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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is seeking applications for funding under the Using DNA Technology to Identify the Missing program. This program furthers the Department's mission by offering assistance in performing DNA analysis on unidentified human remains and family reference samples to support the efforts of States and units of local government to identify missing persons.

## Using DNA Technology to Identify the Missing

### Eligibility

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. For-profit organizations must agree to forgo any profit or management fee. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 18.) All applications are due by 11:59 p.m. eastern time on **May 6, 2013**. (See "Deadlines: Registration and Application," page 3.)

### 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](mailto:support@grants.gov).

**Note:** The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Charles Heurich, Program Manager, by telephone at 202-616-9264, or by e-mail at [Charles.Heurich@usdoj.gov](mailto:Charles.Heurich@usdoj.gov).

Grants.gov number assigned to this announcement: NIJ-2013-3366

Release date: March 21, 2013

SL001064

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# Using DNA Technology to Identify the Missing (CFDA No. 16.560)

## Overview

The goal of the “Using DNA Technology to Identify the Missing” solicitation is threefold: (1) to assist eligible entities in performing DNA analysis on unidentified human remains and/or reference samples to support the efforts of States and units of local government to identify missing persons, (2) to enter the resulting DNA profiles into the FBI’s National DNA Index System using the Combined DNA Index System (CODIS) version 7.0, and (3) to enter any relevant case information related to unidentified remains into the National Missing and Unidentified Persons System (NamUs), as deemed appropriate by the submitting agency (if a case is not entered, a justification will be required).

## Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. 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. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on **May 6, 2013**. See “How to Apply” on page 18 for details.

## Eligibility

Refer to the title page for eligibility under this program.

## Program-Specific Information

DNA technology can provide valuable information to assist in determining the source of unidentified human remains. In recent years, newer DNA technologies have substantially increased the successful analysis of aged, degraded, limited, or otherwise compromised biological evidence. As a result, biological samples, including skeletal remains, once thought to be unsuitable for testing, may now yield DNA profiles. Additionally, samples that previously generated inconclusive DNA results may now be amenable to reanalysis using newer methods. A census by the Bureau of Justice Statistics (BJS) demonstrated the magnitude of the number of unidentified decedents nationwide. This Special Report, entitled Medical Examiners and Coroners’ Offices, 2004 (available at [www.ojp.usdoj.gov/bjs/pub/pdf/meco04.pdf](http://www.ojp.usdoj.gov/bjs/pub/pdf/meco04.pdf)) stated that over 4,000 unidentified human decedents are reported each year by medical examiners and coroners, and of those, an estimated 1,000 remain unidentified 1 year later and become “cold cases.” As of 2004, almost 13,500 unidentified human decedents were on record. The true number may actually be higher, as this census did not include unidentified human remains that are stored in other locations, such as law enforcement agencies. Experts refer to this national crisis as a “mass disaster over time” (“Missing Persons and Unidentified Remains: The Nation’s Silent Mass Disaster,” [NIJ Journal No. 256, January 2007](#)). (Also see the BJS Fact Sheet

Unidentified Human Remains in the United States, 1980–2004, available at [www.ojp.usdoj.gov/bis/pub/pdf/uhrus04.pdf](http://www.ojp.usdoj.gov/bis/pub/pdf/uhrus04.pdf).)

## Objectives

NIJ's Using DNA Technology to Identify the Missing program is intended to meet the following objectives.

The following should be the primary objective of **all** proposals submitted to this solicitation.

- DNA analysis of unidentified human remains and/or reference samples, followed by review of DNA profiles and upload into the FBI's National DNA Index System using CODIS version 7.0.
  - DNA analyses conducted using funding from this program must be performed by a laboratory (government-owned or fee-for-service) that (1) is accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community, and (2) currently undergoes external audits not less than once every 2 years that demonstrate compliance with the DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.
  - All eligible DNA profiles obtained with funding under this program must be entered into the FBI's National DNA Index System using CODIS version 7.0.
  - As available, all appropriate case information, including whether DNA samples have been collected, whether they have been successfully profiled, and the location of the profiled samples; dental records and radiographs; fingerprint cards; photographs if available; and any other relevant information must be entered into the U.S. Department of Justice, Office of Justice Programs' National Missing and Unidentified Persons System (NamUs) by the appropriate medical examiner, coroner, or law enforcement agency.

The following activities are permissible as **secondary** objectives. The proposal should clearly demonstrate that these activities can be successfully performed and that the applicant has prior experience performing this work:

- Anthropological/odontological examinations of unidentified human remains for the following purposes:
  - Pre-DNA analysis: To establish if unidentified human remains are amenable to subsequent DNA analysis.
  - Post-DNA analysis: For creating a case record and entering information into the unidentified decedents database of NamUs.
- Evaluation and application of new DNA technologies designed to increase the amount of genetic information obtained from compromised skeletal remains.

The program narrative should include the following information:

- The number of unidentified human remains and/or reference samples to be analyzed by DNA testing.
- A description of the source(s) of the samples to be analyzed, how the samples will be obtained, the entity that will perform the DNA analysis, and how the DNA analysis will support the efforts of States and units of local government to identify missing persons.
- A description of the type of DNA analysis to be performed (e.g., short tandem repeat [STR], mitochondrial DNA) and a demonstration of the laboratory's proficiency in performing such DNA analysis on unidentified human remains and/or reference samples.
- A description of the processes to be used to review and enter DNA data into the FBI's National DNA Index System using CODIS version 7.0, including the name of the entity that will review and enter the data and a demonstration of that entity's ability and authority to perform this function. If the entity designated to review and enter DNA data has been identified and is not the entity performing the DNA analysis, an appropriate written agreement between the entities must be in place and should be included with the application.
- If the DNA analysis will be performed by a public or private entity other than the applicant and has been identified, an appropriate written agreement between the applicant and the entity performing the DNA analysis should be included.

### **Amount and Length of Awards**

Total funding for this solicitation and the number of awards made will depend on the availability of funds, the quality of the applications, and other pertinent factors. NIJ anticipates that up to approximately \$3 million may become available for 2-4 awards made through this solicitation. **All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.**

In general, NIJ will limit any grants under this program to a period of 18 months after the start of the award. Applicants should be aware that the total period of an award, including one that receives a project period extension, ordinarily will not exceed 3 years.

### **Budget Information**

Permissible uses of funds under this program may include the following:

1. **Salary (full-time, part-time, overtime) and benefits.** Funds may be used for staff directly engaged in performing DNA analysis on unidentified human remains and/or reference samples from State or local government missing persons investigations. Funds may also be used for anthropologists/odontologists for those activities directly related to establishing whether unidentified human remains are amenable to subsequent DNA analysis or to the entry of information into NamUs. **Note:** NIJ makes no assurance

that funds will be available for this purpose in any future award announcements. Supplanting is not permitted.

2. **Travel (limited).** Funds may be used for reasonable travel expenses related to transporting unidentified human remains from State or local government missing persons investigations to the laboratory for analysis.
3. **Equipment and computers.** Funds may be used for upgrading, replacing, and purchasing equipment, instrumentation, and computer hardware or software for DNA analyses of unidentified human remains and/or reference samples from State or local government missing persons investigations. All equipment must be dedicated solely to this purpose or costs must be prorated accordingly. Equipment for enhancing the laboratory's overall DNA capacity is not allowable.
4. **Supplies.** Funds may be used for supplies related to performing DNA analysis on unidentified human remains and/or reference samples from State or local government missing persons investigations, and for other supplies directly related to the performance of the proposal's objectives. The proposal must clearly demonstrate that the types and number of supplies requested are appropriate for the proposed level of effort. Supplies for enhancing the laboratory's overall DNA capacity are not allowable.
5. **Consultant and contractor services.** Funds may be used to hire consultants and/or temporary contract staff to perform DNA analysis on unidentified human remains and/or reference samples from State or local government missing persons investigations. Funds may also be used to outsource samples to qualified public or private laboratories.
6. Other reasonable expenses directly related to the performance of the proposal's objectives. (See page 4 for information on acceptable objectives.)

**What will not be funded:**

1. Provision of training.
2. Proposals primarily to purchase equipment, materials, or supplies.
3. Work that will be funded under another specific solicitation.

**Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/indexSES.asp). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the

application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

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

### **Minimization of Conference Costs**

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

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

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

### **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 of the OJP "Other Requirements for OJP Applications" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**Match Requirement**

See "Cofunding" paragraph under "What an Application Should Include" (below).

**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:

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
<p>1. To perform DNA analysis on unidentified human remains and/or reference samples collected as part of State or local government missing persons investigations, and to enter resulting DNA profiles into the FBI's National DNA Index System using CODIS version 7.0.</p> <p>2. To enter relevant case information including DNA profiles, dental records, and any other relevant information into the OJP National Missing and Unidentified Persons System, NamUs.</p>	<p>1. Percentage of unidentified human remains and/or reference samples that yield a DNA profile.</p> <p>2. Percentage of unidentified human remains cases entered into NamUs.</p> <p>3. Percentage of DNA profiles resulting in a CODIS match.</p>	<p>1. The number of unidentified human remains and/or reference samples analyzed by DNA testing.</p> <p>2. The number of unidentified human remains and/or reference samples that yielded a DNA profile.</p> <p>3. The number of DNA profiles from State or local government missing persons investigations that were entered into the FBI's National DNA Index System using CODIS version 7.0.</p> <p>4. The number of CODIS matches resulting from DNA analysis of unidentified human remains and/or reference samples funded under this award.</p> <p>5. The number of cases entered into NamUs.</p>

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Should Include" on page 9 for additional information.

**Note on Project Evaluations (if applicable)**

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 “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

## **Notice of Post-Award FFATA Reporting Requirement**

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## **What an Application Should Include**

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

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 and Budget Narrative, and resumes/curriculum vitae of key personnel. Applicants may combine the Budget Narrative and

the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

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 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).

#### 2. **Abstract**

Applications should include a high-quality "Project Abstract" that summarizes the proposed project in 250-400 words. 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 [http://www.ojp.usdoj.gov/funding/Project\\_Abstract\\_Template.pdf](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf).

The abstract is a critical part of your application, serving as an important introduction to your proposed project. NIJ uses the abstract for a number of purposes, including assignment to the appropriate independent review panel. If your proposal is funded, the abstract typically will become public information and be used to describe your proposed work. The abstract should be 250-400 words and describe the proposed work succinctly and accurately. The abstract does not count against the 15-page limit for the program narrative.

Permission to Share Project Abstract with the Public: It is unlikely that NIJ will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public.

Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

### 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. Abstract, table of contents, charts, figures, appendices, and government forms do not count toward the 15-page limit for the narrative section.

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.

#### Program Narrative Guidelines:

- a. **Title Page** (not counted against the 15-page program narrative limit).  
The title page should include the title of the project, submission date, funding opportunity number, and the applicant's name and complete contact information (i.e., name, address, telephone number, and e-mail address).
- b. **Resubmit Response** (if applicable) (not counted against the 15-page program narrative limit). If an applicant is resubmitting a proposal that was presented previously to NIJ, but not funded, the applicant should indicate this. A statement should be provided, no more than two pages, addressing: (1) the title, submission date, and NIJ-assigned application number of the previous proposal, and (2) a brief summary of revisions to the proposal. This document should be inserted after the abstract.
- c. **Table of Contents and Figures** (not counted against 15-page program narrative limit).
- d. **Main body.** The main body of the program narrative should describe the project in depth. The following sections should be included as part of the program narrative.
  - Statement of the Problem.
  - Project/Program Design and Implementation.
  - Capabilities/Competencies.
  - Impact/Outcomes and Evaluation.
  - Plan for Collecting the Data for this Solicitation's Performance Measures. **Note:** 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.

Within these sections, the narrative should address:

- Objectives as outlined on page 4.
- Program narrative elements outlined on page 5.
- Management plan and organization.

e. **Appendices** (not counted against the 15-page program narrative limit) include:

- Bibliography/references.
- List of key personnel.
- Resumes of key personnel.
- Project timeline and calendar with expected milestones.
- List of previous and current NIJ awards to applicant organization.
- Letters of cooperation/support or administrative agreements (as outlined on page 5) from organizations collaborating in the project (if applicable).
- List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- Other materials specified by the solicitation.

#### 4. **Budget Detail Worksheet and Budget Narrative**

##### a. **Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). 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 OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.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.

**Cofunding:** A grant 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.

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.

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

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) 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. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

#### **6. Tribal Authorizing Resolution (if applicable)**

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants that are unable to submit with the application a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at minimum, submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, NIJ will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

## 7. Additional Attachments

### **Applicant disclosure of pending applications.**

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

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

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

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

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

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

## 8. Other Standard Forms

Additional forms that OJP may require in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#)\*  
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)\*  
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#)  
Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this form.

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

## Selection Criteria

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

Applications should include appropriate information to demonstrate an understanding of the problem and the expected impact of the funding.

**Project/Program Design and Implementation** (Quality and technical merit)—30%

1. Awareness of the state of current DNA technology and its application to analysis of biological samples typically encountered in missing persons investigations.
2. Soundness of methods and analytic and technical approach, taking into account the objectives set forth on page 4.
3. Feasibility of proposed project and awareness of pitfalls.
4. Innovation and creativity (when appropriate).

**Capabilities/Competencies** (Capabilities, demonstrated productivity, and experience of applicants)—20%

1. Qualifications and experience of proposed staff.
2. Demonstrated ability of proposed staff and organization to manage the effort.
3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
4. Successful past performance on NIJ grants and contracts (when applicable).

**Budget**—15%

**NOTE:** *The budget should be 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.*<sup>1</sup>

1. Total cost of the project relative to the perceived benefit (cost effectiveness).
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.

#### **Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures** (Relevance to policy and practice)—20%

1. Potential for resolving State or local government missing persons investigations.
2. Potential for significant advances in the field.
3. Affordability and cost-effectiveness of proposed approach.
4. Plan for collecting data required for this solicitation's performance measures.

### **Review Process**

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. NIJ may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. 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. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with NIJ, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

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<sup>1</sup> 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.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement

- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

If a proposal is funded, the award recipient will be required to submit several reports and other materials, including:

**Final substantive report:** The final report should be a comprehensive overview of the project and should include a detailed description of the project/program, including:

- The number of unidentified human remains and/or reference samples analyzed by DNA testing.
- The number of unidentified human remains and/or reference samples that yielded a DNA profile.
- The number of DNA profiles from State or local government missing persons investigations that were entered into the FBI's National DNA Index System using CODIS version 7.0.
- The number of CODIS matches resulting from DNA analysis of unidentified human remains and/or reference samples funded under this award.
- The number of cases entered into NamUs. (If applicable, a brief justification should be included as to why cases were not entered.)

**Interim reports:** Grantees must submit quarterly financial reports, semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A-133. Future awards and fund drawdowns may be withheld if reports are delinquent.

## How to Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application 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](http://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.

**Note:** NIJ 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 email updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their 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](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires 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. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

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

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

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://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](http://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 (CFDA) number for this solicitation is 16.560, titled

National Institute of Justice Research, Evaluation, and Development Project Grants,” and the funding opportunity number is NIJ-2013-3366.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.
7. **Submit an 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 an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **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.

**Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore ( \_ ), hyphen (-), space, and period. Grants.gov will forward the application 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.”

**Note: Duplicate Applications**

If an applicant submits multiple versions of an application, NIJ will review the most recent version submitted.

**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 e-mail the NIJ contact identified in the Contact Information section on the title page **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 the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow each instruction in the OJP solicitation, and (4) technical issues with the applicant’s computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

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

If you are interested in being a reviewer for other OJP grant applications, please email your resume to [ojppeerreview@imbps.com](mailto:ojppeerreview@imbps.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

## Using DNA Technology to Identify the Missing

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

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 10)
- \_\_\_\_\_ Program Narrative (see page 11)
  - \_\_\_\_\_ Double-spaced
  - \_\_\_\_\_ 12-point standard font
  - \_\_\_\_\_ 1" standard margins
  - \_\_\_\_\_ Narrative is 15 pages or less
- \_\_\_\_\_ Appendices to the Program Narrative (see page 12)
  - \_\_\_\_\_ Bibliography/References
  - \_\_\_\_\_ List of key personnel
  - \_\_\_\_\_ Resumes of key personnel
  - \_\_\_\_\_ Project timeline and calendar with expected milestones
  - \_\_\_\_\_ List of previous and current NIJ awards to applicant organization
  - \_\_\_\_\_ Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
  - \_\_\_\_\_ List of other agencies, organizations or funding sources to which this proposal has been submitted (if applicable)
  - \_\_\_\_\_ Other materials specified by the solicitation
- \_\_\_\_\_ Budget Detail Worksheet (see page 12)
- \_\_\_\_\_ Budget Narrative (see page 12)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 20)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 13)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 13)
- \_\_\_\_\_ Additional Attachments (see page 14)
  - \_\_\_\_\_ Disclosure of Pending Applications
- \_\_\_\_\_ Other Standard Forms as applicable (see page 15), including:
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)