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The U.S. Department of Justice, Office of Justice Programs, National Institute of Justice is seeking applications for funding under the DNA Missing Persons 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.

## **Solicitation: Using DNA Technology to Identify the Missing**

### **Eligibility**

(See "Eligibility," page 4)

### **Deadline**

**Registration with Grants.gov is required prior to application submission.**

(See "Deadline: Registration," page 3)

All applications are due **January 21, 2009, 11:59 p.m. eastern time.**

### **Contact Information**

For assistance with the requirements of this solicitation, contact Lois Tully, Deputy Chief, Investigative and Forensic Sciences Division, at 202-307-0694 or [lois.tully@usdoj.gov](mailto:lois.tully@usdoj.gov).

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or send an e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The Grants.gov Support Hotline hours of operation are Monday–Friday from 7 a.m. to 9 p.m. eastern time.

**Grants.gov Funding Opportunity No. NIJ-2009-1943**

**SL# 000860**

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# Using DNA Technology to Identify the Missing

## CFDA No. 16.560

### 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. NIJ solicits applications to inform its search for the knowledge and tools to guide policy and practice.

The goal of the “Using DNA Technology to Identify the Missing” solicitation is twofold: (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 and (2) to enter the resulting DNA profiles into the FBI’s National DNA Index System using the Combined DNA Index System (CODIS) version 6.0.

### Deadline: Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur and it can take up to several weeks for first-time registrants to receive confirmations/user passwords. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) Obtain a Data Universal Numbering System (DUNS) number; (2) Register your organization with the Central Contractor Registration (CCR) database; (3) Register with Grants.gov’s Credential Provider and obtain a username and password; (4) Register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) The E-Business Point of Contact (POC) assigns the “Authorized Applicant Role” to you. For more information about the registration process, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR must be renewed once a year. Failure to renew the CCR may prohibit submission of a grant application through Grants.gov.**

### Deadline: Application

The due date for applying for funding under this announcement is **January 21, 2009, 11:59 p.m. eastern time.**

Within 24 to 48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or has been rejected, and why.

**Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to e-mail the complete grant application along with your DUNS number and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted and contacts Grants.gov to validate the technical issues reported by the applicant, OJP will contact you to either approve or deny the request.

To ensure a fair competition for limited discretionary funds, 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 Grants.gov 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.

## Eligibility

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), local governments (including federally recognized Indian tribal governments that perform law enforcement functions), nonprofit and profit organizations (including tribal nonprofit and profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

Federal agencies are eligible to apply for funding under this solicitation. If an award is made to a Federal agency, it will be through an Interagency Agreement (IAA) with the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice.

**Faith-Based and Other Community Organizations:** Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., remove religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded

program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive Federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled "Funding to Faith-Based Organizations" on the "Other Requirements for OJP Applications" Web page at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Applicants are also encouraged to review the "Civil Rights Compliance" section of the "Other Requirements for OJP Applicants" Web page, which also can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:** If a grant application is being submitted on behalf of a tribe or tribal organization, a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body authorizing the inclusion of the tribe or tribal organization named in the application must be included with the application.

## **Specific Information—Using DNA Technology to Identify the Missing**

### **Background**

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 recent 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 <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 <http://www.ojp.usdoj.gov/bjs/pub/pdf/uhrus04.pdf>.)

The goal of the “Using DNA Technology to Identify the Missing” solicitation is twofold: (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 and (2) to enter the resulting DNA profiles into the FBI’s National DNA Index System using CODIS version 6.0.

### **Award Purposes**

The following must be the primary objective of all proposals submitted to this solicitation. Proposals lacking this objective will not be given further consideration:

- 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 6.0.
  - 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 FBI.
  - All eligible DNA profiles obtained with funding under this program must be entered into the FBI’s National DNA Index System using CODIS version 6.0.

The following activities are allowable as secondary objectives. The proposal must 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 and entering information into the unidentified decedents database of the National Missing and Unidentified Persons System (NamUs).
- Evaluation and application of new DNA technologies designed to increase the amount of genetic information obtained from compromised skeletal remains.

### **Additional Requirements**

The application must include the following:

- The number of unidentified human remains and/or reference samples to be analyzed.

- 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 6.0, 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 is not the entity performing the DNA analysis, an appropriate written agreement between the entities must be in place and included with the application.
- If the DNA analysis will be performed by a public or private entity other than the applicant, an appropriate written agreement between the applicant and the entity performing the DNA analysis must be included.

### **Award period**

In general, NIJ will limit any grants under this program to a maximum period of 18 months after the start of the award.

### **Permissible Uses of Funds**

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 allowable.
2. **Training (limited).** Funds may be used for appropriate internal and external training of individuals directly engaged in performing DNA analysis on unidentified human remains and/or reference samples from State or local government missing persons investigations. The proposal must clearly demonstrate that the training will directly benefit the performance of the proposal's objectives. General conference (e.g., American Academy of Forensic Sciences) attendance is not allowable, although costs related to workshops within a conference may be allowable if there is a sufficient DNA and/or missing persons component. Training to enhance the laboratory's overall DNA capacity is not allowable.
3. **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; for travel to approved training venues (see no. 2 above); and for other travel directly related to the performance of the proposal's objectives.

4. **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.
5. **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.
6. **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, or for other activities directly related to the performance of the proposal's objectives. Funds may also be used to outsource samples to qualified public or private laboratories.
7. Other reasonable expenses directly related to the performance of the proposal's objectives.

**Please note:** All applicants under this solicitation must comply with Department of Justice regulations on confidentiality and human subjects protection. See the Confidentiality and Human Subjects Protection Compliance section under "Other Requirements for OJP Applications" at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**Cost of proposed work:** Total funding for this solicitation and the number of awards made will depend on the availability of funds and the quality of the applications. **All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** NIJ cannot guarantee that subsequent phases, stages, or tasks beyond the first 18 months will be funded.

Applicants should be aware that the total period of an award, including one that receives additional funding, ordinarily will not exceed 3 years.

A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. See "Cofunding" under "What an Application Must Include."

**Limitation on use of award funds for employee compensation; waiver:** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent 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 salary table for SES employees is available at <http://www.opm.gov>.)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

## 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 their data collection methods in the application.** Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
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 6.0.	Percentage of unidentified human remains and/or reference samples that yield a DNA profile.  Percentage of DNA profiles resulting in a CODIS match.  Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.	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 6.0.  The number of CODIS matches resulting from DNA analysis of unidentified human remains and/or reference samples from State or local government missing persons investigations.

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

**Grants.Gov Instructions:** Complete instructions can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1–800–518–4726**, Monday–Friday from 7 a.m. to 9 p.m. eastern time.

**Funding Opportunities With Multiple Purpose Areas:** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, you must select the appropriate Competition ID for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.

**Note: OJP's Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Word Perfect (\*.wpd), PDF files (\*.pdf), or Text Documents (\*.txt) and may include Microsoft Excel (\*.xls) files. GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of ".docx." Please ensure the documents you are submitting in Grants.gov are saved using "Word 97–2003 Document (\*.doc)" format. Additionally, 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."

**CFDA Number:** 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 Grants.gov funding opportunity number is **NIJ–2009–1943**.

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at <http://www.dnb.com/us>. Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required:** In addition to the DUNS number requirement, 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 at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## What an Application Must Include

### Standard Form 424

#### Program Narrative

The Program Narrative includes:

- a. Abstract (not to exceed 600 words).
- b. Table of contents.
- c. Main body, which includes:
  - Purpose, goals, and objectives.
  - Project design and methods.
  - Management plan and organization.
- d. Appendixes (not counted against program narrative page limit) include:
  - Bibliography/References (if applicable).
  - List of key personnel (required).
  - Résumés of key personnel (required).
  - List of previous and current NIJ awards (required).
  - Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable).
  - Chart for timeline, research calendar, or milestones (required).
  - Other materials required by the solicitation.

#### Budget Detail Worksheet

The Budget Detail Worksheet should address the full scope, duration, and cost of the project. The Budget Detail Worksheet should include a breakdown of costs associated with each budget category, including itemizations and calculations where necessary.

Templates for filling out the Budget Detail Worksheet may be found online at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf), OJP Standard Forms & Instructions. If you have any questions, please contact the Office of the Chief Financial Officer's Customer Service Center at 1–800–458–0786.

#### Data Collection Plan

The Data Collection Plan is a description of the applicant's plan for the collection of the data required for performance measures.

#### Budget Narrative

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. The narrative should also include details for calculated rates or other figures.

### **Indirect 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>.

### **Other Program Attachments**

These include several forms, available on OJP’s funding page at

<http://www.ojp.usdoj.gov/funding/forms.htm>.

**Page limit:** The program narrative section must not exceed 20 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendixes, and government forms do not count toward the 20-page limit for the narrative section.

**Cofunding:** A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. You must indicate whether you believe it is feasible for you to contribute cash, facilities, or services as non-Federal support for the project. Your application should identify generally any such contributions that you expect to make and your proposed budget should indicate in detail which items, if any, will be supported with non-Federal contributions.

## **Selection Criteria**

Successful applicants must demonstrate the following:

### **Statement of the Problem/Program Narrative (Understanding of the problem and its importance)—15%**

Applications should include appropriate citations and other 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 methodology and analytic and technical approach.
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%**

1. Total cost of the project relative to the perceived benefit.
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. Affordability and cost-effectiveness of proposed approach.

## **Review Process**

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

Peer reviewers will be reviewing the applications submitted under this solicitation as well. NIJ may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with NIJ, conducts a financial review of all 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. OCFO also reviews the award document and verifies the OJP Vendor Number.

**When awards will be made:** All applicants, whether they are accepted or rejected, will be notified. The review and approval process takes about 6 months. You should not propose to begin work until at least 6 months after the application deadline on the cover of this solicitation. Also, you should not expect to receive notification of a decision for at least 6 months after that date. Lists of awards are updated regularly on NIJ's Web site at <http://www.ojp.usdoj.gov/nij/funding/welcome.htm>.

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, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Successful applicants selected for an award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Nonsupplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide  
<http://www.ojp.usdoj.gov/financialguide/>
- 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)

If your proposal is funded, you will be required to submit several reports and other materials, including:

**Interim reports:** Grantees must submit quarterly financial reports, semi-annual progress reports, 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.

**Final Report:** The final report must include a summary and assessment of the program carried out with the award, 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 6.0.
- The number of CODIS matches resulting from DNA analysis of unidentified human remains and/or reference samples from State or local government missing persons investigations.