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# National Institute of Justice

S o l i c i t a t i o n

*Jeremy Travis, Director*

*March 2000*

## **Solicitation for CODIS STR Analysis of States' Collected Convicted Offender DNA Samples**

**APPLICATION DEADLINE: May 15, 2000**

**U.S. Department of Justice**  
**Office of Justice Programs**  
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### **Appendices**

Appendices are contained in separate Adobe Acrobat files.  
Click on the Appendix title to download that particular file.

- [Appendix A](#) - *Quality Assurance Standards for Convicted Offender DNA Databasing Laboratories*
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- [Appendix C](#) - Relevant provisions of the DNA Identification Act of 1994
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## Solicitation for CODIS STR Analysis of States' Collected Convicted Offender DNA Samples

### I. Background & Overview

At the request of the Attorney General, the National Commission on the Future of DNA Evidence was established in March 1998 to provide recommendations on the current and future use of DNA technology in the operation of the criminal justice system, from crime scene to jury. One of the specific objectives of the National Commission is to recommend appropriate funding areas to maintain or improve essential laboratory capabilities. In furtherance of that objective, a Laboratory Funding Issues Working group was empaneled. In response to the Attorney General's request for recommendations that could be implemented immediately, the Laboratory Funding Issues Working Group reported that there were substantial numbers of convicted offender DNA samples that had been collected by the States but had not yet been analyzed and entered into the State and national DNA databases. At the time of this recommendation, it was estimated that there were over 750,000 convicted offender DNA samples awaiting analysis in State forensic laboratories across the country.

States are encouraged to respond to this Solicitation requesting the STR analysis of the convicted offender samples collected but not yet analyzed with STR technology as of March 31, 2000. Again, States may include convicted offender samples that have been analyzed with RFLP technology but not request testing of samples previously analyzed with STR technology in the numbers of collected convicted offender samples for which they are requesting funding.

States shall be required to outsource the STR analysis of their collected convicted offender samples so that the resulting DNA profiles can be entered into State and national DNA databases as expeditiously as possible. States shall also be required to contract only with laboratories that will certify their compliance with the DNA Identification Act of 1994, the FBI Director's *Quality Assurance Standards for Convicted Offender DNA Databasing*

*Laboratories*, proficiency testing by an approved proficiency test provider and *NDIS Standards for Acceptance of DNA Data*. Additionally, States shall be required to contract with only American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) accredited laboratories or laboratories holding a certification of compliance with DNA Advisory Board standards issued by the National Forensic Science Technology Center (NFSTC).

States responding to this Solicitation and determined to be eligible for the program will receive an award for the analysis of a specified number of convicted offender samples based on the number of backlogged samples identified in their application. **States shall be responsible for the quality assurance of these convicted offender samples in accordance with the *Quality Assurance Standards for Convicted Offender DNA Databasing Laboratories*.** States that are unable to perform the quality assurance of these convicted offender samples in their own laboratories may choose to out source the retesting to another laboratory or submit blind samples for retesting by the vendor laboratory. The objective of this program is to rapidly accelerate the analysis of the convicted offender samples collected by the States in order to provide CODIS-compatible data (13 CODIS core STR loci) for State and national DNA databases such that law enforcement is provided with critical investigative information in a timely manner. This solicitation represents the first opportunity many States will have to participate in CODIS using STR markers.

### II. Solicitation of Proposals

The National Institute of Justice (NIJ) requests proposals from State governments for the analysis of collected convicted offender samples. Samples that are owed from convicted offenders or that are projected to be collected may not be considered in this Solicitation. States shall be required to report the number of convicted offender samples collected

in their State and the number of these samples that have been analyzed with the 13 CODIS core loci - **FGA, vWA, D3S1358, CSF1PO, TPOX, TH01, D18S51, D21S11, D8S1179, D7S820, D13S317, D5S818, and D16S539**. Please note that samples previously analyzed with STR technology will not be eligible for analysis under this Solicitation.

States shall be required to submit an application to NIJ for the analysis of their convicted offender samples. States that receive an award shall follow their State procurement policies/procedures including, if applicable, their sole source procedures to select a vendor laboratory to perform the STR analysis of their convicted offender samples. Please note, that this solicitation requires compliance with certain time limitations. States may perform their own quality assurance of the analyzed samples, submit blind samples for retesting by the vendor laboratory, or outsource the convicted offender samples for retesting by another laboratory.

The objective of this solicitation is to analyze the States' convicted offender samples in a timely manner so that these convicted offender DNA profiles may be entered into State and national DNA databases to assist in the investigation of crimes involving biological evidence.

The Awards will be issued for an initial term of one year.

### **III. Eligibility and State Match Requirements**

Eligible applicants must be State governments. For those States in which a local laboratory has responsibility for the analysis of the convicted offender samples, the application shall be submitted by the State government agency having oversight of the DNA database program. **To be eligible for funding under this Solicitation, States must have a minimum of 1,000 collected samples from convicted offenders which have not been analyzed with STR technology as of March 31, 2000.**

States shall also comply with the mandatory program and State match requirements specified in Section IV of this Solicitation. For example, States that are performing forensic DNA analysis responding to this Solicitation shall be in compliance with the DNA Identification Act of 1994 (Appendix C) specifically with respect to compliance with the *Quality Assurance Standards for Convicted Offender DNA Databasing Laboratories* (Appendix A) and the proficiency testing requirements for participation in the National DNA Index System (NDIS). **To be eligible for funding under this Solicitation, States must be participants in the National DNA Index System (NDIS) or must have applied to participate in NDIS as of March 31, 2000.**

As a State Match, States submitting a proposal in response to this Solicitation shall be required to analyze a number of unknown suspect cases (cases in which biological evidence is available but for which no suspect has been identified) equal to at least 2.5 % of the total number of convicted offender samples contracted out under this program during the one year term of this Award. The number of unknown suspect cases analyzed under this program may be calculated from the beginning of Federal Fiscal Year 2000 (October 1, 1999) and extend 12 months after the date of the NIJ award. States unable to demonstrate that this 2.5% State match for unknown suspect cases has been analyzed and entered into their State Forensic DNA database at the conclusion of the program shall not be eligible for similar funding in future years. Please note that the unknown suspect cases that are analyzed but do not produce results suitable to be entered into CODIS will still apply to a State's 2.5% State match requirement.

### **IV. Program Criteria**

**A. Program Requirements - States shall comply with the following mandatory requirements in order to be eligible to participate in this program:**

1. States shall outsource the STR analysis of their collected convicted offender samples in accordance with their State procurement policies/procedures including their sole source procedures, if applicable. Please note, if the responding State already has a relationship/contract with a vendor laboratory, that vendor laboratory may be used if they are able to meet all program requirements listed in this solicitation. If the responding State plans on using this vendor laboratory, they should list in the Program Narrative how the vendor laboratory meets all program requirements.

2. States shall require that any vendor laboratory selected for the STR analyses of their convicted offender samples or the quality assurance of those convicted offender samples be accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) or have received a certificate of compliance with the DNA Advisory Board standards from the National Forensic Science Technology Center (NFSTC).

3. If eligible to receive funding under this program, the State agrees to expedite, as possible, their State procurement process in order to ensure that a laboratory is selected as expeditiously as possible in order that the first batch of collected convicted offender samples are provided to that laboratory within one hundred and twenty (120) days of receipt of notification of their award by NIJ.

4. The State shall require that any vendor laboratory selected for STR analysis of their convicted offender samples to analyze and report back the results of the analysis of each batch of convicted offender samples to them within thirty (30) days of receipt of that batch.

5. The State shall conduct quality assurance of the vendor laboratory's analyses by either the submission of blind samples for retesting by the vendor laboratory, by contracting out the retesting of the convicted offender samples to another laboratory, or by retesting samples in-house. The number of these quality assurance samples shall not

exceed 10% of the total convicted offender samples submitted by that State. The State shall provide the vendor laboratory with quality assurance samples in the first batch of convicted offender samples and, upon receipt of the results of the quality assurance analyses, notify NIJ within thirty (30) days of the quality assurance status of the vendor laboratory. The State shall immediately report to NIJ any discrepancies in the quality assurance of the convicted offender analyses performed by the vendor laboratory.

6. States performing forensic DNA analysis on their convicted offender samples shall be in compliance with the current standards for the quality assurance program for DNA analysis, issued by the Director of the Federal Bureau of Investigation pursuant to the DNA Identification Act of 1994, entitled *Quality Assurance Standards for Convicted Offender DNA Databasing Laboratories*, (Appendix A).

7. The State shall require that the laboratory selected analyze the State's convicted offender samples for Amelogenin and all of the 13 CODIS core loci - **FGA, vWA, D3S1358, CSF1PO, TPOX, TH01, D18S51, D21S11, D8S1179, D7S820, D13S317, D5S818, and D16S539** - in accordance with the Federal Bureau of Investigation's *NDIS Standards for Acceptance of DNA Data*; (Appendix B). The State agrees that the data provided by the vendor laboratory, once the appropriate quality assurance of the samples has been completed, will be expeditiously uploaded into CODIS, their State DNA database, and NDIS.

(a) The State shall require that the laboratory provide the genotypes in the common message format for insertion into the FBI's Combined DNA Index System (CODIS), (Appendix F). Please note that the common message format for CODIS is undergoing revision and that the vendor laboratory selected shall be required to provide the genotypes in CODIS compatible format throughout the duration of their contract with the State. A new revised version of the common message format may be instituted no sooner than January 1, 2001 and laboratories should contact the FBI's CODIS Help

Desk for the most recent common message format after January 1, 2001.

8. States participating in the program are required to report to NIJ in the format specified by the "CODIS Hit Counting Guidelines" (Appendix G) any hits relating to the convicted offender samples analyzed as a result of funding provided under this program. Such reporting shall occur within thirty (30) days of the occurrence of such a hit.

**B. State Match Requirements - States shall comply with the following mandatory requirements in order to be eligible to participate in this program:**

1. States receiving an award under this program shall be required to analyze at least 2.5 % of the total number of convicted offender samples contracted out under this program (From Table 1 [Appendix D], Column 5 - [Columns 7 + 8]) in unknown suspect cases (cases in which biological evidence is available but for which no suspect has been identified) during the 12 month term of the Award. The analysis of these unknown suspect cases shall be with STR technology, specifically with as many of the 13 CODIS core loci that are validated in the State's laboratory system - **FGA, vWA, D3S1358, CSF1PO, TPOX, TH01, D18S51, D21S11, D8S1179, D7S820, D13S317, D5S818, and D16S539**. The State agrees that the unknown suspect casework will be processed within its laboratory system and the resulting data will be expeditiously uploaded into CODIS, their State DNA database, and NDIS.

The number of unknown suspect cases analyzed may be calculated as of the beginning of Federal Fiscal Year 2000 (October 1, 1999). States unable to demonstrate that this 2.5% number in unknown suspect case load has been analyzed and entered into their State DNA database at the conclusion of the program will not be eligible for similar funding in future years. Please note that the unknown suspect cases that are analyzed but do not produce results suitable to be entered into CODIS will still apply to a State's 2.5% State match requirement.

2. States receiving an award under this program shall report to the National Institute of Justice (NIJ), in the format specified by the "CODIS Hit Counting Guidelines," any hits relating to the unknown suspect cases analyzed as part of the State Match required under this program. Such reporting shall occur within thirty (30) days of the occurrence of such hit.

3. States participating in the program are required to describe in their Program Narrative how they will include the unknown suspect cases from local laboratories in their State, if applicable.

**V. Restrictions and Limitations on Use of Funds**

The Federal funding provided under this program shall only be used for outsourcing to vendor laboratories for the STR analysis of convicted offender samples from States receiving an award under this Solicitation.

No single award to a State shall exceed the cost of STR analyses for 100,000 samples.

**VI. Application Instructions and Requirements**

States responding to this Solicitation shall include the following forms and information, completed and signed by the appropriate official of the applicant's agency:

**Responses shall be assembled in the order shown below:**

1. Standard Form (SF) 424 (Application for Federal Assistance)
2. OJP Form 7150/1 Budget Detail Worksheet
3. Abstract
4. Program Narrative
5. Table of Convicted Offender Samples
6. "Program Assurances"
7. "State Match Assurances"
8. OJP Form 4000/3 Assurances

9. OJP Form 4061/3 (Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace Requirements)
10. "Statutory Assurance" required by the DNA Identification Act of 1994
11. Certification that Federal funds will not be used to supplant State or local funds.
12. Privacy Certificate

**Obtaining Forms.** The "Program Assurances," "State Match Assurances" and "Statutory Assurance" forms and Table of Convicted Offender Samples are included at the end of this Solicitation. To obtain the other forms, applicants can:

C Access the Justice Information Center on the web at <http://www.ncjrs.org/fedgrant.htm#NIJ>. At this site, the NIJ application forms are available as electronic files that may be downloaded to a personal computer.

C Request hard copies of the forms by mail from the National Criminal Justice Reference Center at 800-851-3420 or from the Department of Justice Response Center at 800-421-6770 (in the Washington, D.C. area, call 202-307-1480).

C Request copies by fax. Call 800-851-3420 and select option 1, then option 1 again for NIJ. The code is 1023.

Additional information on the specific forms and narratives follow.

### **Standard Form 424 Application for Federal Assistance (signature required)**

The Application for Federal Assistance is a standard form used by most Federal agencies for application for Federal assistance. It contains 18 different items, all of which are to be completed in order for the application to be reviewed. NIJ cannot accept the application without a completed and signed SF 424.

Please type or electronically generate the SF 424 as handwritten applications may be difficult to read.

**Item 1 - Type of Submission:** The STR analysis of convicted offender samples funding cannot be used for construction or building purposes. Check the "Non-Construction" box in the application section.

**Item 2 - Date Submitted:** Indicate the date you sent the application to the Federal agency (e.g. NIJ). The "Applicant Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.

**Item 3 - Date Received by State:** Enter the date you sent a copy of your application to the State office that administers the Byrne Formula Grant Program.

**Item 4 - Date Received by Federal Agency:** This item will be completed by the Federal agency.

**Item 5 - Applicant Information:** The "Legal Name" is the unit of government or the parent organization. For example, the primary or parent organization of a police department is the city or township. The "Organizational Unit" is the police department. One person should be designated as the contact for the program (i.e., the Project Director) and that person's telephone, fax and e-mail address should be included. It is not unusual for the name of the contact person to differ from the authorized representative of your agency in item 18 below.

**Item 6 - Employer Identification Number:** Each employer receives an employer identification number (EIN) from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller. If your agency has prior grants from the Office of Justice Programs, please use the Grantee Vendor Number found on your Award document.

**Item 7 - Type of Applicant:** Enter the appropriate letter in the space provided.

**Item 8 - Type of Application:** Check “NEW” since this is the first year for the STR Analysis of Convicted Offender Samples program.

**Item 9 - Name of Federal Agency:** Type in “National Institute of Justice.”

**Item 10 - Catalog of Federal Domestic Assistance Number:** For this STR Analysis of Convicted Offender Samples program, the number is 16.564 and the title is STR Analysis of Convicted Offender Samples Program.

**Item 11 - Descriptive Title of Applicant’s Project:** Type in “STR Analysis of Convicted Offender Samples.”

**Item 12- Areas Affected by Project:** Identify the geographic area(s) encompassed by the program - it should be “statewide.”

**Item 13 - Proposed Project Dates:** Fill in the dates during which you anticipate the project will operate - for this program, it should be June 1, 2000 to May 31, 2001

**Item 14 - Congressional Districts:** Fill in the number of the Congressional district in which the program will be located as well as the Congressional district(s) the program will serve - which should be “statewide.”

**Item 15 - Estimated Funding:** On line (a), enter the amount of Federal funds requested, not to exceed the dollar amount allocated in the program announcement. For purposes of this program, multiply the number of collected but unanalyzed convicted offender samples in the Table of Convicted Offender Samples (Appendix D), [Column 5 - (Columns 7+8)] by \$50 per sample for the total amount requested and to be entered on line (a). On lines (b), (c) or (d), enter the number of unknown suspect cases that will be analyzed as your State Match. This number should total 2.5% of the collected but unanalyzed convicted offender samples calculated above. You may leave line (g) blank.

**Item 16 - Executive Order 12372:** Some States (although not all) require you to submit your application to a State Single Point of Contact (SPOC) to coordinate applications for Federal funds within the State. If your State requires a copy of your application, indicate the date that it was submitted to the (SPOC). If a copy is not required, indicate the reason. (See administrative requirements for information on this issue.)

**Item 17 - Delinquent Federal Debt:** This question applies to the applicant organization. Categories of debt include delinquent audit disallowances, loans, and taxes.

**Item 18 - Authorized Representative:** Type the name of the person legally authorized to enter into contracts on behalf of your agency. The signature on the original application must be signed in **blue ink** and/or stamped “original” to distinguish the original from photocopies.

## **OJP Form 7150/1 Budget Detail Worksheet**

Each application must contain a completed copy of the Budget Detail Worksheet

### **Abstract**

Each application must contain an a brief synopsis of the program which should be no longer that one page.

### **Program Narrative**

Each application must contain a completed Program Narrative that provides the following information:

1. Applicant Information. Please provide the name, address, point of contact, telephone, fax, and e-mail address for the applicant agency.
2. Please provide a brief summary of your State's DNA database program, including the method and manner of collection, agencies responsible in the State for collection activities, current capabilities

within the State to perform forensic DNA analysis, average annual workload/caseload, if applicable, and whether the offender is charged a fee for the collection/analysis of the DNA sample. If your State currently performs forensic DNA analysis, please describe the facility(ies) and staff, including accreditation and certification status. This summary should not exceed two pages.

3. Please provide a plan of how your State will include the unknown suspect cases from other local laboratories, if applicable in your State, in the 2.5% of unknown suspect cases required to be analyzed as the State Match. Please provide a certification of the participating local laboratories in the proposed plan. Also indicate the definition that your agency uses to identify an unknown suspect case.

### **Table of Convicted Offender Samples (Appendix D)**

Please note that when recording the number of convicted offender samples collected and analyzed, record the actual number of samples collected and analyzed as of December 31, 1999, the actual number of samples that were collected and analyzed by March 31, 2000 and the estimated number of convicted offender samples that will be collected and analyzed as of September 30, 2000.

#### **Table 1, Column 1.**

Please specify the actual number of convicted offender samples collected as of December 31, 1999. This number should be the cumulative total of all convicted offender samples collected since the time your State DNA database law took effect.

#### **Table 1, Column 2.**

Please specify the actual number of convicted offender samples analyzed with RFLP technology as of December 31, 1999. This number should be the cumulative total of all convicted offender samples analyzed with RFLP technology since the time your State DNA database law took effect. Also, this number

should include all convicted offender samples analyzed with RFLP technology, regardless of whether the samples were analyzed by a contract laboratory.

#### **Table 1, Column 3.**

Please specify the actual number of convicted offender samples analyzed with STR technology as of December 31, 1999. This number should be the cumulative total of all convicted offender samples analyzed with STR technology since the time your State DNA database law took effect. Also, this number should include all convicted offender samples analyzed with STR technology, regardless of whether the samples were analyzed by a contract laboratory.

#### **Table 1, Column 4.**

Please specify the actual number of convicted offender samples analyzed with STR technology, specifically all 13 CODIS core loci - **FGA, vWA, D3S1358, CSF1PO, TPOX, THO1, D18S51, D21S11, D8S1179, D7S820, D13S317, D5S818, and D16S539** - as of December 31, 1999. This number should be the cumulative total of all convicted offender samples analyzed with STR technology, specifically all 13 CODIS core loci, since your DNA database law took effect until December 31, 1999. Also, this number should include all convicted offender samples analyzed with STR technology, specifically all 13 CODIS core loci, regardless of whether the samples were analyzed by a contract laboratory.

#### **Table 1, Column 5.**

Please specify the actual number of convicted offender samples collected as of March 31, 2000. This number should be the cumulative total of all convicted offender samples collected since the time your State DNA database law took effect.

#### **Table 1, Column 6**

Please specify the actual number of convicted offender samples analyzed with RFLP technology as of March 31, 2000. This number should be the cumulative total of all convicted

offender samples analyzed with RFLP technology since the time your State DNA database law took effect. Also, this number should include all convicted offender samples analyzed with RFLP technology, regardless of whether the samples were analyzed by a contract laboratory.

**Table 1, Column 7.**

Please specify the actual number of convicted offender samples analyzed with STR technology as of March 31, 2000. This number should be the cumulative total of all convicted offender samples analyzed with STR technology since the time your State DNA database law took effect. Also, this number should include all convicted offender samples analyzed with STR technology, regardless of whether the samples were analyzed by a contract laboratory.

**Table 1, Column 8.**

Please specify the actual number of convicted offender samples analyzed with STR technology, specifically all 13 CODIS core loci - **FGA, vWA, D3S1358, CSF1PO, TPOX, THO1, D18S51, D21S11, D8S1179, D7S820, D13S317, D5S818, and D16S539** - as of March 31, 2000. This number should be the cumulative total of all convicted offender samples analyzed with STR technology, specifically all 13 CODIS core loci, since your State DNA database law took effect until March 31, 2000. Also, this number should include all convicted offender samples analyzed with STR technology, specifically all 13 CODIS core loci, regardless of whether the samples were analyzed by a contract laboratory.

**Table 1, Column 9.**

Please specify the estimated number of convicted offender samples collected as of September 30, 2000. This number should be the cumulative total of all convicted offender samples collected since the time your State DNA database law took effect.

**Table 1, Column 10.**

Please specify the estimated number of convicted offender samples analyzed with RFLP technology as of September 30, 2000. This number should be the cumulative total of all convicted offender samples analyzed with RFLP technology since the time your State DNA database law took effect. Also, this number should include all convicted offender samples analyzed with RFLP technology, regardless of whether the samples were analyzed by a contract laboratory.

**Table 1, Column 11.**

Please specify the estimated number of convicted offender samples analyzed with STR technology as of September 30, 2000. This number should be the cumulative total of all convicted offender samples analyzed with STR technology since the time your State DNA database law took effect. Also, this number should include all convicted offender samples analyzed with STR technology, regardless of whether the samples were analyzed by a contract laboratory.

**Table 1, Column 12.**

Please specify the estimated number of convicted offender samples analyzed with STR technology, specifically all 13 CODIS core loci - **FGA, vWA, D3S1358, CSF1PO, TPOX, THO1, D18S51, D21S11, D8S1179, D7S820, D13S317, D5S818, and D16S539** - as of September 30, 2000. This number should be the cumulative total of all convicted offender samples analyzed with STR technology, specifically all 13 CODIS core loci, since your State DNA database law took effect until September 30, 2000. Also, this number should include all convicted offender samples analyzed with STR technology, specifically all 13 CODIS core loci, regardless of whether the samples were analyzed by a contract laboratory.

**Table 1, Question 1.**

Please specify what offenses are covered by your State DNA database law.

**Table 1, Question 2.**

Please specify the date that your current State DNA database law took effect.

**Table 1, Question 3.**

Please specify the average annual number of convictions for such qualifying offenses since your State DNA database law took effect.

**Table 1, Question 4.**

For States that will be contracting out the retesting of their convicted offender samples for quality assurance purposes or submitting blind samples for retesting by the vendor laboratory, please indicate the total number of convicted offender samples that will be contracted out under this program [total not to exceed 10% of Column 5 - (Columns 7+8)].

**Program Assurances (Appendix E)**

Please review and have signed and dated by the head of the agency.

**State Match Assurances (Appendix E)**

Please review and have signed and dated by the head of the agency.

**OJP Form 4000/3 (Assurances)**

Please review and have signed and dated by the head of the agency.

**OJP Form 4061/6 (Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements)**

Please review and have signed and dated by the head of the agency.

**Statutory Assurance**

Please review and have signed and dated by the head of the agency.

**Federal Funding Certification**

Please include a statement that Federal funding made available under this program will not be used to supplant State or local funds and have this signed by the head of the agency.

**Privacy Certificate**

Please review and have signed and dated by the head of the agency.

**VII. Award Criteria**

All responses will be reviewed by an evaluation panel selected for their operational expertise as well as their knowledge in the substantive areas covered by this Solicitation. The panel's evaluations will be presented to the Director of NIJ, who will make the final award decision. If a State is determined to be eligible, the amount of the award will be based upon the number of convicted offender samples that have been collected but not analyzed with STR technology, in accordance with the following formula:

According to the numbers recorded in Table 1:

**Formula for States requesting funding under this program:**

$$\text{Column 5 - (Columns 7 +8)} \times \$50.00 = \text{Maximum Amount of Award.}$$

Funding to outsource the analysis of quality assurance samples or the submission of blind samples of a responding State must either be supplied by the State or utilized from the funds awarded based upon the previous formula.

**VIII. Administrative Requirements**

**A. Single Point of Contact Review.** Executive Order 12372 requires applicants from State government to submit a copy of the application to the State Single Point of Contact (SPOC) if an

SPOC exists and if the program has been selected for review by the State. Applicants must contact their SPOC to determine if the program has been selected for review by the State. A list of SPOCs is provided in Appendix H. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in item 16 on the Application for Federal Assistance, SF 424.

**B. Coordination with State Formula Grant Program.** A copy of the application must also be submitted to the State office that administers the Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program. A list of State offices is provided in Appendix I.

## **IX. Audit Requirements**

State governments are governed by the Single Audit Act of 1984 and the Office of Management and Budget (OMB) Circular A-128, "Audits of State and Local Governments." The type of audit required under this circular is dependent upon the amount of Federal funds received. Applicants are required to identify when the agency's fiscal year begins and ends and provide the name of the agency's cognizant Federal agency. This information may be provided in the Program Narrative section of the application.

**A. Certification required by the DNA Identification Act of 1994.** Each applicant must provide the signed certification required by the Act. A certification form ("Statutory Assurance") is included at the end of this Solicitation.

**B. Certifications regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements.** Applicants should refer to the regulations cited in OJP Form 4061/6 (3/91) to determine the certification(s) to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signing this form commits the applicant to compliance with certification

requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certification will be treated as a material representation of fact upon which reliance will be placed by the Department of Justice in awarding grants.

## **C. Civil rights requirements - prohibition of discrimination for recipients of Federal funds.**

No person in any State shall on the grounds of race, color, religion, national origin, gender, or disability be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in connection with any program or activity receiving Federal financial assistance, pursuant to the following statutes and regulations: Section 809(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789d, and Department of Justice Nondiscrimination Regulations, 28 CFR Part 42, Subparts C, D, E and G; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990), and Department of Justice regulations on disability discrimination, 28 CFR Part 5 and Part 39; Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.

In the event a Federal or State court or a Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, gender, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights (OCR) of the Office of Justice Programs (OJP).

## **X. Monitoring**

Each grant awarded under this Solicitation will be monitored according to OJP Handbook 4500.2C (Revised Chapter 7 Monitoring).

## **XI. Suspension or Termination of Funding**

NIJ may suspend, in whole or in part, or terminate funding for a grantee for the following reasons:

Failure to conform to the requirements or statutory objectives of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended.

Failure to comply with the requirements of the DNA Identification Act of 1994 (Public Law 103-322), regulations promulgated thereunder, or with the terms and conditions of its grant award.

Failure to comply with the Program and State Match Requirements of this award.

Prior to suspension of a grant, NIJ will provide reasonable notice to the grantee of its intent to suspend the grant and will attempt informally to resolve the problem resulting in the intended suspension. Hearing and appeal procedures for termination actions are set forth in Department of Justice regulations in 28 CFR Part 18.

## **XII. Award Period**

Awards under this program are issued for a period of one year.

## **XIII. Award Amount**

A total of approximately \$15 million may be available under this Solicitation for the STR analysis of convicted offender samples nationwide and the quality assurance program for those samples. Actual awards are based upon the needs of the submitting States.

## **XIV. Due Date**

An original plus ten (10) copies of fully executed responses must be received by NIJ by the

close of business on **May 15, 2000**. Extension of this deadline shall not be permitted.

Applications submitted via facsimile will not be accepted.

Applications must be sent to the following address:

Solicitation for the States to Request STR Analysis of Their Convicted Offender Samples  
National Institute of Justice  
Office of Science & Technology  
810 7th Street, N.W., 7th Floor  
Washington, D.C. 20531\*

\*If shipping other than U.S. Mail, please use Zip Code 20001.

## **XV. Contact**

Applicants are encouraged to contact NIJ to discuss questions concerning this Solicitation before submitting their proposals. To obtain further information, applicants may contact Dr. Lisa Forman, at the above address, by phone at (202) 307-6608 or by e-mail at [formanl@ojp.usdoj.gov](mailto:formanl@ojp.usdoj.gov)

Applicants may also contact the U.S. Department of Justice Response Center at (800) 421-6770 or (202) 307-1480 for general information.