



The U.S. Department of Justice, Office of Justice Programs (OJP), National Institute of Justice (NIJ), is seeking applications for funding under the fiscal year 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program.

This program furthers the Department's mission by offering an opportunity for States with existing laboratories that conduct analysis of convicted offender and/or arrestee DNA samples collected by States pursuant to applicable law for databasing purposes ("DNA database samples") to reduce their backlog of such samples through in-house DNA analysis or by sending samples to accredited fee-for-service laboratories for DNA analysis. Eligible States may also apply for assistance with data review of backlogged DNA profiles awaiting Combined DNA Index System (CODIS) entry. These activities are critical to accelerating the analysis of DNA database samples collected by States in order to provide timely CODIS-compatible data for all 13 CODIS core short tandem repeat (STR) loci for State and national DNA databases.

FY 09 Solicitation: Convicted Offender and/or Arrestee DNA Backlog Reduction Program

Eligibility

(See "Eligibility" page 4)

Deadline

Registration with GMS is required prior to application submission.

(See "Registration," page 3)

All applications are due **April 17, 2009, 11:59 p.m. eastern time.**

Contact Information

For assistance with the requirements of this solicitation, contact Mark Nelson, Senior Program Manager, at 202-616-1960 or Mark.S.Nelson@usdoj.gov; or Minh Nguyen, Program Manager, at 202-305-2664 or Minh.Nguyen@usdoj.gov.

This application must be submitted through OJP's Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 7 a.m. to 9 p.m. eastern time.

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Convicted Offender and/or Arrestee DNA Backlog Reduction Program

CFDA No. 16.748

Overview

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

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

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

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

Laboratories that receive funds from awards made under this announcement for sample testing and review must track and report the number of DNA database samples analyzed and/or profiles reviewed under this fiscal year (FY) 2009 program and the number of resulting CODIS hits.

Deadline: Registration

Applicants must register with GMS prior to applying. The deadline to register is **April 17, 2009, 11:59 p.m. eastern time.**

Deadline: Application

The due date for applying for funding under this announcement is **April 17, 2009, 11:59 p.m. eastern time.**

Eligibility

Eligible applicants are States¹ with a designated existing crime laboratory that conducts analysis of DNA database samples, provided the designated DNA database laboratory meets **all** of the following requirements:

- The laboratory is accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community.
- The laboratory is a participant in the National DNA Index System (NDIS).
- The laboratory undergoes external audits, not less than once every 2 years, to demonstrate compliance with the requirements of the Quality Assurance Standards for DNA Databasing Laboratories established by the Director of the Federal Bureau of Investigation (**Note:** The revised Quality Assurance Standards were published in October 2008 and will be effective July 1, 2009).
- If the laboratory requests assistance with analysis of samples in-house, then the laboratory must possess sufficient in-house DNA analysis capacity to analyze at least 50 percent of its annual receipt of DNA database samples or a minimum of 5,000 DNA database samples per month.

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

A. Allocation of Funds

1. Funds for DNA Analysis of DNA Database Samples

In general, funds for sample analysis, by either in-house testing or testing by accredited fee-for-service laboratories, will be awarded on the basis of the eligible backlog of DNA database samples awaiting analysis that can be analyzed during the project period using funds provided under this solicitation. Calculate the eligible backlog of DNA database samples by adding the current backlog existing at the time of application to the anticipated receipt of samples through March 31, 2010, then reducing this number by the number of samples that will be analyzed using existing State or local funding sources and/or other Federal assistance. The number of samples that can be analyzed during the project period should reflect the laboratory's known or anticipated capacity at the time of project initiation and the total eligible estimated backlog. Applicants should base the amount of their requests under this solicitation on their actual cost estimates, but may not request more than \$35.00 per sample analyzed (or per sample processed if no profile is generated but reasonable attempts were made).

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

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

Applicants that have a backlog of database profiles requiring review and upload to NDIS may apply for assistance if adequate funding is not available from existing state and local funding sources or from other Federal assistance.

Applicants should base the amount of their requests under this solicitation on their actual costs to review and upload the profiles, but may not request more than \$5.00 per profile reviewed and uploaded to NDIS.

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

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

B. Award Period

All awards will start on the same date of October 1, 2009. In general, NIJ will limit its grants under this program to a maximum period of 18 months after start of the award (from October 1, 2009 to March 31, 2011).

C. Award Purposes and Related Requirements

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

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

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

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

D. Expected Results and Outcomes

The result of receiving FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds should be a demonstrated reduction in the total number of DNA database samples awaiting DNA analysis as of the application date and the

expected receipt of new samples through March 31, 2010. If funds are awarded for data review of DNA profiles generated from DNA database samples, the number of such profiles awaiting review is expected to be reduced by the end of the grant period.

E. Permissible Uses of Funds

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

- 1. Overtime.** Funds may be used for overtime of existing in-house laboratory employees directly engaged in (a) handling and analyzing DNA database samples, including handling and analyzing quality assurance samples,² and (b) data review of profiles generated in-house that, due to the lack of laboratory resources, have yet to be reviewed and entered into NDIS. Any payments for overtime must be in accordance with the applicable provisions of the OJP Financial Guide, available at <http://www.ojp.usdoj.gov/financialguide/>.
- 2. Salary and Benefits of Additional Laboratory Employees.** Funds may be used to hire additional full-time or part-time laboratory employees who will be directly engaged in the handling or analysis of DNA database samples or the data review of DNA profiles generated from such samples (including profiles generated by accredited fee-for-service laboratories). Matching funds are not required.

Applicants must provide documentation that the additional new full-time/part-time laboratory employees will be directly engaged in the handling or analysis of DNA database samples or in the data review of DNA profiles generated from such samples.

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

- 3. Consultant and Contractor Services for Data Review.** Funds may be used to hire consultants and/or temporary contract staff to conduct data review of profiles generated in-house from DNA database samples that, due to the lack of laboratory resources, have yet to be reviewed and entered into NDIS. **Any such consultants or contract laboratory personnel must meet all NDIS requirements for the review of DNA data.**
- 4. Certain Supplies.** Funds may be used to acquire commercially available PCR kits accepted by NDIS and other laboratory supplies for analysis of DNA database samples, including analysis of quality assurance samples.³
- 5. Administrative Expenses.** Up to 3 percent of the Federal portion of an award under this program may be used for direct or indirect administrative expenses specifically related to grant administration and management. Applicants submitting budgets that include indirect costs must submit documentation of their

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

³ See footnote 2.

federally approved indirect cost rate, but may not request indirect costs or direct costs in excess of 3 percent.

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

1. **Overtime.** Funds may be used for overtime of laboratory employees directly engaged in data review of DNA database profiles generated by an accredited fee-for-service laboratory. Any payments for overtime must be in accordance with the applicable provisions of the OJP Financial Guide, available at <http://www.ojp.usdoj.gov/financialguide/>.
2. **Contracts.** Funds may be used to establish a contract for analyzing DNA database samples with an accredited fee-for-service laboratory. Procurements are subject to the standards set forth in 28 C.F.R. section 66.36 and other applicable Federal law, including the provisions of 28 C.F.R. section 66.36 that relate to competition. Prior approval from OJP is required for all sole-source procurements in excess of \$100,000. In the event that only one accredited fee-for-service laboratory can provide the needed service due to specific platform/genetic test kit specifications, applicants must comply with this requirement. Approval may be obtained in the form of a sole-source request with adequate justification submitted directly to GMS with the application for funding. Contracts may only be established under this solicitation with accredited fee-for-service laboratories that are on the General Services Administration (GSA) Blanket Purchase Agreement list for Convicted Offender DNA Backlog Reduction Program (Outsourcing) used by the OJP Acquisition Management Division (Contract Office).

As of (**March 3, 2009**), these laboratories are:

- **The Bode Technology Group**
- **Chromosomal Laboratories**
- **Identity Genetics**
- **Laboratory Corporation of America**
- **Orchid Cellmark**
- **Strand Analytical Laboratory**

Accredited fee-for-service laboratories not listed here that are interested in participating in the GSA Blanket Purchase Agreement list should contact the NIJ program managers listed on the first page of this announcement for additional information on the process.

3. **Consultant and Contractor Services for Data Review.** Funds may be used to hire consultants and/or temporary contract staff to conduct data review of profiles generated by an accredited fee-for-service laboratory that, due to the lack of laboratory resources, have yet to be reviewed and entered into NDIS. **Consultants or contract laboratory personnel must meet all NDIS requirements for the review of DNA data.**

4. **Administrative Expenses.** Up to 3 percent of the Federal portion of an award under this program may be used for direct or indirect administrative expenses specifically related to grant administration and management. Applicants submitting budgets that include indirect costs must submit documentation of their federally approved indirect cost rate, but may not request indirect costs or direct costs in excess of 3 percent.

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

1. **Overtime for Existing Laboratory Employees.** Funds may be used to pay overtime for existing laboratory employees who will be directly engaged in the review of DNA profiles generated by an accredited fee-for-service laboratory. Any payments for overtime must be in accordance with the applicable provisions of the OJP Financial Guide, available at <http://www.ojp.usdoj.gov/financialguide/>.
2. **Consultant and Contractor Services for Data Review.** Funds may be used to hire consultants and/or temporary contract staff to conduct data review of profiles generated by an accredited fee-for-service laboratory that, due to the lack of laboratory resources, have yet to be reviewed and entered into NDIS. **Consultants or contract laboratory personnel must meet all NDIS requirements for the review of DNA data.**
3. **Administrative Expenses:** Up to 3 percent of the Federal portion of an award under this program may be used for direct or indirect administrative expenses specifically related to grant administration and management. Applicants submitting budgets that include indirect costs must submit documentation of their federally approved indirect cost rate, but may not request indirect costs or direct costs in excess of 3 percent.

F. Expenses That Are Not Permitted

Federal funds awarded under the FY 2009 Convicted and/or Arrestee DNA Backlog Reduction Program may not be used for:

1. **Salaries and Benefits for Existing Staff.** Funds may not be used to pay salaries and/or benefits for existing staff, other than overtime as discussed above.
2. **Consultant and Contractor Services for In-House Sample Analysis.**
3. **Travel.**
4. **Construction.**
5. **Training or Continuing Education.**
6. **Accreditation.**
7. **Laboratory and Computer Equipment for the DNA Database Laboratory.***

8. Renovations.*

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

10. Administrative Expenses That Exceed 3 Percent. Direct or indirect administrative expenses that exceed 3 percent of the Federal portion of the award are not permitted.

*For Items 7, 8 & 9: Federal assistance for capacity enhancement projects for DNA Database Laboratories may be available through the FY 2009 Forensic DNA Backlog Reduction Program and may also be available through the FY 2009 DNA Unit Efficiency Improvement Program (please read the solicitations for each program). Note that both programs are subject to the availability of appropriated funds.

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

H. Cost of Proposed Work: 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. **All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** Note: Deliverables (e.g., progress reports, performance measures, etc.) will be required at the end of each reporting period to enable NIJ to assess the progress of the work.

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

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

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
<p>To reduce the backlog of convicted offender and/or arrestee DNA samples (DNA database samples).</p>	<p>Percent reduction in DNA backlog—DNA database samples.</p> <p>CODIS hits resulting from Convicted Offender funds.</p>	<p>For In-House or Contracted Analysis of DNA Database Samples</p> <p>The number of DNA database samples awaiting DNA analysis at the beginning of the award period.</p> <p>The number of DNA database samples analyzed using FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds.</p> <p>The number of DNA profiles from DNA database samples developed using FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds entered into CODIS and NDIS.</p> <p>The number of CODIS hits resulting from profiles developed with FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds.</p> <p>For Data Review of DNA Profiles</p> <p>The number of DNA profiles from DNA database samples awaiting data review at the beginning of the award period due to lack of laboratory resources.</p> <p>The number of DNA profiles from DNA database samples reviewed using FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds.</p> <p>The number of reviewed DNA profiles from DNA database samples entered into CODIS and NDIS using FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds.</p> <p>The number of CODIS hits resulting from DNA profiles from DNA database samples reviewed with FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds.</p>

Performance measure data must be submitted semi-annually with progress reports. The performance measure of CODIS hits resulting from Convicted Offender funds are those CODIS hits resulting from DNA analyses of database (convicted offender and arrestee)

samples and review of DNA profiles (from convicted offender and arrestee samples) that are funded under this solicitation.

How to Apply

Grants Management System Instructions. Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901, Monday – Friday from 7 a.m. to 9 p.m. eastern time.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xls), PDF files (*.pdf), or Text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure that Word documents you are submitting 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 16.748, titled "Convicted Offender and/or Arrestee DNA Backlog Reduction Program (In-House Analysis and Data Review)."

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 Numbering 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.

What an Application Must Include

Those interested in submitting applications in response to this announcement must complete and submit all the required application forms and related documents. You must complete some of the forms shown as part of the development of your user profile during the GMS online application process; others must be attached to your application file. GMS accepts Adobe PDF (*.pdf), Word (*.doc), WordPerfect (*.wpd), and Text (*.txt) document files. It does not accept compressed or zipped (*.zip) files or the executable files detailed above.

Note: Proposals containing maps, tables, digital photos, and other types of graphics will produce large file sizes that may affect the speed of electronic transfer. Please take this into consideration when submitting your application online.

Application for Federal Assistance—Standard Form 424: Completing the user profile and summary information in GMS will populate portions of your Standard Form 424. Below are answers to specific items:

- **Item 8:** Type of Application—“New.”
- **Item 9:** Name of Federal Agency—“National Institute of Justice.”
- **Item 10:** Catalog of Federal Domestic Assistance (CFDA)—For this Program, the number is “16.748.”
- **Item 11:** Descriptive Title of Applicant’s Project—“FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program—*YOUR AGENCY NAME.*”
- **Item 13:** Proposed Project Dates—For this program, the proposed project dates should be “October 1, 2009 to March 31, 2011.”
- **Item 16:** Is Application Subject to Review by State Executive Order 12372 Process?—A listing of States that have participated in this process can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>.

Program Narrative

The Program Narrative includes:

- a. Abstract (not to exceed 600 words).

The proposal abstract should serve as a succinct and accurate description of the proposed work. Applicants should concisely describe project goals and objectives, project plans, and methods for achieving the goals. Once an award has been granted, the abstract is computerized and serves as a summary available to all interested parties for the duration of the grant.
- b. Table of contents.
- c. Main body, which includes:

- Purpose, goals, and objectives.
 - *The program narrative must address the project objectives and the expected results.*
 - *The applicant must provide information in the program narrative as to how it will collect and maintain required performance measures.*
- Project design and methods.
 - *The program narrative must address the implementation approach.*
 - *The program narrative must describe how expenditure of award funds will reduce the number of DNA database samples currently awaiting analysis either by in-house testing or by sending samples to accredited fee-for-service laboratories for analysis, and/or reduce the number of eligible DNA profiles that are awaiting data review which were generated by accredited laboratories.*
- Statement of eligibility.
 - *A statement that the applicant meets all eligibility requirements in this announcement and documentation of eligibility. Each eligibility requirement should be listed and addressed individually. Where possible, supporting evidence should be provided. A copy of the accreditation certificate of the State's designated DNA database laboratory must also be submitted to fulfill the laboratory accreditation eligibility requirement.*
- Baseline information for DNA analysis (if applicable).
 - *A statement of (a) the number of DNA database samples awaiting DNA analysis at the time of application, (b) the anticipated receipt of samples awaiting DNA analysis through March 31, 2010, (c) the number of DNA database samples the applicant will analyze in-house using FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds, and (d) the number of DNA database samples the applicant will send to an accredited fee-for-service laboratory for analysis using FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds.*
- Baseline information for data review (if applicable).
 - *A statement of (a) the number of DNA profiles awaiting data review at the time of application, (b) the anticipated receipt of DNA profiles awaiting data review through March 31, 2010, and (c) the anticipated number of DNA profiles the applicant will data review and upload to NDIS using FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds.*

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

- d. Appendixes (not counted against program narrative page limit) include:
- 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).

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.

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

Templates for filling out the Budget Detail Worksheet may be found online at 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. A Microsoft Office Excel spreadsheet format Budget Detail Worksheet template is available for use in lieu of the Adobe PDF format template available at the above link. Use of the Excel version is encouraged so that cost information may be better detailed and automatically calculated, reducing the potential for arithmetic errors. Please contact either the Senior Program Manager or the Program Manager listed on page 1 to obtain a copy of the Excel version.

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.

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.

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 of your proposal must not exceed 10 double-spaced pages in 12-point font with 1-inch margins. Abstracts, tables of contents, charts, figures, appendixes, and government forms do not count toward the 10-page limit for the narrative section.

Selection Criteria and 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, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

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

NIJ may reject applications from applicants with FY 2005–2007 OJP awards for convicted offender (and/or arrestee) in-house analysis that remain entirely unobligated as of the posting date of this solicitation.

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

When awards will be made: All applicants, whether they are accepted or rejected, will be notified. The review and approval process takes about 7 months. You should not propose to begin work until at least 7 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 7 months after that date. Lists of awards are updated regularly on NIJ's Web site at www.ojp.usdoj.gov/nij/funding/welcome.htm.

Additional Requirements and Information

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.

- 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
- Non-Supplanting 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) of 2006

Reporting Requirements: Each State that receives funding under this program must collect and submit quarterly financial status reports, semi-annual progress reports, and semi-annual performance metrics reports (with the semi-annual progress reports). Each award recipient also must submit a final report. The report must include a summary and assessment of the program carried out with the FY 2009 award, including performance metrics.