



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is seeking applications for funding for the FY 2013 DNA Backlog Reduction Program. This program furthers the Department's mission by funding States and units of local government with existing crime laboratories that conduct DNA analysis to process, record, screen, and analyze forensic DNA and/or DNA database samples, and to increase the capacity of public forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis.

FY 2013 DNA Backlog Reduction Program

Eligibility

Eligible applicants are States and units of local government that meet the eligibility requirements detailed on page 3.

Deadline

Applicants must register in [OJP's Grants Management System](#) (GMS) prior to submitting an application for this funding opportunity. Select the "Apply Online" button associated with the solicitation title. (See "How to Apply," page 24.) All registrations and applications are due by 11:59 p.m. eastern time on **May 13, 2013**. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888-549-9901, option 3, or via e-mail at 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 Federal holidays.

For assistance with any other requirement of this solicitation, contact Mark Nelson, Senior Program Manager, by telephone at 202-616-1960 or by e-mail at Mark.S.Nelson@usdoj.gov, or Charles Heurich, Program Manager, by telephone at 202-616-9264 or by e-mail at Charles.Heurich@usdoj.gov.

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FY 2013 DNA Backlog Reduction Program (CFDA No. 16.741)

Overview

The goal of NIJ's FY 2013 DNA Backlog Reduction Program is to assist eligible States and units of local government to process, record, screen, and analyze forensic DNA and/or DNA database samples, and to increase the capacity of public forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis.

Under this FY 2013 program, in general, eligible applicants are given the opportunity, based on their individual needs, to determine what portion of their anticipated funding should be used for capacity building purposes and what portion should be used for analysis of forensic DNA and/or DNA database samples. Supplemental funding anticipated to be made available under this program to applicants that operate State-designated DNA database laboratories is expected to be used to meet unfunded needs of the DNA database laboratory, but these supplemental funds may be used for other allowable purposes (e.g., forensic DNA sample analysis or laboratory capacity enhancement), should the needs of the DNA database laboratory be satisfied by other means.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. As of the writing of this solicitation, no full-year appropriation for the Department of Justice for FY 2013 has been enacted. No final answers as to what funds may be provided under this FY 2013 program are available at this time. Applicants are strongly encouraged to check for updates to this solicitation prior to submitting applications.

Deadlines: Registration and Application

Applicants must register in [GMS](#) prior to submitting an application for this funding opportunity. The deadline to register in GMS is 11:59 p.m. eastern time on **May 13, 2013**, and the deadline to apply for funding under this announcement is 11:59 p.m. eastern time on **May 13, 2013**. See the "How to Apply" section on page 24 for details.

Eligibility

Eligible applicants are States¹ and units of local government with existing crime laboratories that conduct forensic DNA and/or DNA database sample analysis and:

¹ For purposes of this announcement, the term "State" includes the District of Columbia and the Commonwealth of Puerto Rico. The U.S. territories of American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the Virgin Islands also may be eligible for funding. Please contact NIJ at 202-616-1960 for additional information, including information on allocation of funds.

- Participate in external audits, not less than once every two years, that demonstrate compliance with the requirements of the Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.
- Are accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community.
- Participate in the National DNA Index System (NDIS) or have an agreement with an NDIS participating laboratory to upload their data.

Program-Specific Information

Depending on what may be provided in terms of the FY 2013 appropriation for the Department of Justice, NIJ expects to award up to \$75 million under the FY 2013 DNA Backlog Reduction Program to States and units of local government that operate forensic DNA laboratories and/or State-designated DNA database laboratories.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

A. Estimated Amounts for Awards to State and Local Applicants That Operate Forensic DNA Laboratories

Up to \$72,450,000 of these FY 2013 program funds are expected to be awarded to States and units of local government that operate forensic DNA laboratories. In general, the aggregate amount of FY 2013 funds expected to be awarded to eligible applicants from each State (including the State and its units of local government) is based on:

1. The number of Uniform Crime Report (UCR) Part 1 Violent Crimes² reported to the FBI for 2011 (the most current year for which such data are available).³
2. A minimum aggregate amount available to eligible applicants from each State. For FY 2013, if the aggregate amount, based on the number of UCR, Part 1 Violent Crimes reported to the FBI, is less than \$200,000, NIJ expects to increase that aggregate amount to \$200,000.

The number of State and local applicants also may affect funding allocations.

See “Appendix A: Estimated Aggregate Amounts for Awards to State and Local Applicants That Operate Forensic DNA Laboratories, by State—FY 2013 (Plus Estimated FY 2013 Supplemental Funding for Applicants That Operate State-Designated Database Laboratories)”

² UCR Part 1 Violent Crimes statistics are published on the FBI website at www.fbi.gov/about-us/cjis/ucr/crime-in-the-u.s/2011/crime-in-the-u.s.-2011/tables/table-5.

³ Although cases of violent crime against the person are expected to be the priority for forensic casework conducted under this solicitation, States and units of local government may use FY 2013 program funds to process, record, screen, and analyze any criminal forensic DNA sample awaiting analysis.

for a chart, by State, that identifies (as the first entry on each line) the estimated aggregate amount for awards to public forensic DNA laboratories in each State.

If there is more than one public DNA laboratory within a State, funds generally are expected to be allocated among the eligible applicants on the basis of UCR Part 1 Violent Crimes in a fashion that ensures that the total funding requested by all applicant agencies from each State does not exceed the aggregate level shown as the first entry for the State in "Appendix A: Estimated Aggregate Amounts for Awards to State and Local Applicants That Operate Forensic DNA Laboratories, by State—FY 2013 (Plus Estimated FY 2013 Supplemental Funding for Applicants That Operate State-Designated Database Laboratories)." NIJ encourages applicants from States with multiple eligible applicants to coordinate among themselves to set a minimum level of funding for each applicant so that, if practicable, each eligible applicant within the State receives a minimum of \$100,000, regardless of whether its proportion of available funding based on UCR Part 1 Violent Crimes rises to that level. NIJ will provide each State with more than one eligible applicant with a spreadsheet that will assist in properly allocating the estimated funding among the eligible applicants. The State should complete the spreadsheet and submit it to the appropriate NIJ Program Manager for review. Upon NIJ approval, eligible applicants within the State may then apply for their portion of the estimated funds.

B. Estimated Supplemental Amounts for Awards to Applicants that Operate a State-Designated DNA Database Laboratory

NIJ expects to award a total of up to \$2,550,000 of supplemental funding under the FY 2013 DNA Backlog Reduction Program for the primary purpose of supporting State-designated database laboratories. The funding amounts shown for each State in Appendix A include a \$50,000 allocation (with the exception of the District of Columbia) for this purpose. Only States and units of local government that operate State-designated DNA database laboratories may apply for these supplemental funds.

C. Specific Program Requirements

The following requirements apply to all DNA analyses conducted under this FY 2013 program:

- Applicants must enter all eligible DNA profiles obtained with funding from this program into CODIS and, where applicable, upload these profiles into NDIS. No profiles generated with funding from this program may be entered into any non-governmental DNA database without prior express written approval from NIJ.
- Applicants must follow NDIS DNA Data Acceptance Standards for all profiles uploaded to NDIS.
- Applicants must maintain DNA analyses and resulting profiles conducted under this program pursuant to all applicable Federal privacy requirements, including those described in 42 U.S.C. § 14132(b)(3).

D. Length of awards:

The project period for awards under this FY 2013 program is expected to be October 1, 2013, to March 31, 2015. Applicants should be aware that the total period for an award, including one that receives a project period extension, ordinarily will not exceed 3 years.

Important Notice Regarding Recently-Enacted Legislation

Katie Sepich Enhanced DNA Collection Act of 2012

On January 10, 2013, the *Katie Sepich Enhanced DNA Collection Act of 2012* (the "Katie Sepich Act," Public Law 112-253) was signed into law. As of the writing of this solicitation, no specific appropriation has been made to implement the Katie Sepich Act. Also, as of the writing of this solicitation, the Department (including NIJ) is operating under continuing appropriations that generally speaking continue appropriations-related authorities from Fiscal Year 2012.

NIJ **strongly encourages** States to review the provisions of the Katie Sepich Act, which are set out in full in Appendix B of this solicitation. Briefly stated, under certain conditions, this law specifically authorizes the Attorney General to award grants to States to assist with the costs of implementing a "DNA Arrestee Collection Process" as defined in the Act.

To qualify as a "DNA Arrestee Collection Process" for purposes of the Katie Sepich Act, State law must provide for the collection – for purposes of inclusion in NDIS – of DNA profiles or DNA data from individuals at least 18 years of age who are arrested for or charged with a criminal offense under State law that—

- Consists of a homicide.
- Has an element involving a sexual act or sexual contact with another and that is punishable by imprisonment for more than 1 year.
- Has an element of kidnaping or abduction and that is punishable by imprisonment for more than 1 year.
- Consists of burglary punishable by imprisonment for more than 1 year.
- Consists of aggravated assault punishable by imprisonment for more than 1 year.

Grants under the Act may not exceed the first-year costs to the State of implementing such a process. Specific conditions and requirements regarding expungement also apply.

NIJ has been funding the testing of arrestee DNA samples since Fiscal Year 2008. It should be noted that NIJ's FY 2013 DNA Backlog Reduction Program provides funds that may be used for testing of arrestee DNA samples (and for costs of collection kits). If a State wishes, a portion of its total grant under the FY 2013 program may be used to provide first-year funding for testing arrestee samples.

Budget Information

A. Specific Requirements for Applicants That Propose to Use Funds for In-House Analysis of Forensic DNA Cases

In general, budget requests for in-house processing, recording, screening, and testing of forensic DNA cases will be reviewed on the basis of the estimated number of forensic DNA cases that will be analyzed during the 18-month project period of this program (October 1, 2013, to March 31, 2015) using the Federal funding requested under this FY 2013 program.

States or units of local government that are awarded funds for in-house laboratory processing, recording, screening, and DNA analysis of forensic DNA cases will be expected to document the number of forensic DNA cases analyzed during the reporting period (see “Performance Measures” section below). **The expected total number of forensic DNA cases analyzed in-house during the entire project period should be based on a per-case estimate of no more than \$1,000 in costs for overtime and supplies.**

Example: An FY 2013 award with \$N allocated specifically to overtime and supplies for in-house processing of forensic DNA casework in the proposed budget would be expected to process $N/1,000$ cases over the course of the project period. Therefore, if $N = \$20,000$, a minimum of 20 cases would be expected to be analyzed in-house during the project period.

B. Specific Requirements for Applicants That Propose to Use Funds for In-House DNA Database Sample Analysis

In general, budget requests for in-house processing, recording, and testing of DNA database samples will be reviewed on the basis of the estimated number of samples that will be analyzed during the 18-month project period of this program (October 1, 2013, to March 31, 2015), using the Federal funding requested under this FY 2013 program.

DNA database laboratories that are awarded funds for in-house laboratory processing, recording, and analysis of DNA database samples will be expected to document the number of DNA database samples analyzed during the reporting period (see “Performance Measures” section below). **The expected total number of DNA database samples analyzed in-house during the entire project period should be based on actual cost estimates to analyze each sample and upload its profile to NDIS. Requests may not exceed \$40 per sample when averaged over all DNA database samples to be processed.**

C. Permissible Uses of Funds—For Forensic DNA Laboratories and DNA Database Laboratories

Under this FY 2013 program, in general, eligible applicants are given the opportunity, based on their individual needs, to determine what portion of their anticipated funding should be used for capacity-building purposes and what portion should be used for analysis of forensic DNA and/or DNA database samples. Supplemental funding anticipated to be made available under this program to applicants that operate State-designated DNA database laboratories is expected to be used to meet unfunded needs of the DNA database laboratory, but these supplemental funds may be used for other allowable purposes (e.g., forensic DNA sample analysis or laboratory

capacity enhancement), should the needs of the DNA database laboratory be satisfied by other means.

Applicant agencies that operate both a forensic DNA laboratory (or laboratories) and a State-designated DNA database laboratory should submit a single application that reflects both their estimated portion of the (formula) funds for applicants that operate forensic DNA laboratories (shown as the first entry for the State in Appendix A) and the supplemental funding for applicants that operate State-designated database laboratories (shown as the second entry for the State in Appendix A).

Permissible uses of funds provided under this program may include:

1. **Salary and benefits of additional laboratory employees:** Funds may be used to hire **additional** full-time or part-time laboratory employees to directly process, record, screen, and/or analyze forensic DNA and/or DNA database samples. Funds may also be used to hire **additional** full-time or part-time laboratory employees to directly perform capacity enhancement-specific activities, such as validating new DNA analysis technologies for the forensic DNA laboratory and/or the laboratory responsible for analysis of DNA database samples. Funds are subject to applicable restrictions on supplanting⁴ and may be used to retain full-time or part-time laboratory employees for the above purposes if there are no other funding sources allocated for the retention of such personnel (e.g., personnel acquired through previous Federal assistance). Matching funds are not required.

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

2. **Overtime for laboratory staff:** Funds may be used to pay overtime for laboratory employees to directly process, record, screen, and/or analyze forensic DNA and/or DNA database samples. Funds may also be used to pay overtime for existing laboratory employees to directly perform capacity enhancement-specific activities such as validating new DNA analysis technologies for the forensic DNA or DNA database laboratory. Any payments for overtime must be in accordance with the applicable provisions of the OJP Financial Guide, available at www.ojp.usdoj.gov/financialguide/.
3. **Training:** Funds may be used for appropriate training of forensic DNA and DNA database laboratory personnel.
 - **Existing members of the DNA Unit:** “Appropriate training” includes internal or external training, continuing education/training opportunities, and/or applicable graduate-level coursework **that is directly related to the applicant's forensic DNA or DNA database laboratory operation and is for members of the DNA laboratory.**

Funds used towards travel and registration expenses for appropriate continuing education/training opportunities that are associated with professional meetings and conferences (including workshops provided at such meetings and conferences) are limited to no more than 5 percent of the

⁴ See OJP Financial Guide.

- total award.** Funds used toward travel expenses, registration fees, and tuition and required learning aids (e.g., textbooks) for appropriate training and continuing education opportunities that are not associated with professional meetings and conferences are not subject to the 5-percent cap. In general, funds used for training are intended to aid existing members of the DNA laboratory to meet continuing education requirements mandated in the DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.
- **New members of the DNA Unit:** States and units of local government that wish to use funds to train new employees to process, record, screen, and/or analyze forensic DNA and/or DNA database samples should submit a detailed plan in their proposal. There is no fixed-percentage cap on use of funds for this purpose.
4. **Travel (Limited):** Funds may be used for travel to conduct required site visits to public or private accredited laboratories that will be conducting DNA analyses on behalf of the applicant agency to review procedures and practices prior to initial sample shipment; funds may also be used to make one additional unannounced site visit.

Funds may be used for travel associated with DNA training, described in “3,” above.

Travel expenses must be reasonable and must comply with the applicable provisions of the OJP Financial Guide. **Note that, absent prior express written approval from NIJ, rates for lodging charged to any award under this solicitation may not exceed the posted GSA rate for the location. (If an award recipient opts to book lodging at a higher rate, the cost differential, including associated taxes, may not be charged to the award.)**

5. **Equipment:** In general, funds may be used to upgrade, replace, or purchase laboratory equipment, instrumentation, and computer hardware for the forensic DNA and/or the DNA database laboratory. See section D, below, for specific equipment items that are excluded from the FY 2013 program.
6. **Laboratory supplies for validation:** Allowable supply expenses include the purchase of laboratory supplies that can be directly attributed to the validation of new DNA analysis technologies.
7. **Supplies for DNA database sample collection:** Convicted offender and/or arrestee related sample collection kits may be purchased.
8. **Laboratory supplies for in-house processing, recording, screening, and analysis of forensic DNA casework and/or DNA database samples.**
9. **Renovations:** Funds may be used to renovate existing space within the crime laboratory, **if it can be demonstrated that the renovation will directly and specifically improve the efficiency of the analysis of forensic DNA samples and/or DNA database samples.** Expenses that may be allowable include the purchase or upgrade of benches, cabinets, interior dividing walls, plumbing, HVAC systems, electrical wiring, evidence examination and preparation rooms, evidence storage rooms, drying rooms, walk-in freezers, and extraction or amplification rooms.

Based on program history, renovations of DNA laboratory and office space take considerable time to complete, and have resulted in many grant extensions. **If renovations are requested, they must be justified in the application and renovations are to be completed within the initial award period of 18 months.**

Grant recipients should not anticipate that NIJ will approve no-cost extensions in order to complete renovation projects. Renovations may **not** be requested as part of a Grant Adjustment Notice once the award has been made.

10. **Contracts for analysis of forensic DNA casework samples or DNA database samples by public or private accredited DNA laboratories:** Funds may be used to send forensic DNA and/or DNA database samples to fee-for-service laboratories to conduct DNA analyses. Funds may also be used to enter into agreements with government-owned laboratories to conduct forensic DNA and/or DNA database sample analyses, perform data review, enter eligible DNA profiles into CODIS and, where applicable, upload to NDIS.

Every laboratory that is contracted to conduct forensic DNA or DNA database sample analyses under this program must undergo an external audit, not less than once every 2 years, that demonstrates compliance with the requirements of the Quality Assurance Standards for Forensic DNA Testing Laboratories and/or the Quality Assurance Standards for DNA Database Laboratories established by the Director of the Federal Bureau of Investigation, and must be accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community.

Note: All contracts and procurements made under this program are subject to the standards set forth in 28 C.F.R. section 66.36 and other applicable Federal law, including the provisions of 28 C.F.R. section 66.36 that relate to competition. Prior approval from OJP is required for all sole-source procurements in excess of \$100,000. Approval may be obtained in the form of a sole-source request with adequate justification submitted directly to GMS with the application for funding.

11. **Contracts for DNA audits:** DNA laboratories may establish contracts with vendors (individuals or entities) that can provide an external DNA audit once every 2 years, as required by the Quality Assurance Standards for Forensic DNA Testing and DNA Database Laboratories established by the Director of the Federal Bureau of Investigation. DNA Backlog Reduction Program funds may not be used to defray the cost of an external DNA audit that is part of an accreditation inspection/assessment, or of an internal DNA audit.

As part of the decision as to whether to award a contract to a vendor for a DNA audit, an award recipient is expected to examine carefully any costs charged by the vendor, including auditor fees (not to exceed \$450 per auditor for each day on site) and auditor travel expenses, and to determine whether all such charges are reasonable and justified. All audit-related costs must be detailed in the budget. Note that NIJ will use the rates established by the GSA schedule (www.gsa.gov/portal/category/21287) as a benchmark in examining the reasonableness of audit-related travel expenses.

Auditors must meet the requirements specified in the Quality Assurance Standards for Forensic DNA Testing and/or DNA Database Laboratories and, in addition, must reside

outside the State where the laboratory to be audited operates. The same auditors cannot be used in consecutive audits, and all auditors must sign a conflict of interest and nondisclosure form prior to performing any work.

12. Additional contracts and contractor services:

- Contracts may be established to purchase and install **DNA modules** to **existing** Laboratory Information Management Systems (LIMS), or for service, maintenance, or licenses for the DNA unit users to an existing LIMS system.
- Contracts may be established for Lean Six Sigma-type studies or process mapping. One example of the potential benefits from such approaches is highlighted in the following report: www.ncjrs.gov/pdffiles1/nij/grants/235190.pdf.
- Contracts may be established to hire contract staff to process, record, screen, and analyze forensic DNA casework; to process, record, and analyze DNA database samples; or to validate new DNA analysis technologies. Contracts may be established for data review in accordance with the Quality Assurance Standards for Forensic DNA Testing and DNA Database Laboratories.
- Contracts may also be established for in-house training, or for validation testing.

13. **Direct administrative expenses or indirect costs:** Up to 3 percent of the Federal portion of an award under this program may be used for either: (1) direct administrative expenses specifically related to grant administration and management, or (2) indirect costs. **Applicants may not request both direct administrative expenses and indirect costs.**

D. Expenses That Are Not Permitted

Federal funds awarded under this program may only be used for the permissible uses of funds outlined above. Among other things, they may not be used for:

1. Salaries and benefits for existing staff, other than as discussed in section C (Permissible Uses of Funds), paragraphs 1 and 2.
2. Travel, other than authorized travel expenses associated with appropriate DNA training and visits to outsourcing laboratories as discussed in section C (Permissible Uses of Funds), paragraphs 3 and 4.
3. Construction.
4. Direct administrative expenses and/or indirect costs that exceed 3 percent of the Federal portion of the award.
5. Accreditation costs.
6. Office supplies (paper, pens, toner, printer cartridges, etc.).
7. Maintenance and service contracts and licensing agreements for existing Laboratory Information Management Systems; except for client stations within the DNA Unit.
8. Testimony and associated travel costs.
9. New LIMS systems.

10. Purchase of equipment for technologies that have not been approved for use by the National DNA Index System.
11. Work that is funded under another Federal award.

E. Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash 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 greater 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 Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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.

F. Minimization of Conference Costs

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and

beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages 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 affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

G. Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department with 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. OJP will require any award recipient, 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:

Forensic DNA laboratories will provide the following data for performance measures:

Objective	Performance Measure(s)	Data Grantee Provides
To improve the DNA analysis capacity of existing State and local government crime laboratories that conduct forensic DNA analysis. To reduce backlogged forensic DNA casework in State and local government crime laboratories.	Increase in DNA analysis throughput for the laboratory.	1. Average number of forensic DNA samples analyzed per analyst per month at the beginning of the award period. 2. Average number of forensic DNA samples analyzed per analyst per month at the end of the reporting period.
	Reduction in response time for requests.	1. Average number of days between the submission of a request for forensic biology/DNA analysis to the laboratory and the delivery of the test results at the beginning of the award period. 2. Average number of days between the submission of a request for forensic biology/DNA analysis to the laboratory and the delivery of the test results at the end of the reporting period.
	Percentage decrease in DNA backlog. ⁵	1. Number of backlogged forensic biology/DNA cases at the beginning of the award period. 2. Number of backlogged forensic biology/DNA cases at the end of the reporting period. 3. Number of backlogged forensic biology/DNA cases analyzed using funds provided under this announcement.
	Number of DNA profiles resulting in a CODIS match	1. Number of DNA profiles from forensic analyses entered into CODIS as a result of the funds provided under this announcement. 2. Number of CODIS hits attributable to the forensic analyses funded under this announcement.

⁵ A backlogged case is defined as a forensic biology/DNA case that has not been completed within 30 days of receipt in the laboratory.

DNA database laboratories will provide the following data for performance measures.

Objective	Performance Measure(s)	Data Grantee Provides
To improve the capacity of laboratories that conduct DNA analysis on convicted offender and/or arrestee DNA samples (DNA database samples).	Increase in DNA analysis throughput for the laboratory	1. Average number of DNA database samples analyzed per analyst per month at the beginning of the award period. 2. Average number of DNA database samples analyzed per analyst per month at the end of the reporting period.
	Reduction in response time for requests	1. Average number of days between the submission of a DNA database sample to the laboratory and the upload of the profile to CODIS at the beginning of the award period. 2. Average number of days between the submission of a DNA database sample to the laboratory and the upload of the profile to CODIS at the end of the award period.
To reduce the backlog of convicted offender and/or arrestee DNA samples (DNA database samples).	Percent decrease in DNA backlog ⁶	1. Number of backlogged DNA database samples at the beginning of the award period. 2. Number of backlogged DNA database samples at the end of the award period. 3. Number of DNA database samples analyzed using funds provided under this announcement.
	Number of DNA profiles resulting in a CODIS match	1. Number of DNA profiles from DNA database samples entered into CODIS as a result of the funds provided under this announcement. 2. Number of CODIS hits resulting from DNA database profiles developed using funds provided under this announcement.

OJP does not require applicants to submit performance measures data with their applications. 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 18 for additional information.

To assist NIJ in determining baseline national backlogs, all applicants are asked to supply the baseline backlog data requested in the following table as part of their program narrative. If the applicant has State DNA database laboratory responsibilities, the request encompasses

⁶ A backlogged DNA database sample is defined as a DNA database sample that has not been completed within 30 days of receipt in the laboratory.

backlog data for the database laboratory, regardless of whether assistance is being sought for the database operation.

Baseline Backlog Data

Casework Laboratories	
Number of untested/not completed forensic biology/DNA cases on hand on January 1, 2012.	
Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) on January 1, 2012.	
Please estimate percentage of these cases that were from property crimes.	
Number of new cases for forensic biology/DNA received in 2012.	
Please estimate percentage of these cases that were from property crimes.	
Total number of forensic biology/DNA cases completed in 2012.	
Please estimate percentage of these cases that were property crimes.	
Forensic biology/DNA cases closed by administrative means in 2012.	
Number of untested/not completed forensic biology/DNA cases on hand on December 31, 2012.	
Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) on December 31, 2012.	
The average number of days needed to complete (including peer review and report) non-priority forensic DNA cases for calendar year 2012. Please indicate violent crime time with a “ V ” and the nonviolent crime time with “ NV .” If the applicant cannot separate violent and nonviolent cases, please mark the applicant’s response to this question with “ X .”	

Database Laboratories	
Convicted Offender Samples	
The number of untested/not completed convicted offender samples on hand on January 1, 2012	
The number of untested/not completed convicted offender samples more than 30 days old (backlogged) as of January 1, 2012.	
The number of new convicted offender samples received in 2012.	
The total number of convicted offender samples completed in 2012.	
Samples closed by administrative means (duplicates, non-authorized samples, etc.)	
Number of untested/not completed convicted offender samples on December 31, 2012.	
Number of untested/not completed convicted offender samples more than 30 days old (backlogged) on December 31, 2012.	
Average number of days to complete the processing of a convicted offender sample (including upload to CODIS) for calendar year 2012.	
Arrestee Samples	
The number of untested/not completed arrestee samples on hand as of January 1, 2012.	
The number of untested/not completed arrestee samples more than 30 days old (backlogged) on January 1, 2012.	
The number of new arrestee samples received in 2012.	
The total number of arrestee samples completed in 2012.	
Samples closed by administrative means (duplicates, non-authorized samples, etc.)	
Number of untested/not completed arrestee samples on December 31, 2012.	
Number of untested/not completed arrestee samples more than 30 days old (backlogged) on December 31, 2012.	
Average number of days to complete the processing of an arrestee sample (including upload to CODIS) for calendar year 2012.	

Definitions for Requested Baseline Backlog Data

Backlogged forensic biology/DNA case—A forensic biology/DNA case that has not been completed within 30 days of receipt in the laboratory.

Backlogged DNA database sample—A DNA database sample that has not been completed within 30 days of receipt in the laboratory.

Case—All physical evidence from a single criminal investigation submitted for crime laboratory analysis. A case may include multiple requests for analysis.

DNA—For the purposes of determining baseline national backlogs for casework laboratories, “DNA” will be considered to be biology screening (the location, screening, identification, and characterization of blood and other biological stains and substances) and/or DNA analysis (the identification and comparison of DNA in biological samples). For the purpose of determining baseline national backlogs for database laboratories, “DNA” will be considered the testing of DNA in biological samples collected from convicted offenders and/or arrestees, and subsequent upload to CODIS databases.

Notice of Post-Award FFATA Reporting Requirements

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.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative”) for all attachments.

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,” indicate if the agency is a State, county, or municipal unit of government.

- **Item 8:** Type of Application—“New.”
- **Item 9:** Name of Federal Agency—“National Institute of Justice.”
- **Item 10:** Catalog of Federal Domestic Assistance (CFDA)—For this program, the number is 16.741.

- **Item 11:** Descriptive Title of Applicant's Project—"FY 2013 DNA Backlog Reduction Program"—[*THE AGENCY'S NAME*]."
- **Item 13:** Proposed Project Dates—For this program, the proposed project dates should be "October 1, 2013, to March 31, 2015."
- **Item 16:** Is Application Subject To Review By State Executive Order 12372 Process?—A listing of States that have participated in this process can be found at www.whitehouse.gov/omb/grants_spoc/.

2. Program Narrative

Applicants must use the application form (for the abstract, program narrative, and data collection plan) posted with this solicitation on the NIJ website:

www.nij.gov/funding/welcome.htm.

- Project Abstract:** 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.
- Narrative Body:** The program narrative should address the objectives, expected results, and the implementation approach. (See additional instructions below.)

- 1. Plan for Collecting the Data Required for Performance Measures:** The data collection plan is a description of the applicant's plan for collecting the data required for the solicitation's performance measures. Applicants should discuss this plan in their applications. The plan should describe how the performance measure data will be derived, state who will be responsible for collecting the data, and state that the data will be available for review three (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.

The data collection plan should clearly describe both the method for the collection and tracking of performance measure data produced as a result of Federal assistance provided under this solicitation and the method for reporting such data on a semi-annual basis. For projects that include forensic DNA casework and/or DNA database sample testing activities and objectives, the data collection plan should also include an explanation of how the tracking and reporting methods will avoid the possibility of "double counting" forensic DNA cases and/or DNA database samples affected by Federal funds.

- 2. Eligibility Requirements:** In the body of the narrative, applicants are to provide information showing that they meet the eligibility requirements indicated on page 3.
- 3. The body of the program narrative should also include the following:**
 - A detailed plan showing how the applicant intends to use FY 2013 DNA Backlog Reduction Program funds to meet the programmatic goals of this solicitation: reducing DNA sample turnaround time, increasing the throughput

of the public DNA laboratory, and reducing the number of forensic DNA and/or DNA database samples awaiting analysis. Applicants should discuss how they intend to identify and address bottlenecks in the DNA analysis process.

- A statement of the current average length of time it takes to process, record, screen and analyze a forensic DNA case from submission of a request to the laboratory to delivery of the forensic DNA test results and, if applicable, the current average length of time it takes from receipt in the laboratory of a DNA database sample to analyze and upload a DNA database sample to CODIS.
 - A statement of the average number of forensic DNA samples and/or DNA database samples currently analyzed per analyst per month.
 - Descriptions of any observed and/or anticipated increases in DNA submissions that would be expected to significantly impact the DNA laboratory's backlog and/or capacity and that may negatively impact a project's expected results.
- 4. Applications seeking funds for DNA sample testing:** For applications seeking funds for processing, recording, screening, and analysis of forensic DNA and/or DNA database samples, a statement of the estimated number of forensic DNA cases and/or DNA database samples that can be processed, recorded, screened, and analyzed within the 18-month award project period using the Federal funding requested under this FY 2013 program. This number should represent the number of forensic DNA cases and/or DNA database samples to be analyzed above and beyond the number that can be analyzed within 18 months using other sources of funding. The 18-month award project period begins October 1, 2013.

3. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet/Narrative

A Microsoft Office Excel spreadsheet-format Budget Detail Worksheet/Budget Narrative template that is to be used is posted with this solicitation at www.nij.gov/nij/funding/current.htm.

Applicants MUST use this budget detail worksheet (which contains space for the budget narrative) so that cost information is appropriately detailed and automatically calculated, thereby reducing the potential for manual arithmetic errors.

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

As noted above, the Budget Narrative has been integrated into the Budget Detail Worksheet that is posted with this solicitation. The narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP

expects proposed budgets to be complete; cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project.

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. Additional Attachments

a. Proof of DNA Laboratory Accreditation

Acceptable types of documentation of current accreditation include: an electronic (scanned) copy of the current accreditation certificate(s), a digital photograph of the current accreditation certificate(s), or a letter from the accrediting body that includes the certificate number. Additionally, if a certificate references another document that contains key information on the type or scope of the accreditation, provide a copy of that supplemental documentation.

b. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The Federal or State funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

6. Other Standard Forms

Additional forms that OJP may require 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:

- [Standard Assurances*](#)
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- [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](#)

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 must download, complete, and submit this form.

*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

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. NIJ will review applications for formula awards to ensure statutory requirements have been met.

An application must satisfy the specific requirements outlined in this announcement including eligibility, allocation of funds, permissible expenses, and responsiveness to the scope of the solicitation; the general requirements for NIJ and OJP grants; and all other applicable legal requirements. (Submission of the baseline backlog data requested in the tables under "Performance Measures" will not be considered in review.)

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).

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP 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
- Civil Rights Compliance Specific to State Administering Agencies
- 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 of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

Reporting Requirements: Each award recipient must submit, among other things, semi-annual performance measure data, semi-annual progress reports, and quarterly financial status reports. Progress report narratives should include a summary of project goals, the activities performed during the reporting period, and the effects of these activities toward achieving each goal. Narratives should also include descriptions of any observed increases in evidence submissions as well as issues which may negatively impact goals. Each award recipient also must submit a final report. The report must include a summary and assessment of the program carried out with the FY 2013 award, including cumulative performance measure data over the entire project period.

How to Apply

Applicants must submit applications through the Grants Management System ([GMS](#)), which provides cradle to grave support for the application, award, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity**. Although the registration and submission deadlines are the same, OJP urges applicants to **register promptly**, especially if this is their first time using the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. Applicants that experience technical difficulties during this process should e-mail

GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday – Friday from 6:00 a.m. to midnight eastern time, except federal holidays. OJP recommends that applicants **register promptly** to prevent delays in submitting an application package by the deadline.

All applicants should 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 application for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire a GMS username and password.** New users must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](http://www.gms.usdoj.gov) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Verify the SAM registration in GMS, formerly CCR registration.** OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.
5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select NIJ and the FY 13 DNA Backlog Reduction Program.
6. **Register by selecting the “Apply Online” button associated with the solicitation title.** The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Select the “Apply

Online” button in the “Action” column to register for this solicitation and create an application in the system.

7. **Complete the Disclosure of Lobbying Activities, if applicable.** Any applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* ([SF-LLL](#)).
8. **Follow the directions in GMS to submit an application consistent with this solicitation.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before they can submit an application. OJP urges applicants to submit the application **at least 72 hours prior** to the due date of the application.

Note: 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 GMS Technical Issues

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the NIJ contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any GMS Help Desk or SAM tracking number(s). **Note: NIJ does not automatically approve requests.** After the program office reviews the submission, and contacts the GMS Help Desk to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. 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 register 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 each instruction in the OJP solicitation, and (4) technical issues with the applicant’s computer or information technology environment, including firewalls.

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

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 may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2013 DNA Backlog Reduction Program

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

Eligibility Requirements:

Eligible applicants are States⁷ and units of local government with existing crime laboratories that conduct forensic DNA and/or DNA database sample analysis and:

- Participate in external audits, not less than once every two years, that demonstrate compliance with the requirements of the Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.
- Are accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community.
- Participate in the National DNA Index System (NDIS) or have an agreement with an NDIS participating laboratory to upload their data.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424)	(see page 18)
_____ Form fillable application form that includes the abstract, program narrative, and data collection plan	(see page 19)
_____ Budget Detail Worksheet/Budget Narrative	(see page 20)
_____ Indirect Cost Rate Agreement (if applicable)	(see page 21)
_____ Accreditation Certificate(s) and scope of accreditation document(s)	(see page 21)
_____ Applicant Disclosure of Pending Applications	(see page 21)
_____ Other Standard Forms as applicable	(see page 22)
_____ Disclosure of Lobbying Activities (SF-LLL), if applicable	(see page 26)

⁷ See footnote 1, above.

Appendix A

Estimated Aggregate ⁸ Amounts for Awards to State and Local Applicants That Operate Forensic DNA Laboratories, by State ⁹ —FY 2013 (Plus Estimated FY 2013 Supplemental Funding for Applicants That Operate State-Designated Database Laboratories ¹⁰)			
Alabama	\$1,192,058 (+ \$50,000)	Nebraska	\$275,649 (+ \$50,000)
Alaska	\$258,986 (+ \$50,000)	Nevada	\$904,591 (+ \$50,000)
Arizona	\$1,554,686 (+ \$50,000)	New Hampshire	\$200,000 (+ \$50,000)
Arkansas	\$834,866 (+ \$50,000)	New Jersey	\$1,607,393 (+ \$50,000)
California	\$9,155,456 (+ \$50,000)	New Mexico	\$698,252 (+ \$50,000)
Colorado	\$968,052 (+ \$50,000)	New York	\$4,578,791 (+ \$50,000)
Connecticut	\$577,120 (+ \$50,000)	North Carolina	\$1,995,665 (+ \$50,000)
Delaware	\$299,876 (+ \$50,000)	North Dakota	\$200,000 (+ \$50,000)
District of Columbia	\$438,971	Ohio	\$2,096,707 (+ \$50,000)
Florida	\$5,802,461 (+ \$50,000)	Oklahoma	\$1,018,868 (+ \$50,000)
Georgia	\$2,164,659 (+ \$50,000)	Oregon	\$566,425 (+ \$50,000)
Hawaii	\$233,342 (+ \$50,000)	Pennsylvania	\$2,673,177 (+ \$50,000)
Idaho	\$200,000 (+ \$50,000)	Puerto Rico	\$622,796 (+ \$50,000)
Illinois	\$3,264,479 (+ \$50,000)	Rhode Island	\$200,000 (+ \$50,000)
Indiana	\$1,277,854 (+ \$50,000)	South Carolina	\$1,581,216 (+ \$50,000)
Iowa	\$462,429 (+ \$50,000)	South Dakota	\$200,000 (+ \$50,000)
Kansas	\$600,460 (+ \$50,000)	Tennessee	\$2,301,154 (+ \$50,000)
Kentucky	\$614,878 (+ \$50,000)	Texas	\$6,196,820 (+ \$50,000)
Louisiana	\$1,501,210 (+ \$50,000)	Utah	\$324,634 (+ \$50,000)
Maine	\$200,000 (+ \$50,000)	Vermont	\$200,000 (+ \$50,000)
Maryland	\$1,701,580 (+ \$50,000)	Virginia	\$940,871 (+ \$50,000)
Massachusetts	\$1,667,427 (+ \$50,000)	Washington	\$1,188,926 (+ \$50,000)
Michigan	\$2,598,903 (+ \$50,000)	West Virginia	\$346,320 (+ \$50,000)
Minnesota	\$698,725 (+ \$50,000)	Wisconsin	\$799,590 (+ \$50,000)
Mississippi	\$474,838 (+ \$50,000)	Wyoming	\$200,000 (+ \$50,000)
Missouri	\$1,588,839 (+ \$50,000)		
Montana	\$200,000 (+ \$50,000)	GRAND TOTAL	\$ 75,000,000

— ALL AWARDS ARE SUBJECT TO THE AVAILABILITY OF APPROPRIATED FUNDS —
(See text of solicitation for additional information)

⁸ Units of local government that meet the eligibility requirements may apply directly to NIJ for a portion of the estimated funds allocated for awards to their State.

⁹ The U.S. territories of American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the Virgin Islands also may be eligible for funding. Please contact NIJ at 202–616–1960 for additional information, including information on allocation of funds.

¹⁰ Agencies that operate a State-designated DNA database laboratory should submit a single application that includes the supplemental \$50,000 per State plus their proportion of the formula funds as displayed above.

Appendix B

KATIE SEPICH ENHANCED DNA COLLECTION ACT OF 2012 (Public Law 112-253, 126 Stat. 2407)

(See "Important Notice Regarding Recently-Enacted Legislation" in the
"Program-Specific Information" section of the solicitation)

Public Law 112-253 (126 Stat. 2407) provides:

An Act

To authorize the Attorney General to award grants for States to implement DNA arrestee collection processes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the “Katie Sepich Enhanced DNA Collection Act of 2012”.

SEC. 2. DEFINITIONS.

For purposes of this Act:

(1) **DNA ARRESTEE COLLECTION PROCESS.**—The term “DNA arrestee collection process” means, with respect to a State, a process under which the State provides for the collection, for purposes of inclusion in the index described in section 210304(a) of the DNA Identification Act of 1994 (42 U.S.C. 14132(a)) (in this Act referred to as the “National DNA Index System”), of DNA profiles or DNA data from the following individuals who are at least 18 years of age:

(A) Individuals who are arrested for or charged with a criminal offense under State law that consists of a homicide.

(B) Individuals who are arrested for or charged with a criminal offense under State law that has an element involving a sexual act or sexual contact with another and that is punishable by imprisonment for more than 1 year.

(C) Individuals who are arrested for or charged with a criminal offense under State law that has an element of kidnapping or abduction and that is punishable by imprisonment for more than 1 year.

(D) Individuals who are arrested for or charged with a criminal offense under State law that consists of burglary punishable by imprisonment for more than 1 year.

(E) Individuals who are arrested for or charged with a criminal offense under State law that consists of aggravated assault punishable by imprisonment for more than 1 year.

(2) **STATE.**—The term “State” means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.

SEC. 3. GRANTS TO STATES TO IMPLEMENT DNA ARRESTEE COLLECTION PROCESSES.

(a) **IN GENERAL.**—The Attorney General shall, subject to amounts made available pursuant to section 5, carry out a grant program for the purpose of assisting States with the costs associated with the implementation of DNA arrestee collection processes.

(b) **APPLICATIONS.**—

(1) **IN GENERAL.**—To be eligible to receive a grant under this section, in addition to any other requirements specified by the Attorney General, a State shall submit to the Attorney General an

application that demonstrates that it has statutory authorization for the implementation of a DNA arrestee collection process.

(2) **NON-SUPPLANTING FUNDS.**—An application submitted under paragraph (1) by a State shall include assurances that the amounts received under the grant under this section shall be used to supplement, not supplant, State funds that would otherwise be available for the purpose described in subsection (a).

(3) **OTHER REQUIREMENTS.**—The Attorney General shall require a State seeking a grant under this section to document how such State will use the grant to meet expenses associated with a State's implementation or planned implementation of a DNA arrestee collection process.

(c) GRANT ALLOCATION.—

(1) **IN GENERAL.**—The amount available to a State under this section shall be based on the projected costs that will be incurred by the State to implement a DNA arrestee collection process. Subject to paragraph (2), the Attorney General shall retain discretion to determine the amount of each such grant awarded to an eligible State.

(2) **MAXIMUM GRANT ALLOCATION.**—In the case of a State seeking a grant under this section with respect to the implementation of a DNA arrestee collection process, such State shall be eligible for a grant under this section that is equal to no more than 100 percent of the first year costs to the State of implementing such process.

(d) GRANT CONDITIONS.—As a condition of receiving a grant under this section, a State shall have a procedure in place to—

(1) provide written notification of expungement provisions and instructions for requesting expungement to all persons who submit a DNA profile or DNA data for inclusion in the index;

(2) provide the eligibility criteria for expungement and instructions for requesting expungement on an appropriate public Web site; and

(3) make a determination on all expungement requests not later than 90 days after receipt and provide a written response of the determination to the requesting party.

SEC. 4. EXPUNGEMENT OF PROFILES.

The expungement requirements under section 210304(d) of the DNA Identification Act of 1994 (42 U.S.C. 14132(d)) shall apply to any DNA profile or DNA data collected pursuant to this Act for purposes of inclusion in the National DNA Index System.

SEC. 5. OFFSET OF FUNDS APPROPRIATED.

Any funds appropriated to carry out this Act, not to exceed \$10,000,000 for each of fiscal years 2013 through 2015, shall be derived from amounts appropriated pursuant to subsection (j) of section 2 of the DNA Analysis Backlog Elimination Act of 2000 (42 U.S.C. 14135) in each such fiscal year for grants under such section.

SEC. 6. CONFORMING AMENDMENT TO THE DEBBIE SMITH DNA BACKLOG GRANT PROGRAM.

Section 2(a) of the DNA Analysis Backlog Elimination Act of 2000 (42 U.S.C. 14135(a)) is amended by adding at the end the following new paragraph:

“(6) To implement a DNA arrestee collection process consistent with the Katie Sepich Enhanced DNA Collection Act of 2012.”.

Approved January 10, 2013.