

MODIFICATION NOTICE

On February 24, 2015, the deadline for applications under this solicitation was changed from April 27, 2015 to June 22, 2015.

For questions or concerns related to this solicitation, please contact Charles.Heurich@usdoj.gov.



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 Arrestee Collection Process Implementation Grants Program. This program furthers the Department's mission by offering assistance to eligible States with existing designated DNA database laboratories to help defray the costs associated with the implementation of DNA arrestee collection processes, to improve the capacity of laboratories that conduct DNA analysis of DNA database samples.

FY 2015 NIJ DNA Arrestee Collection Process Implementation Grants Program Eligibility

Eligible applicants are States with a designated existing crime laboratory that conducts analysis of DNA database samples. For additional eligibility information regarding the applicant's designated DNA database laboratory, see page 9. Also, to be eligible for an award, an applicant must submit a certification from the chief legal officer of the State, as specified under Section [C. Eligibility Information](#). FY 2014 DNA Arrestee Collection Process Implementation Grants Program awardees **are not** eligible to apply.

For additional eligibility information, see Section [C. Eligibility Information](#).

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 22, 2015.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How To Apply](#) in section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the NIJ contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How To Apply](#) section.

For assistance with any other requirements of this solicitation, contact Charles Heurich, Senior Program Manager, by telephone at 202-616-6264, or by e-mail at Charles.Heurich@usdoj.gov.

Grants.gov number assigned to this announcement: NIJ-2015-3987

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FY 2015 NIJ DNA Arrestee Collection Process Implementation Grants Program

(CFDA No. 16.741)

A. Program Description

Overview

NIJ seeks applications from eligible States with designated DNA database laboratories for funding to assist with the costs associated with the implementation of DNA arrestee collection processes, in keeping with the purposes of the Katie Sepich Enhanced DNA Collection Act of 2012 (Public Law 112-253), thereby helping to improve the capacity of laboratories that conduct DNA analysis of DNA database samples.

Authorizing Legislation: Department of Justice Appropriations Act, 2015 (Public Law 113-235).

Program-Specific Information

This solicitation seeks applications for funds to assist States with designated DNA database laboratories with the costs associated with the implementation of DNA arrestee collection processes, in keeping with the purposes of the Katie Sepich Enhanced DNA Collection Act of 2012 (Public Law 112-253), thereby helping to improve the capacity of laboratories that conduct DNA analysis of DNA database samples.

For the purposes of this announcement, “DNA arrestee collection process” means a process under which the State provides for the collection, for purposes of inclusion in the National DNA Index System (NDIS), 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 one 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 one 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 one 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 one year.

Non-supplanting: As the primary purpose of this program is to assist States by defraying DNA arrestee process implementation costs, successful applicants will be expected to provide assurances, as a condition of receiving grant funds under this program, that the funds will be used to supplement, not supplant, State funds that would otherwise be available for the purposes described in this solicitation. NIJ will include grant special conditions to this effect in any award made from this solicitation.

Expungement of profiles: If funded, applicants must agree to provide to NIJ (within 60 days of award notification) as a condition of receiving access to grant funds, documentation that demonstrates that the applicant has a procedure in place to—

- 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.
- Provide the eligibility criteria for expungement and instructions for requesting expungement on an appropriate public web site.
- 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.

If this information is available for inclusion with the application, applicants are encouraged to include documentation of procedures regarding expungement of profiles, as described above, with the application for funding.

Also, in addition to any requirements under State (or other applicable) law, States must adhere to applicable federal expungement of records requirements for States described in 42 U.S.C. § 14132(d)(2).

Please note: No profiles generated with funding from this program may be entered into any non-governmental DNA database without prior express written approval from NIJ.

All DNA analyses conducted and profiles generated under this program must be maintained pursuant to all applicable federal privacy requirements, including those described in 42 U.S.C. § 14132(b)(3).

Goals, Objectives, and Deliverables

The goal of this program is for States to implement an arrestee DNA collection program in keeping with the purposes of the Katie Sepich Enhanced DNA Collection Act of 2012 (Public Law 112-253). The program objectives are for States to develop and/or enhance the infrastructure(s) and process(es) needed to implement and sustain an arrestee DNA collection program. The project plan should discuss, in detail, how the proposed program would absorb any additional samples anticipated should the proposed project be implemented as planned.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates.
- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

NIJ estimates that it will make awards of up to \$500,000 for an estimated total of \$1,500,000 for a 12-month project period, beginning on October 1, 2015.

Funding under this program will be provided to an agency only once, so successful applicants that receive FY 2015 grants should not expect to submit a subsequent application for funding under this program.

FY 2014 DNA Arrestee Collection Process Implementation Grants Program awardees are not eligible to apply.

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

Type of Award¹

NIJ expects that it will make any award from this solicitation in the form of a grant.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

- a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller

¹ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

- b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- c) Evaluate and monitor the non-Federal entity's compliance with statute, regulations and the terms and conditions of Federal awards.
- d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Permissible Expenses

Permissible uses of funds for eligible applicants for assistance with in-house analysis, data review, and upload of data to NDIS may include the following:

1. **Overtime.** Funds may be used for overtime of existing in-house laboratory employees directly engaged in (a) handling and analyzing DNA database samples, including handling and analyzing quality-assurance samples, and (b) data review of profiles generated in-house that, due to the lack of laboratory resources, have yet to be reviewed and entered into NDIS. Any payments for overtime must be in accordance with the applicable provisions of the Financial Guide, available at <http://www.ojp.usdoj.gov/financialguide/>.
2. **Certain Supplies.** Funds may be used to acquire commercially available polymerase chain reaction (PCR) kits accepted by NDIS and other laboratory supplies for analysis of DNA database samples, including analysis of quality assurance samples.
3. **Administrative Expenses.** Up to three percent of the federal portion of an award under this program may be used for direct or indirect administrative expenses specifically related to grant administration and management. Applicants submitting budgets that include indirect costs must submit documentation of their federally approved indirect cost rate, but may not request indirect costs or direct costs in excess of three percent.

Permissible uses of funds for eligible applicants for assistance with analysis of DNA database samples by an accredited fee-for-service laboratory and data review of the resulting profiles may include the following:

1. **Overtime.** Funds may be used for overtime of laboratory employees directly engaged in data review of DNA database profiles generated by an accredited fee-for-service laboratory. Any payments for overtime must be in accordance with the applicable provisions of the Financial Guide, available at <http://www.ojp.usdoj.gov/financialguide/>.
2. **Contracts.** Funds may be used to establish a contract for analyzing DNA database samples with an accredited fee-for-service laboratory. Procurements under Federal awards are subject to the "Procurement Standards" set forth in 2 C.F.R. 200 ("Subpart D—Post Federal Award Requirements") – including the provisions relating to competition – and other applicable law.
3. **Administrative Expenses.** Up to three percent of the federal portion of an award under this program may be used for direct or indirect administrative expenses specifically related to grant administration and management. Applicants submitting budgets that include indirect costs must submit documentation of their federally approved indirect cost rate, but may not request indirect costs or direct costs in excess of three percent.

Permissible uses of funds for eligible applicants solely for assistance with review and upload to NDIS of DNA profile data generated from DNA database samples by an accredited fee-for-service laboratory may include the following:

1. **Overtime for Existing Laboratory Employees.** Funds may be used to pay overtime for existing laboratory employees who will be directly engaged in the review of DNA profiles generated by an accredited fee-for-service laboratory. Any payments for overtime must be in accordance with the applicable provisions of the Financial Guide, available at <http://www.ojp.usdoj.gov/financialguide/>.
2. **Administrative Expenses.** Up to three percent of the federal portion of an award under this program may be used for direct or indirect administrative expenses specifically related to grant administration and management. Applicants submitting budgets that include indirect costs must submit documentation of their federally approved indirect cost rate, but may not request indirect costs or direct costs in excess of three percent.

Expenses that are not permitted:

Federal funds awarded under this program may only be used for the permissible expenses outlined above. Applicants must be careful not to request items that may be duplicated in any DNA Capacity Enhancement and Backlog Reduction Program award to the applicant agency currently open. Among other things, funds may not be used for:

1. **Salaries and Benefits for Existing Staff.** Funds may not be used to pay salaries and/or benefits for existing staff, other than overtime as discussed above.
2. **Salaries and Benefits for Additional Staff.** Funds may not be used to hire and pay salaries and/or benefits for additional staff.
3. **Consultant and Contractor Services for In-House Sample Analysis.**
4. **Payment for Technical Review of Data to Individuals Who Do Not Meet Standard 17.5.2 of the Quality Assurance Standards for DNA Databasing Laboratories Established by the Director of the Federal Bureau of Investigation.** This standard

currently states, in relevant part, “A technical review of a vendor laboratory’s DNA data shall be performed by an analyst or technical reviewer, employed by the NDIS participating laboratory, who is qualified or was previously qualified in the technology, platform, and test kit used to generate the DNA data, and participates in the laboratory’s proficiency testing program.”

5. Travel.

6. Construction.

7. Training or Continuing Education.

8. Accreditation.

9. Laboratory and Computer Equipment for the DNA Database Laboratory.

10. Renovations.

11. Other Capacity Enhancement Expenses. Funds may not be used to purchase software, such as expert systems and Laboratory Information Management Systems.

12. Administrative Expenses that Exceed Three Percent. Direct or indirect administrative expenses that exceed three percent of the federal portion of the award are not permitted.

Cost Sharing or Match Requirement

See “Cofunding” paragraph under item 4 (“Budget Detail Worksheet and Budget Narrative”) under [What an Application Should Include](#) in Section D. Application and Submission Information.

Pre-Agreement Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee’s approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP’s consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, 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.² The 2015 salary table for SES employees is available at the Office of Personnel Management [website](#). 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 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.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

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

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

² This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

- The laboratory is accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community.
- The laboratory is a participant in the National DNA Index System (NDIS).
- The laboratory undergoes external audits, not less than once every 2 years, to demonstrate compliance with the requirements of the Quality Assurance Standards for DNA Databasing Laboratories established by the Director of the Federal Bureau of Investigation.

Certification as to the State’s legal authority to implement a DNA arrestee collection process in the applicant State: To be eligible for an award, the applicant State must submit an express certification from its chief legal officer (typically the Attorney General) that one (**only one**) of the following two circumstances (options (1) or (2) shown immediately below) applies with respect to the applicant State:

1. The State has legal authority to implement a DNA arrestee collection process in the applicant State under a State statute enacted on or after January 1, 2013.
2. The State has legal authority to implement a DNA arrestee collection process in the applicant State under a State statute enacted prior to January 1, 2013, but with regard to which the State is submitting documentation with this application for funding that—
 - a. Details the State’s plan (or statutory scheme), developed prior to January 1, 2013, to implement a DNA arrestee collection process in the applicant State on or after January 1, 2013; or
 - b. Explains how the State’s request for funds via this application would be used to implement enhancements or other changes to existing DNA arrestee collection processes within the State pursuant to the enactment of legal authority to collect DNA arrestee samples from individuals arrested or charged with crimes with respect to which such legal authority was not previously available.

Any certification that is submitted must be personally executed by the chief legal officer of the State after a determination that the certification may properly be made. To establish eligibility, the certification must be received by NIJ **no later than the application deadline** as an attachment to the application. See also “[What an Application Should Include](#)” below and [Appendix I](#), which includes a template for the certification. **This certification must be submitted using the template that appears in Appendix I.**

Cost Sharing or Match Requirement

For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, NIJ will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How To Apply](#).

D. Application and Submission Information

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.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that NIJ has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, NIJ has designated the following application elements as critical: Program Narrative; Budget Detail Worksheet, Budget Narrative; resumes/curriculum vitae of key personnel; and the required express certification from the chief legal officer of the State, and any accompanying documentation (see Section [C. Eligibility Information](#), and [Appendix I](#)). Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under [How To Apply](#) to be sure applications are submitted in permitted formats.

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

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

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

Intergovernmental Review: This funding opportunity **is** subject to [Executive Order 12372](#). Applicants may find the names and addresses of their state's Single Point of Contact (SPOC) at the following website: www.whitehouse.gov/omb/grants_spoc/. Applicants whose state appears on the SPOC list must contact their state's SPOC to find out about, and comply with, the state's process under Executive Order 12372. In completing the SF-424, applicants whose state appears on the SPOC list are to make the appropriate selection in response to question 19 once the applicant has complied with their state's E.O. 12372 process. (Applicants whose state does not appear on the SPOC list are to make the

appropriate selection in response to question 19 to indicate that the “Program is subject to E.O. 12372 but has not been selected by the State for review.”)

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

3. Program Narrative

The program narrative section of the application should not exceed 15 double-spaced pages in 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 15-page limit for the narrative section. The project abstract, table of contents, appendices, and government forms do not count toward the 15-page limit.

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

The following sections should be included as part of the program narrative:

- a. Statement of the Problem.
- b. Project Design and Implementation.
- c. Capabilities and Competencies.
- d. Impact and Outcomes; Plan for Collecting the Data Required for this Solicitation’s 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:

Objective	Performance Measure(s)	Data Grantee Provides
To perform DNA analysis on arrestee DNA samples as part of an arrestee DNA collection program	Percentage of samples subjected to DNA analysis	<p>Number of eligible arrestee DNA samples subjected to DNA analysis</p> <p>Number of eligible arrestee DNA samples collected (if applicable).</p>
To enter DNA profiles into the FBI's National DNA Index System using CODIS version 7.0	Percent of DNA profiles resulting in a CODIS match.	<p>Number of eligible Arrestee DNA profiles resulting in a CODIS match resulting from DNA analysis of arrestee samples funded under this award (if applicable).</p> <p>Number of eligible Arrestee DNA profiles entered into CODIS resulting from DNA analysis of arrestee samples funded under this award (if applicable).</p>
To improve an arrestee DNA collection program (if applicable)	Number of new policies, procedures, strategies or interventions developed to improve an arrestee DNA collection program	Number and description of new policies, procedures, strategies or interventions developed to improve an arrestee DNA collection program based on project evaluations to generate internal improvements (if applicable)
	Number of new policies, procedures, strategies or interventions implemented to improve an arrestee DNA collection program	Number and description of new policies, procedures, strategies or interventions implemented to improve an arrestee DNA collection program based on project evaluations to generate internal improvements (if applicable)

NIJ does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that NIJ will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project

evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

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

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.gov/financialguide/index.htm.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. 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. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. Cofunding

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

For additional match information, see the Cost Sharing or Match Requirement section under [B. Federal Award Information](#).

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.

d. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

e. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see Section [B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk;
- Date the applicant was designated high risk;
- The high risk point of contact name, phone number, and email address, from that federal agency; and
- Reasons for the high risk status;

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

a. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) 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 subaward 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 on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) 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.”).

b. Certification as to the State’s legal authority to implement a DNA arrestee collection process in the applicant State

As described above in Section [C. Eligibility Information](#), to be eligible for an award, a State must submit a specific certification personally executed by its chief legal officer (typically the Attorney General) as to the State’s legal authority to implement a DNA arrestee collection process in the applicant State. A template for the certification appears in [Appendix I](#). Any such certification—along with any accompanying documentation for applicant States whose applicable arrestee collection legislation was enacted prior to January 1, 2013—**must be received by NIJ by the application deadline, as an attachment, or the application will neither proceed to peer review nor receive further consideration.**

8. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

9. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities

are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

How To Apply

Applicants must register in, and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

NIJ strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&#amp;” format.		

Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or 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 is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

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

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.741, titled "DNA Backlog Reduction Program," and the funding opportunity number is NIJ-2015-3987.
- 6. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive

validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, NIJ will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How To Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant 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 Grants.gov Help Desk or SAM tracking number(s). **Note: NIJ does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks 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 OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time.
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls.

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

E. Application Review Information

Selection Criteria

1. Statement of the Problem (10%)

Applicants should supply information demonstrating an understanding of the problem and the expected impact of the funding in solving cases with DNA.

2. Project Design and Implementation (40%)
 - a. Soundness of methods and analytic and technical approach to addressing the stated aim(s) of the proposed project
 - b. Feasibility of the proposed project.
 - c. Awareness of potential pitfalls of proposed project design and feasibility or proposed actions to minimize and/or mitigate them.
 - d. Innovation and creativity (when appropriate).
3. Capabilities and Competencies (20%)
 - a. Qualifications and experience of proposed staff.
 - b. Demonstrated ability of proposed staff and organization to manage the effort.
 - c. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
 - d. Successful past performance on NIJ grants and contracts (when applicable).
4. Impact and Outcomes; Plan for Collecting the Data Required for this Solicitation's Performance Measures (20%)
 - a. Potential impact on participating laboratories of any new arrestee samples to be collected under this program.
 - b. Plan for collecting data and/or performance measures.
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.³ (10%)
 - a. Total cost of the project relative to the perceived benefit (cost effectiveness).
 - b. Appropriateness of the budget relative to the level of effort.
 - c. Use of existing resources to conserve costs.

³ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements.”
- Applicants will be checked against the General Services Administration’s Excluded Parties List.

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

NIJ may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. 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 under prior NIJ and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity.
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide.
3. History of performance.

4. Reports and findings from audits.
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior NIJ and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

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

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document

contains award terms and conditions that specify national policy requirements⁴ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

Final Project Report

Before the end of the project period, grantees must provide an overall summary of the project, documenting project objectives, design and methods, results, and analysis of impact. Specific commentary regarding the degree of completion of planned project goals is required. The final project report should be submitted 30 days prior to the project end date.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

H. Other Information

Provide Feedback to OJP

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. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

⁴ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

IMPORTANT: This e-mail 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 e-mail 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 e-mail 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 2015 NIJ DNA Arrestee Collection Process Implementation Grants Program

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 19)
- _____ Acquire or renew registration with SAM (see page 19)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 19)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 19)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 19)
- _____ Download Funding Opportunity and Application Package (see page 19)
- _____ Sign up for Grants.gov email notifications (optional) (see page 18)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

After application submission, receive Grants.gov email notifications that:

- _____ (1) application has been received,
- _____ (2) application has either been successfully validated or rejected with errors (see page 19)

If no Grants.gov receipt, and validation or error notifications are received:

- _____ contact NIJ regarding experiencing technical difficulties (see page 20)

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$500,000.

Eligibility Requirement:

- _____ Certification as to the State's legal authority to implement a DNA arrestee collection process in the applicant State (see page 10 and Appendix I).

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 11)
- _____ Project Abstract (see page 12)
- _____ Program Narrative (see page 12)
- _____ Budget Detail Worksheet (see page 14)
- _____ Budget Narrative (see page 14)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 8)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting

available at ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm
(see page 9)

- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 17)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 15)
- _____ Applicant Disclosure of High Risk Status (see page 15)
- _____ Additional Attachments
- _____ Applicant Disclosure of Pending Applications (see page 16)
- _____ Financial Management and System of Internal Controls Questionnaire (if applicable)
(see page 17)

Appendix I: Certification Template

(Instructions: Execute the certification by initialing only one of the two options, (1) or (2), and by signing and completing the information requested at the bottom of the certification template. Scan the completed document and submit the image file electronically through GMS.)

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
NATIONAL INSTITUTE OF JUSTICE

FY 2015 NIJ DNA Arrestee Collection Process Implementation Grants Program

On behalf of the applicant State named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

The State has legal authority to implement a DNA arrestee collection process in the applicant State—

- (1) _____ under a State statute enacted on or after January 1, 2013; or
- (2) _____ under a State statute enacted prior to January 1, 2013, but with regard to which the State is submitting documentation with this application for funding that—
 - a. details the State’s plan (or statutory scheme), developed prior to January 1, 2013, to implement a DNA arrestee collection process in the applicant State on or after January 1, 2013; or
 - b. explains how the State’s request for funds via this application would be used to implement enhancements or other changes to existing DNA arrestee collection processes within the State pursuant to the enactment of legal authority to collect DNA arrestee samples from individuals arrested or charged with crimes with respect to which such legal authority was not previously available.

I am the chief legal officer of the applicant State and have authority to make this certification. I am aware that a false statement in this certification may be the subject of criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that certifications provided in connection with Office of Justice Programs grants are subject to review by the Office of Justice Programs or by the Department of Justice’s Office of the Inspector General.

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Name of Applicant State

Date