



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking applications for funding under the fiscal year 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program. This program furthers the Department's mission by offering an opportunity for States with existing laboratories that conduct analysis of convicted offender and/or arrestee DNA samples collected by States pursuant to applicable law for databasing purposes ("DNA database samples") to reduce their backlog of such samples through in-house DNA analysis or by sending samples to accredited fee-for-service laboratories for DNA analysis. Eligible States may also apply for assistance with data review of backlogged DNA profiles awaiting Combined DNA Index System (CODIS) entry. These activities are critical to accelerating the analysis of DNA database samples collected by States in order to provide timely CODIS-compatible data for all 13 CODIS core short tandem repeat (STR) loci for State and national DNA databases.

Solicitation: FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program

Eligibility

In general, only States with accredited government DNA laboratories that operate State DNA database units pursuant to applicable law are eligible to apply. For additional details, see page 4.

Deadline

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How to Apply," page 11.)

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

Contact Information

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

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

For assistance with any other requirement of this solicitation, contact Mark Nelson, Senior Program Manager, at 202-616-1960 or by e-mail to Mark.S.Nelson@usdoj.gov; or Minh Nguyen, Program Manager, at 202-305-2664 or by e-mail to Minh.Nguyen@usdoj.gov.

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FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program CFDA No. 16.748

Overview

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

The objective of the FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program is to accelerate the analysis of convicted offender and/or arrestee DNA samples collected by States pursuant to applicable law for databasing purposes (hereinafter, "DNA database samples"), in order to provide timely Combined DNA Index System (CODIS)-compatible data for all 13 CODIS core STR loci ("profile") for State and national DNA databases. Funds are to be used by a State's designated existing and accredited DNA database laboratory ("DNA database laboratory") to reduce the number of DNA database samples pending DNA analysis ("backlog") in one of three ways:

1. Through in-house analysis. The DNA database laboratory will determine what its backlog is and may apply for no more than \$35.00 per sample to be analyzed.
2. Through sending samples to be tested by accredited fee-for-service laboratories. The DNA database laboratory will determine what its backlog is and may apply for up to \$35.00 per sample to be analyzed.
3. Through data review of sample profiles generated by an accredited laboratory. If the database laboratory lacks funding to ensure timely review of the profiles generated, it may apply for up to \$5.00 per DNA profile reviewed.

All profiles obtained from DNA database samples with funding provided under this announcement must be entered into CODIS within 90 days of completion of analysis and uploaded to the National DNA Index System (NDIS).

Laboratories that receive funds from awards made under this announcement for sample testing and review must track and report the number of DNA database samples analyzed and/or profiles reviewed under this fiscal year (FY) 2010 program and the number of resulting CODIS hits.

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

Deadlines: Registration and Application

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

Eligibility

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

Additional eligibility information: Eligible applicants are States¹ 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:

- 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.
- If the laboratory requests assistance with analysis of samples in-house, then the laboratory must possess sufficient in-house DNA analysis capacity to analyze at least 50 percent of its annual receipt of DNA database samples or a minimum of 5,000 DNA database samples per month.

Specific Information—FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program

A. Allocation of Funds

1. Funds for DNA Analysis of DNA Database Samples

In general, funds for sample analysis, by either in-house testing or testing by accredited fee-for-service laboratories, will be awarded on the basis of the eligible backlog of DNA database samples awaiting analysis that can be analyzed during the project period using funds provided under this solicitation. Calculate the eligible backlog of DNA database samples by adding the current backlog existing at the time of application to the anticipated receipt of samples through March 31, 2011, then reducing this number by the number of samples that will be analyzed using existing State or local funding sources and/or other Federal assistance. The number of samples that can be analyzed during the project period should reflect the laboratory's known or anticipated capacity at the time of project initiation and the total eligible estimated backlog. Applicants should base the amount of their requests under this solicitation on their actual cost estimates, but may not request more than \$35.00 per sample analyzed (or per sample processed if no profile is generated but reasonable attempts were made).

¹ For purposes of this announcement, the term "State" includes the District of Columbia and the Commonwealth of Puerto Rico. For those States that use a laboratory operated by a unit of local government for analysis of the State's DNA database samples, the application must be submitted by the unit of local government having oversight of the DNA database program.

2. Funds for Data Review & Upload to NDIS of DNA Profiles

Applicants that have a backlog of database profiles requiring review and upload to NDIS may apply for assistance if adequate funding is not available from existing State and local funding sources or from other Federal assistance. Applicants should base the amount of their requests under this solicitation on their actual costs to review and upload the profiles, but may not request more than \$5.00 per profile reviewed and uploaded to NDIS.

Total awards will not exceed \$40.00 per DNA database sample analyzed, reviewed, and uploaded to NDIS. Funds will be awarded only for sample analysis and data review above and beyond that which a State can accomplish using current sources of funding. The total amount of funding requested by eligible applicants may also affect award amounts.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. Total funding for this solicitation and the number of awards made will depend on the availability of funds, the quality of the applications, and other pertinent factors.

B. Award Period

All awards will start on the same date of October 1, 2010. In general, NIJ will limit its awards under this program to a maximum period of 18 months after the start of the award (from October 1, 2010 to March 31, 2012). Requests for no-cost extensions of award periods submitted through the Grants Management System will, if necessary, be considered. Applicants should be aware, however, that the total period of an award, including one that receives a project period extension(s), ordinarily will not exceed 3 years.

C. Award Purposes and Related Requirements

The objective of this program is to accelerate the analysis and data review of DNA database samples in order to provide CODIS-compatible data for all 13 CODIS core STR loci for State and national DNA databases. Funds must be used by a State's designated existing and accredited DNA database laboratory to reduce the backlog of DNA database samples through in-house analysis, through analysis of samples by accredited fee-for-service laboratories, and/or through data review of DNA profiles generated by accredited fee-for-service laboratories.

All profiles obtained from DNA database samples with funding provided under this announcement must be entered into CODIS within 90 days of completion of analysis and uploaded to NDIS. Laboratories must follow applicable NDIS DNA Data Acceptance Standards for DNA profiles uploaded to NDIS.

All convicted offender and/or arrestee samples must be analyzed for all 13 CODIS core STR loci—FGA, VWA, D3S1358, CSF1PO, TPOX, THO1, D18S51, D21S11, D8S1179, D7S820, D13S317, D5S818, and D16S539—using commercially available polymerase chain reaction (PCR) kits accepted by NDIS.

Each DNA analysis conducted under this program must be maintained pursuant to all applicable Federal privacy requirements, including those described in 42 U.S.C. § 14132(b)(3).

D. Permissible Uses of Funds

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,² 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 OJP Financial Guide, available at <http://www.ojp.usdoj.gov/financialguide/>.
- 2. Salary and Benefits of Additional Laboratory Employees.** Funds may be used to hire additional full-time or part-time laboratory employees who will be directly engaged in the handling or analysis of DNA database samples or the data review of DNA profiles generated from such samples (including profiles generated by accredited fee-for-service laboratories). Matching funds are not required.

An employee hired using award funds must meet the definition provided in the Quality Assurance Standards for DNA Databasing Laboratories established by the Director of the Federal Bureau of Investigation. The employee must be a person (1) in the service of the applicable State or local government, subject to the terms, conditions and rules of State/local employment and eligible for the State/local benefits of service; or (2) formerly in the service of a State or local government who returns to service in that agency on a part-time or temporary basis.

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

- 3. Certain Supplies.** Funds may be used to acquire commercially available PCR kits accepted by NDIS and other laboratory supplies for analysis of DNA database samples, including analysis of quality assurance samples.³
- 4. Administrative Expenses.** Up to 3 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 3 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

² The number of these quality-assurance samples may not exceed 10 percent of the total DNA database samples for which funding is awarded.

³ See footnote 2.

laboratory. Any payments for overtime must be in accordance with the applicable provisions of the OJP 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 are subject to the standards set forth in 28 C.F.R. section 66.36 and other applicable Federal law, including the provisions of 28 C.F.R. section 66.36 that relate to competition. Prior approval from OJP is required for all sole-source procurements in excess of \$100,000. In the event that only one accredited fee-for-service laboratory can provide the needed service due to specific platform/genetic test kit specifications, applicants must comply with this requirement. Approval may be obtained in the form of a sole-source request with adequate justification submitted directly to GMS with the application for funding. Contracts may only be established under this solicitation with accredited fee-for-service laboratories that are on the General Services Administration (GSA) Blanket Purchase Agreement list for Convicted Offender DNA Backlog Reduction Program (Outsourcing) used by the OJP Acquisition Management Division (Contract Office).

As of (**February 19, 2010**), these laboratories are:

- **The Bode Technology Group**
- **Chromosomal Laboratories, Inc.**
- **Laboratory Corporation of America**
- **Orchid Cellmark**
- **Strand Analytical Laboratories**

Accredited fee-for-service laboratories not listed here that are interested in participating in the GSA Blanket Purchase Agreement list should contact Brenda Worthington, Program Operations Specialist, at 202-305-7844 or Brenda.Worthington@usdoj.gov for additional information on the process.

- 3. Administrative Expenses.** Up to 3 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 3 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 OJP Financial Guide, available at <http://www.ojp.usdoj.gov/financialguide/>.
- 2. Administrative Expenses:** Up to 3 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 3 percent.

E. Expenses That Are Not Permitted

Federal funds awarded under the FY 2010 Convicted and/or Arrestee DNA Backlog Reduction Program 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. **Consultant and Contractor Services for In-House Sample Analysis.**
3. **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, "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."
4. **Travel.**
5. **Construction.**
6. **Training or Continuing Education.**
7. **Accreditation.**
8. **Laboratory and Computer Equipment for the DNA Database Laboratory.***
9. **Renovations.***
10. **Other Capacity Enhancement Expenses.*** Funds may not be used to purchase software, such as expert systems and Laboratory Information Management Systems.
11. **Administrative Expenses that Exceed 3 Percent.** Direct or indirect administrative expenses that exceed 3 percent of the Federal portion of the award are not permitted.

*For Items 8, 9, & 10: Federal assistance for capacity enhancement projects for DNA Database Laboratories may be available through the FY 2010 Forensic DNA Backlog Reduction Program (please refer to the solicitation for this program). Note that the FY 2010 Forensic DNA Backlog Reduction Program is subject to the availability of appropriated funds.

- F. Limitation on Use of Award Funds for Employee Compensation; Waiver.** With respect to any award of more than \$250,000 made under this solicitation, Federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified

SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-Federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

G. Match Requirement. There is no match required under this program.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What an Application Must Include," page 12, for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are shown on page 10.

Objective	Performance Measure(s)	Data Grantee Provides
<p>To reduce the backlog of convicted offender and/or arrestee DNA samples (DNA database samples).</p>	<ol style="list-style-type: none"> 1. Percent reduction in DNA backlog—DNA database samples. 2. CODIS hits resulting from FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds. 	<p>For In-House or Contracted Analysis of DNA Database Samples</p> <ol style="list-style-type: none"> 1. The number of DNA database samples awaiting DNA analysis at the beginning of the award period. 2. The number of DNA database samples analyzed using FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds. 3. The number of DNA profiles from DNA database samples developed using FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds entered into CODIS and NDIS. 4. The number of CODIS hits resulting from profiles developed with FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds. <p>For Data Review of DNA Profiles</p> <ol style="list-style-type: none"> 1. The number of DNA profiles from DNA database samples awaiting data review at the beginning of the award period due to lack of laboratory resources. 2. The number of DNA profiles from DNA database samples reviewed using FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds. 3. The number of reviewed DNA profiles from DNA database samples entered into CODIS and NDIS using FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds. 4. The number of CODIS hits resulting from DNA profiles from DNA database samples reviewed with FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds.

Performance measure data must be submitted semi-annually with progress reports. Please note that the performance measure of CODIS hits relates only to CODIS hits resulting from DNA analyses of database (convicted offender and arrestee) samples and review of DNA profiles (from convicted offender and arrestee samples) that are funded under this FY 2010 solicitation.

How to Apply

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

All applicants are required to complete the following steps.

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for Federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about Federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link

on the left hand side of the page. Please select "National Institute of Justice" and then "NIJ FY10 Convicted Offender and/or Arrestee DNA Backlog Reduction Program."

5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen GMS Technical Issues

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

The following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

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

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF424. Below are answers to specific items:

- **Item 8:** Type of Application—“New.”
- **Item 9:** Name of Federal Agency—“National Institute of Justice.”
- **Item 10:** Catalog of Federal Domestic Assistance (CFDA)—For this Program, the number is “16.748.”
- **Item 11:** Descriptive Title of Applicant’s Project—“FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program—*YOUR AGENCY NAME.*”
- **Item 13:** Proposed Project Dates—For this program, the proposed project dates should be “October 1, 2010 to March 31, 2012.”
- **Item 16:** Is Application Subject to Review by State Executive Order 12372 Process?—A listing of States that have participated in this process can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>.

Program Narrative

The Program Narrative includes:

- a. Cover page
- b. Abstract (not to exceed 600 words).

The proposal abstract should serve as a succinct and accurate description of the proposed work. Applicants should concisely describe project goals and objectives, project plans, and methods for achieving the goals. Once an award has been granted, the abstract is computerized and serves as a summary available to all interested parties for the duration of the grant.
- c. Table of contents.
- d. Main body, which includes:
 - Purpose, goals, and objectives.
 - *The program narrative must address the project objectives and the expected results.*
 - Project design and methods including the plan for data analysis, if applicable.
 - *The program narrative must address the implementation approach.*
 - *The program narrative must describe how expenditure of award funds will reduce the number of DNA database samples currently awaiting analysis either by in-house testing or by sending samples to accredited fee-for-service laboratories for analysis, and/or reduce the number of eligible DNA profiles that are awaiting data review that were generated by accredited laboratories.*
 - Eligibility
 - *A statement that the applicant is accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community. Also, the accreditation certificate must be attached to the application.*
 - *A statement that the applicant is a participant in the National DNA Index System (NDIS).*
 - *A statement that the applicant 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.

- If the laboratory requests assistance with analysis of samples in-house, a statement that the laboratory possesses sufficient in-house DNA analysis capacity to analyze at least 50 percent of its annual receipt of DNA database samples or a minimum of 5,000 DNA database samples per month.
- A statement that identifies the applicable law(s) requiring collection and analysis of convicted offender and/or arrestee DNA samples.
- Baseline information for DNA analysis (if applicable).
 - A statement of (a) the number of DNA database samples awaiting DNA analysis at the time of application, (b) the anticipated receipt of samples awaiting DNA analysis through March 31, 2011, (c) the number of DNA database samples the applicant will analyze in-house using FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds, and (d) the number of DNA database samples the applicant will send to an accredited fee-for-service laboratory for analysis using FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds. Applicants must justify the quantity of DNA database samples for which funds are requested. The logic for the calculation of this quantity must be included in the program narrative. The chart below is provided as an example format that may be used by the applicant to meet this requirement:

a. Current backlog of samples (all DNA database samples pending analysis at the time of application submission)	
b. Anticipated number of samples that will be received by 3/31/2011	
c. Total potential sample backlog (line a + line b)	
d1. Unanalyzed samples that have been previously identified for completion under an active NIJ award	
d2. Unanalyzed samples that have been previously identified for completion under an active award through another Federal funding source	
e. Samples in backlog not covered by Federal funding assistance (line c – line d1 – line d2)	
f. Samples that will be completed through the use of State funds	
g. Samples requiring additional Federal assistance (line e – line f)	

- Baseline information for data review (if applicable).
 - *A statement of (a) the number of DNA profiles awaiting data review at the time of application, (b) the anticipated receipt of DNA profiles awaiting data review through March 31, 2011, and (c) the anticipated number of DNA profiles the applicant will data review and upload to NDIS using FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds.*

Please note that the numbers provided in the program narrative regarding the number of DNA database samples to be analyzed with funds provided under this announcement and the number of DNA profiles to be reviewed with those funds must represent the numbers to be analyzed or reviewed above and beyond those that can be analyzed or reviewed using current sources of funding, including prior Federal awards.

Appendices (not counted against program narrative page limit) include:

- List of key personnel (required).
- Resumes of key personnel (required).
- List of previous and current NIJ awards (required).
- List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable).
- Chart for timeline or milestones (required).
- Other materials required by the solicitation.

The program narrative section of your application is expected not to exceed 25 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendices, and government forms do not count toward the 25 pages.

Budget Detail Worksheet and Budget Narrative

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet. A Microsoft Office Excel spreadsheet format Budget Detail Worksheet template is available for use in lieu of the Adobe PDF format template available at the above link. Use of the Excel version is encouraged so that cost information may be better detailed and automatically calculated, reducing the potential for arithmetic errors. Please contact either the Senior Program Manager or the Program Manager listed on page 1 to obtain a copy of the Excel version.

The Budget Detail Worksheet should also contain the cost per sample for in-house testing and/or the cost per sample for analysis by an accredited fee-for-service laboratory, the total number of samples projected to be analyzed (either by in-house testing or by an accredited fee-for-service laboratory) using funds provided under this announcement, the costs per DNA profile reviewed, the total number of DNA profiles projected to be reviewed using funds provided under this announcement, and the total funding amount requested.

The Budget Narrative is a plain-language description of each of the proposed expenditures listed in the Budget Detail Worksheet. It should clearly explain the purpose and reason for all expenditures in the budget. There should be no ambiguities about any

budget item. Applicants requesting funds for salary and benefits of additional laboratory employees must include a statement in the application budget narrative describing how the additional employees will be directly engaged in the handling or analysis of DNA database samples and/or data review of DNA profiles generated from such samples. The narrative also should include details for calculated rates or other figures.

Additional information relating to budgets is provided in the OJP Financial Guide at www.ojp.gov/financialguide/index.htm.

Indirect Cost Rate Agreement (if applicable)

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their "cognizant" Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization's schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

Plan for Collecting Data Required for Performance Measures. (See "Performance Measures," above.)

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

Program-Specific Attachment

A copy of the accreditation certificate of the State's designated DNA database laboratory must be submitted.

Other Standard Forms

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

1. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required of all applicants as part of the GMS application process)
2. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities)
3. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant that is a nongovernmental entity and that has not received any award from OJP within the past 3 years)
4. [Standard Assurances](#) (required of all applicants as part of the GMS application process)

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

Selection Criteria and Review Process

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

The Office of the Chief Financial Officer (OCFO), in consultation with NIJ, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

In general, subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law, NIJ anticipates that it will make an award to each eligible applicant that satisfies the specific application requirements outlined in this announcement (including those concerning permissible expenses, timeliness, proper format, and responsiveness to the scope of the solicitation), the general requirements for NIJ and OJP grants, and all other applicable legal requirements. In general, funds will be allocated as discussed above, under Specific Information—FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program. The total amount of funding requested by eligible applicants may also affect award amounts.

NIJ may reject applications from applicants with OJP awards made prior to FY 2009 for convicted offender (and/or arrestee) sample analysis and/or data review that remain entirely unobligated as of the posting date of this solicitation.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)

- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – Federal taxes certification requirement

Reporting Requirements: Each applicant that receives funding under this program must submit quarterly financial status reports, semi-annual progress reports, semi-annual performance metrics reports (with the semi-annual progress reports) and, if applicable, an annual audit report in accordance with the Office of Management and Budget Circular A-133. Each award recipient also must submit a final report. The report must include a summary and assessment of the program carried out with the FY 2010 award, including performance metrics. Future awards and funding drawdowns may be withheld if reports are delinquent.

Application Checklist

FY 2010 Convicted Offender and/or Arrestee DNA Backlog Reduction Program

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

Application Components:

- _____ Program Narrative (see pages 13–15)
- _____ Appendices to the Program Narrative
 - _____ List of key personnel (required)
 - _____ Resumes of key personnel (required)
 - _____ List of previous and current NIJ awards (required)
 - _____ List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable)
 - _____ Chart for timeline or milestones (required)
- _____ Budget Narrative
- _____ Budget Detail Worksheet
- _____ Indirect Cost Rate Agreement (if applicable)
- _____ Plan for Collecting Data Required for Performance Measures

Program Narrative/Abstract Format:

- _____ Double-spaced
- _____ 12-point standard font
- _____ 1" standard margins

Other Requirements:

- _____ Standard Form 424
- _____ DUNS number
- _____ Program-Specific Attachment (see page 16):
 - _____ Copy of accreditation certificate of the State's designated DNA database laboratory (see page 16)
- _____ Other standard forms as applicable (see page 16), including
 - _____ Disclosure of Lobbying Activities (if applicable)