_\_\_\_\_ Resumes of key personnel (required)

\_\_\_\_\_ List of previous and current NIJ awards to applicant organization (required)

\_\_\_\_\_ Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)

\_\_\_\_\_ Chart for timeline or milestones (required)

\_\_\_\_\_ List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable)

\_\_\_\_\_ Budget Narrative

\_\_\_\_\_ Budget Detail Worksheet

\_\_\_\_\_ Indirect Cost Rate Agreement (if applicable)

\_\_\_\_\_ Plan for Collecting Data for Performance Measures

### Program Narrative/Abstract Format:

\_\_\_\_\_ Double-spaced

\_\_\_\_\_ 12-point standard font

\_\_\_\_\_ 1” standard margins

\_\_\_\_\_ Narrative is 20 pages or less

### Other Requirements:

\_\_\_\_\_ Standard Form 424

\_\_\_\_\_ DUNS number

\_\_\_\_\_ Other standard forms as applicable (see page 11–12) including:

\_\_\_\_\_ Disclosure of Lobbying Activities (if applicable)

\_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)