

## **Notices regarding the solicitation “FY 2016 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program”**

April 5, 2016: Beginning in FY 2016, DNA Capacity Enhancement and Backlog Reduction Program Applicants must declare their intent or potential to generate program income as indicated on the Application Checklist on page 34 of this solicitation. Program income is defined as: “Gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance,” per page 15 of the solicitation. The required “Declaration of Program Income” should indicate whether grantees either intend to or have the potential to generate program income; and should include a statement affirming a commitment to identify, report, and apply program income per the requirements of the DOJ Financial Guide. Grantees that do not plan or intend to generate program income should note this in their Declaration.

March 29, 2016: Answers to questions have been posted. To assist applicants in completing their proposals, NIJ has made the answers to questions received available for this funding opportunity. Visit <http://nij.gov/funding/Pages/solicitation-qa.aspx#NIJ-2016-9089> for questions and answers to help prepare your application.

March 28, 2016: Information regarding project period dates was added under Section B. Federal Award Information. Award period is 24 months with a start date of January 1, 2017 thru December 31, 2018.

The original solicitation document begins on the next page.



---

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is seeking applications for funding for the FY 2016 DNA Capacity Enhancement and Backlog Reduction (CEBR) program. This program furthers the Department's mission by funding States and units of local government with existing crime laboratories that conduct DNA analysis to process, record, screen, and analyze forensic DNA and/or DNA database samples, and to increase the capacity of public forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis.

## **FY 2016 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program**

**Applications Due: May 23, 2016**

### **Eligibility**

Eligible applicants are States<sup>1</sup> and units of local government with existing crime laboratories that conduct forensic DNA and/or DNA database sample analysis and:

- Participate in external audits, not less than once every two years, that demonstrate compliance with the requirements of the Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.
- Are accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community.
- Participate in the National DNA Index System (NDIS), or have an agreement with an NDIS participating laboratory to upload their data.

### **Deadline**

Applicants must register in the [OJP Grants Management System \(GMS\)](#) prior to submitting an application for this funding opportunity. Registration is required for all applicants, even those previously registered in GMS. Select the "Apply Online" button associated with the solicitation title. All registrations and applications are due by 11:59 p.m. eastern time on May 23, 2016.

For additional information, see [How to Apply](#) in Section [D. Application and Submission Information](#).

### **Contact Information**

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888-549-9901, option 3 or via email at [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov). The [GMS](#) Support Hotline hours of operation are Monday – Friday from 6:00 a.m. to midnight eastern time, except federal holidays.

---

<sup>1</sup> For purposes of this announcement, the term "State" includes the District of Columbia and the Commonwealth of Puerto Rico. The U.S. territories of American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the Virgin Islands also may be eligible for funding. Please contact NIJ at 202-616-9264 for additional information, including information on allocation of funds.

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must email the NIJ contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen GMS Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email [grants@ncjrs.gov](mailto:grants@ncjrs.gov); fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date. General information on applying for NIJ awards can be found at [www.nij.gov/funding/Pages/welcome.aspx](http://www.nij.gov/funding/Pages/welcome.aspx). Answers to frequently asked questions that may assist applicants are posted at [www.nij.gov/funding/Pages/faqs.aspx](http://www.nij.gov/funding/Pages/faqs.aspx).

Release date: March 22, 2016

# Contents

A. Program Description .....	4
Overview .....	4
Program-Specific Information .....	4
Goals, Objectives, and Deliverables .....	4
Evidence-Based Programs or Practices .....	5
B. Federal Award Information .....	5
Type of Award .....	7
Financial Management and System of Internal Controls .....	7
Budget Information .....	7
Program Income .....	15
Cost Sharing or Matching Requirement .....	15
Pre-Agreement Cost (also known as Pre-award Cost) Approvals .....	15
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs .....	15
Costs Associated with Language Assistance (if applicable) .....	15
C. Eligibility Information .....	16
Limit on Number of Application Submissions .....	16
D. Application and Submission Information .....	16
What an Application Should Include .....	16
How to Apply .....	27
E. Application Review Information .....	30
Review Process .....	30
F. Federal Award Administration Information .....	30
Federal Award Notices .....	30
Administrative, National Policy, and other Legal Requirements .....	30
General Information about Post-Federal Award Reporting Requirements .....	31
G. Federal Awarding Agency Contact(s) .....	32
H. Other Information .....	32
Provide Feedback to OJP .....	32
Application Checklist .....	33
Appendix A .....	35

# FY 2016 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program

(CFDA No. 16.741)

## A. Program Description

### Overview

The goal of NIJ's FY 2016 DNA Capacity Enhancement and Backlog Reduction (CEBR) program is to assist eligible States and units of local government to process, record, screen, and analyze forensic DNA and/or DNA database samples and to increase the capacity of public forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis.

Under this program, in general, eligible applicants are given the opportunity, based on their individual needs, to determine what portion of their anticipated funding should be used for capacity building purposes and what portion should be used for analysis of forensic DNA and/or DNA database samples.

**Authorizing Legislation:** Department of Justice Appropriations Act, 2016 (Public Law 114-113).

### Program-Specific Information

The following requirements apply to all DNA analyses conducted under this program:

- Applicants must ensure that all eligible DNA profiles obtained with funding from this program are entered into the Combined DNA Index System (CODIS) and, where applicable, are uploaded into the National DNA Index System (NDIS). No profiles generated with funding from this program may be entered into any non-governmental DNA database without prior express written approval from NIJ.
- Applicants must ensure that all profiles uploaded to NDIS<sup>2</sup> follow NDIS DNA Data Acceptance Standards.
- Applicants must ensure that each DNA analysis conducted and resulting profile generated under this program is maintained pursuant to all applicable federal privacy requirements, including those described in 42 U.S.C. § 14132(b)(3).

### Goals, Objectives, and Deliverables

The overarching goal of NIJ's FY 2016 DNA CEBR program is to assist eligible States and units of local government to increase laboratory capacity and reduce the number of samples awaiting analysis in both the casework and database sections. It is anticipated this program will assist eligible States and units of local government that receive CEBR funds in decreasing turnaround

---

<sup>2</sup> [http://www.nlada.org/forensics/for\\_lib/Documents/1132070952.06/RF\\_GN\\_13\\_NDIS\\_Data\\_Standards\\_%252005\\_31\\_05.pdf](http://www.nlada.org/forensics/for_lib/Documents/1132070952.06/RF_GN_13_NDIS_Data_Standards_%252005_31_05.pdf).

time of the analysis of forensic DNA and DNA database samples; and to process, record, screen and analyze such samples. Increased laboratory capacity and decreased sample turnaround time will aid laboratories in reducing the number of forensic DNA and DNA database samples awaiting analysis.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates.
- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP.CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## **B. Federal Award Information**

NIJ expects to award up to \$64 million under the FY 2016 DNA Capacity Enhancement and Backlog Reduction (CEBR) program for a 24-month project period beginning on January 1, 2017 to December 31 2018. Awards will be made to States and units of local government that operate forensic DNA laboratories and/or State-designated DNA database laboratories.

### **Estimated Amounts for Awards to State and Local Applicants That Operate Forensic DNA and/or DNA Database Laboratories**

Up to \$64 million of these FY 2016 program funds are expected to be awarded to States and units of local government that operate forensic DNA laboratories. In general, the aggregate amount of FY 2016 funds expected to be awarded to eligible applicants from each State (including the State and its units of local government) is based on:

1. The number of Uniform Crime Report (UCR) Part 1 Violent Crimes<sup>3</sup> reported to the FBI for 2014.<sup>4</sup>
2. The number of Uniform Crime Report (UCR) Part 1 Property Crimes<sup>5</sup> reported to the FBI for 2014.<sup>6</sup>
3. The population of the State.<sup>7</sup>
4. A minimum aggregate amount available to eligible applicants from each State. For FY 2016, if the aggregate amount, based on the number of UCR Violent Crimes and UCR Property Crimes reported to the FBI and on the State's population, is less than \$150,000, NIJ expects to increase that aggregate amount to **\$150,000**.

The number of State and local applicants may also affect funding allocations.

See "[Appendix A: Estimated Aggregate Amounts Available for Each State — FY 2016](#)" for a chart that identifies the estimated aggregate amount for each State (to fund eligible public forensic DNA laboratories in the State).

If there is more than one public DNA laboratory within a State, funds generally are expected to be allocated among the eligible applicants on the basis of the UCR Part 1 Violent Crimes, UCR Property Crimes, and population of the State, in a fashion that ensures that the total funding requested by all applicant agencies from each State does not exceed the aggregate level listed for the State in "Appendix A: Estimated Aggregate Amounts Available for Each State — FY 2016." NIJ expects applicants from States with multiple eligible applicants to coordinate among themselves to set a minimum level of funding for each applicant so that, if practicable, each eligible applicant within the State receives a minimum of **\$150,000**, regardless of whether its proportion of available funding based on UCR Part 1 Violent Crimes, UCR Property Crimes and population of the State reaches \$150,000.

If an eligible laboratory does not want to take the minimum aggregate amount of \$150,000 (or the full portion of the minimum aggregate amount for which it would be eligible), then that laboratory must submit official documentation to NIJ stating that it has agreed to cede a portion of the minimum aggregate amount to other eligible entities within the State.

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

---

<sup>3</sup> UCR Part 1 Violent Crimes statistics are published on the FBI website at <https://www.fbi.gov/about-us/cjis/ucr/crime-in-the-u.s/2014/crime-in-the-u.s.-2014/tables/table-5>.

<sup>4</sup> Although cases of violent crime against the person are expected to be the priority for forensic casework conducted under this solicitation, States and units of local government may use FY 2016 program funds to process, record, screen, and analyze any criminal forensic DNA sample awaiting analysis.

<sup>5</sup> UCR Part 1 Violent Crimes statistics are published on the FBI website at <https://www.fbi.gov/about-us/cjis/ucr/crime-in-the-u.s/2014/crime-in-the-u.s.-2014/tables/table-5>.

<sup>6</sup> Although cases of violent crime against the person are expected to be the priority for forensic casework conducted under this solicitation, States and units of local government may use FY 2016 program funds to process, record, screen, and analyze any criminal forensic DNA sample awaiting analysis.

<sup>7</sup> <http://www.census.gov/population/international/data/idb/informationGateway.php>.

## Type of Award<sup>8</sup>

NIJ expects that it will make any award from this solicitation in the form of a grant.

## Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity<sup>9</sup>) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- c) Evaluate and monitor the recipient's (and any subrecipient's) compliance with statutes, regulations, and the terms and conditions of federal awards.
- d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

## Budget Information

### A. Permissible Uses of Funds — For Forensic DNA Laboratories and DNA Database Laboratories

Under this program, in general, eligible applicants are given the opportunity, based on their individual needs, to determine what portion of their anticipated funding should be used for capacity-building purposes and what portion should be used for analysis of forensic DNA and/or DNA database samples.

---

<sup>8</sup> See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

<sup>9</sup> For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

In developing requests for funding under this program, applicants should consider whether, if awarded, funds requested can be timely obligated and expended within required timeframes. All obligations properly incurred by the end of the federal award must be liquidated no later than 90 days after the end date of the award. If your award has been properly obligated, you will have the full liquidation period for remaining expenditures. The liquidation period exists to allow project time to receive ordered goods and make final payments. **No new obligations may be made during the liquidation period.** Disbursements made by recipients or subrecipients after the end date but within the liquidation period must have documentation to demonstrate that the obligation occurred before the end date of the award.

### **1. Salary and benefits of laboratory employees**

Funds may be used to hire **additional** full-time or part-time laboratory employees to directly process, record, screen, and/or analyze forensic DNA and/or DNA database samples. Funds may also be used to hire **additional** full-time or part-time laboratory employees (excluding executive personnel) to directly perform capacity enhancement-specific activities, such as validating new DNA analysis technologies for the forensic DNA laboratory and/or the laboratory responsible for analysis of DNA database samples. Funds are subject to applicable restrictions on supplanting. Matching funds are not required.

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

**(See What an Application Should Include: Budget Detail Worksheet and Budget Narrative, page 24).**

Federal funds must be used to **supplement** existing State and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose.

**Please refer to the DOJ Grants Financial Guide, section 2.3 “Standards for Financial Management Systems,” for more information on supplanting.**

### **2. Overtime for laboratory staff**

Funds may be used to pay overtime for laboratory employees (excluding executive personnel) to directly process, record, screen, and/or analyze forensic DNA and/or DNA database samples. Funds may also be used to pay overtime for existing laboratory employees to directly perform capacity enhancement-specific activities such as validating new DNA analysis technologies for the forensic DNA or DNA database laboratory. Any payments for overtime must be in accordance with the applicable provisions of the [DOJ Financial Guide](#).

### **3. Training**

Funds may be used for appropriate training of forensic DNA laboratory and DNA database laboratory personnel. In general, funds used for training are intended to aid personnel in the forensic DNA laboratory and DNA database laboratory to meet

continuing education requirements mandated in the DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.

- “Appropriate training” includes internal or external training and continuing education/training opportunities **that are directly related to the forensic DNA laboratory or DNA database laboratory operation.**
- Funds used towards travel and registration expenses for appropriate continuing education/training opportunities that are associated with professional meetings and conferences (including workshops provided at such meetings and conferences) are limited to **no more than five (5) percent of the total award.**
- Funds used toward travel expenses, registration fees, and required learning aids (e.g., textbooks) for appropriate training and continuing education opportunities that are not associated with professional meetings and conferences are not subject to the five (5) percent cap.

#### **4. Travel (Limited)**

Funds may be used for travel to conduct required site visits to public or private accredited laboratories that will be conducting DNA analyses on behalf of the eligible State or unit of local government to review procedures and practices prior to initial sample shipment; funds may also be used to make one additional unannounced site visit.

Funds may be used for travel associated with DNA training, described in section 3 “Training,” above.

Travel expenses must be reasonable and comply with the applicable provisions of the grant award terms and special conditions, the DOJ Financial Guide, the recipient’s (and any subrecipient’s) written policies, and DOJ regulations (Part 200 Uniform Requirements). Justifications for the number of staff traveling and the benefit of their attendance at the event must be included.

#### **5. Equipment**

In general, funds may be used to upgrade, replace, or purchase laboratory equipment, instrumentation and associated computer hardware for the forensic DNA and/or the DNA database laboratory. See “Expenses That Are Not Permitted,” below, for specific equipment items that are excluded from the FY 2016 program.

Requests for equipment must adequately be justified with the demonstrated need. Updates to computer hardware must be based on new technology or software upgrades to instrumentation.

#### **6. Supplies**

Justification of expenses for supplies must include support for the number of units requested and reasoning for the request. Recipients are expected to use expendable supplies, including kits, prior to their expiration date and by no later than the end date of the award.

**a. Laboratory supplies for validation**

Allowable supply expenses include the purchase of laboratory supplies that can be directly attributed to the validation of new DNA analysis technologies (instruments, processes, or chemistries).

**b. Laboratory supplies for DNA sample analysis**

Allowable supply expenses include the purchase of laboratory supplies that can be directly attributed to the processing, recording, screening, and analysis of forensic DNA casework and/or DNA database samples.

**c. Collection kits for database samples**

Collection kits for database samples (convicted offender or arrestee) may be purchased.

If an applicant (or subrecipient) is a current grantee (or subgrantee) of the NIJ DNA Arrestee Collection Process Implementation Grants Program, a justification for the purchase of these kits must be included that addresses the issue of potential duplicative costs for collection kit requests between the CEBR program and the DNA Arrestee Collection Process Implementation Grants program.

**7. Contracts**

**a. Contracts for analysis of forensic DNA casework samples or DNA database samples to public or private accredited DNA laboratories**

Funds may be used to send forensic DNA and/or DNA database samples to fee-for-service laboratories to conduct DNA analyses. Funds may also be used to enter into agreements with government-owned laboratories to conduct forensic DNA and/or DNA database sample analyses, perform data review, enter eligible DNA profiles into CODIS and, where applicable, upload to NDIS. All obligations properly incurred by the end of the Federal award must be liquidated no later than 90 days after the end date of the award. If your award has been properly obligated, you will have the full liquidation period for remaining expenditures. No new obligations may be made during the liquidation period.

Every laboratory that is contracted to conduct forensic DNA or DNA database sample analyses under this program must undergo an external audit, not less than once every two (2) years, that demonstrates compliance with the requirements of the Quality Assurance Standards for Forensic DNA Testing Laboratories and/or the Quality Assurance Standards for DNA Database Laboratories established by the Director of the Federal Bureau of Investigation, and must be accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community.

**b. Contracts for DNA audits**

DNA laboratories may establish contracts with vendors (individuals or entities) that can provide an external DNA audit once every two (2) years, as required by the Quality Assurance Standards for Forensic DNA Testing and DNA Database Laboratories established by the Director of the Federal Bureau of Investigation. DNA Capacity Enhancement and Backlog Reduction Program funds may not be used to defray the cost of an external DNA audit that is part of an accreditation inspection/assessment, or of an internal DNA audit.

As part of the decision as to whether to award a contract to a vendor for a DNA audit, an award recipient is expected to examine carefully any costs charged by the vendor, including auditor fees (costs should not exceed \$650 per auditor for each day on site) and auditor travel expenses, and to determine whether all such charges are reasonable and justified. All audit-related costs must be detailed in the budget. Note that NIJ will use the rates established by GSA as a benchmark in examining the reasonableness of audit-related travel expenses.

Auditors must meet the requirements specified in the Quality Assurance Standards for Forensic DNA Testing and/or DNA Database Laboratories and, in addition, must reside outside the State where the laboratory to be audited operates. The same auditors cannot be used in consecutive audits, and all auditors must sign a conflict of interest and nondisclosure form prior to performing any work.

**c. Contracts for process mapping or other efficiency studies**

Contracts may be established for an outside vendor to conduct a process mapping or efficiency type study, such as a Lean Six Sigma-type efficiency study, of the DNA laboratory. One of the potential benefits from such approaches is highlighted in the following report: [Increasing Efficiency of Forensic DNA Casework Using Lean Six Sigma Tools](#).

**d. Warranty, service, or maintenance contracts for equipment**

Contracts may be established to provide warranty, service, or maintenance contracts only for laboratory equipment purchased with funds from an award made from the FY 2016 program.

**e. Contracts for temporary laboratory employees**

Contracts may be established to hire personnel to process, record, screen, and analyze forensic DNA casework; to process, record, and analyze DNA database samples; or to perform capacity enhancement activities such as validating new DNA analysis technologies. Contracts may be established for data review in accordance with the Quality Assurance Standards for Forensic DNA Testing and DNA Database Laboratories.<sup>10</sup>

---

<sup>10</sup> [https://www.fbi.gov/about-us/lab/biometric-analysis/codis/qas\\_testlabs](https://www.fbi.gov/about-us/lab/biometric-analysis/codis/qas_testlabs).

**f. Contracts for validation studies for new DNA analysis technologies**

Contracts may be established for an outside vendor to validate new instruments, processes, or chemistries within the DNA laboratory.

**g. Contracts for in-house training services**

Contracts may be established for an outside vendor to provide in-house training to laboratory personnel directly involved in the processing, recording, screening, and/or analysis of forensic DNA or DNA database samples.

**Note:** Procurements under awards made under this program are subject to the “Procurement Standards” set forth in 2 C.F.R. 200 (“Subpart D — Post Federal Award Requirements”) — including the provisions relating to competition — and other applicable law. Prior approval from OJP is required for all non-competitive procurements in excess of the simplified acquisition threshold (currently \$150,000).

The Procurement Standards, at 2 C.F.R. §200.317 through §200.326, detail requirements and restrictions imposed on non-federal entities (i.e., recipients and subrecipients) that use federal assistance funds to procure property or services needed to carry out the grant-funded project.

As a recipient or subrecipient, you must conduct all procurement transactions in a manner providing full and open competition consistent with the Procurement Standards. Contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements.

**Sole Source** procurement (or, noncompetitive procurement) should be used only when use of competitive solicitation procedures like sealed bids, or competitive proposals is not applicable to the requirements or is impracticable. All Sole Source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$150,000) must receive prior approval from the grant-making agency component before entering into the contract.

**8. Direct administrative expenses**

Up to three (3) percent of the federal portion of an award under this program may be used for direct administrative expenses specifically related to grant administration and management, including travel and training costs related to federal grant management.

**9. Costs associated with and including Accreditation**

Details regarding the costs associated with accreditation and the justification of these costs must be included with the budget narrative.

## 10. Software

Allowable software is that which is associated with running the DNA laboratory. Allowable purchases may include, but are not limited to, software and licenses associated with running DNA instrumentation, software associated with running temperature monitoring systems and other quality control systems, licenses for existing LIMS for users in the forensic biology and/or DNA laboratory who are directly involved in the processing, recording, screening, or analysis of forensic DNA or DNA database samples, and software for DNA mixture interpretation.

## 11. Laboratory Information Management Systems (LIMS)

### a. Existing Laboratory Information Systems

Contracts may be established to purchase and install **DNA modules** to **existing** Laboratory Information Management Systems (LIMS), extra licenses for the DNA unit users to an existing LIMS system, or software upgrades for an existing LIMS or DNA module. **NOTE:** See the definitions of **LIMS and module**.

### b. Accessories for existing LIMS

Accessories for existing LIMS in the forensic biology and/or DNA section of the laboratory may be purchased. Allowable accessories include items, such as, barcode printers and barcode scanners; however, do not include hardware items such as laptops, desktop computers, or computer tablets. A detailed justification for these items would need to be submitted with the application documents.

For the purposes of this solicitation:

**LIMS** – a software-based laboratory and information management system with features that support a modern laboratory's operations. Key features include, but are not limited to, workflow and data tracking support, flexible architecture, and data exchange interfaces.

**Module** – A sample/case tracking component separate from the laboratory's LIMS that functions only for the purposes of the **forensic biology/DNA unit**.  
**NOTE:** The module may be a product of the same, or a different, vendor as the laboratory's current LIMS.

## B. Expenses That Are Not Permitted

Federal funds awarded under this program may only be used for the permissible uses of funds outlined above. Among other things, they may not be used for:

1. Salaries and benefits other than as discussed in section "Permissible Uses of Funds," (See page 7)
2. Travel, other than authorized travel expenses associated with appropriate DNA training and visits to outsourcing laboratories as discussed in section "Permissible Uses of Funds." (see page 7)

3. Testimony and associated travel costs.
4. Construction.
5. Direct administrative expenses that exceed three (3) percent of the federal portion of the award.
6. General Office supplies and equipment, including but not limited to, paper, pens, toner, printer cartridges, office/modular furniture, chairs, tables, floor mats, “basic supplies” etc.)
7. Maintenance and service contracts for existing laboratory equipment.
8. Maintenance and service contracts and licensing agreements for existing Laboratory Information Management Systems (LIMS).
9. LIMS hardware or software, other than as stated in section “Permissible Uses of Funds,” number 10.
10. Renovation costs for ordinary rearrangements, alterations, or restorations of the facility.
11. Purchase of equipment or technologies that have not been approved for use by the National DNA Index System (NDIS), including personnel and supply costs that would be needed to validate equipment or technologies not approved for use by NDIS. This includes Rapid DNA Analysis instruments proposing to be used in a way not compatible with the FBI’s Addendum to the QAS for Rapid DNA Analysis.<sup>11</sup>

Rapid DNA, or Rapid DNA Analysis, describes the fully automated (hands-free) process of developing a CODIS Core STR profile from a reference sample buccal swab. The “swab in – profile out” process consists of automated extraction, amplification, separation, detection and allele calling without human intervention.
12. Work that is funded under another federal award. Recipients and subrecipients are prohibited from commingling funds on either a program-by-program or project-by-project basis.
13. Any items not **directly** related to Capacity Enhancement or Backlog Reduction.
14. Indirect costs.
15. Costs incurred outside of the project period.
16. Executives, such as the president or executive director of an organization, may not be reimbursed for overtime or compensatory overtime under grants and cooperative agreements.

---

<sup>11</sup> <https://www.fbi.gov/about-us/lab/biometric-analysis/codis/rapid-dna-addendum-to-qas-final-effective-12-1-2014>.

## **Program Income**

If funded, applicants must declare program income on quarterly and final Federal Financial Reports (SF 425) if your laboratory charges a fee for DNA testing services.

Program income means gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance. See [2 C.F.R. § 200.80](#) (definition of “Program Income”). Non-federal entities are encouraged to earn income to defray program costs where appropriate. See [2 C.F.R. § 200.307\(a\)](#).

## **Cost Sharing or Matching Requirement**

This solicitation does not require a match. However, 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.

## **Pre-Agreement Cost (also known as Pre-award Cost) Approvals**

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee’s approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP’s consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

## **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at [www.ojp.gov/financialguide/PostawardRequirements/chapter3.10a.htm](http://www.ojp.gov/financialguide/PostawardRequirements/chapter3.10a.htm). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

## **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 under "Solicitation Requirements" in [OJP's Funding Resource Center](#).

## C. Eligibility Information

For eligibility information, see Title page.

For additional information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

### Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, NIJ will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

## D. Application and Submission Information

### 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.

Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all attachments. Also, OJP recommends that applicants include résumés 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. GMS takes 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).

**Intergovernmental Review:** This funding opportunity is subject to [Executive Order 12372](#). Applicants may find the names and addresses of their State's Single Point of Contact (SPOC) at the following website: [www.whitehouse.gov/omb/grants\\_s poc/](http://www.whitehouse.gov/omb/grants_s poc/). Applicants whose

State appears on the SPOC list must contact their State's SPOC to find out about, and comply with, the State's process under Executive Order 12372. In completing the SF-424, applicants whose State appears on the SPOC list are to make the appropriate selection in response to question 19 once the applicant has complied with their State's E.O. 12372 process. (Applicants whose State does not appear on the SPOC list are to make the appropriate selection in response to question 19 to indicate that the "Program is subject to E.O. 12372 but has not been selected by the State for review.")

## 2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be the following:—

- 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.

## 3. Program Narrative

The program narrative must specifically describe the manner in which the DNA Capacity Enhancement and Backlog Reduction grant funds will be used to conduct DNA analysis to process, record, screen, and analyze forensic DNA and/or DNA database samples, and to increase the capacity of eligible forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis.

The following sections should be included as part of the program narrative:

- a. Eligibility Statement Should Include:
  - a. Information or documentation that any crime laboratory that would receive funding under this program is a State designated existing crime laboratory that conducts analysis of DNA sample and/or DNA database samples
  - b. Statement or documentation that all eligible DNA profiles obtained with funding from this program will be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (NDIS).
  - c. Statement that all DNA analysis performed under this program will be maintained under applicable federal privacy requirements.
  - d. Statement acknowledging that any crime laboratory that would receive funding under this program must follow NDIS DNA Data Acceptance Standards for all profiles uploaded to NDIS.

b. Statement of the Problem

- a. Applicants should discuss identified bottlenecks in the DNA analysis process.

c. Project Design and Implementation.

- a. This section should address the goals, objectives, and expected results of the applicant's proposal.
- b. A detailed plan showing how the applicant intends to use FY 2016 CEBR Program funds to meet the programmatic goals of this solicitation: reducing DNA sample turnaround time, increasing the throughput of the public DNA laboratory, and reducing the number of forensic DNA and/or DNA database samples awaiting analysis. The goals and/or objectives **should not be the purchase of cost items or a restating of the budget request**, but should be what processes, policy, or technology implementation this project will introduce to the agency to reduce turnaround time, increase throughput, and reduce the number of DNA samples awaiting analysis.

This plan **must** include a detailed timeline for the project (e.g., for the procurement, validation, and implementation of any new equipment; for the implementation of new chemistries; for the implementation of personnel costs (hiring and/or overtime); for the execution of contracts; etc.).

- c. Applicants should discuss how they intend to address bottlenecks in the DNA analysis process.
- d. Applicants should also provide descriptions of any observed and/or anticipated increases in DNA submissions that would be expected to significantly impact the DNA laboratory's backlog and/or capacity that may negatively impact the project's expected results.
- e. Applicants seeking funds for processing, recording, screening, and analysis of forensic DNA cases and/or DNA database samples must make a statement of the estimated number of forensic DNA cases and/or DNA database samples that can be processed, recorded, screened, and analyzed within the 24-month project period.

d. Capabilities and Competencies.

- a. The applicant must identify proposed project staff, including any and all individuals (and organization) who will be significantly involved in substantive aspects of the proposal and provide their qualifications and experience.
- b. The applicant organization must demonstrate their ability to manage the effort.
- c. The applicant must also show the relationship between the capabilities/competencies of the proposed staff (including the applicant organization) and the scope of the proposed project.

e. Plan for Collecting the Data Required for this Solicitation's Performance Measures.

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

The data collection plan should clearly describe both the method for the collection and tracking of performance measure data produced as a result of federal assistance provided under this solicitation and the method for reporting such data on a semi-annual basis. For projects that include forensic DNA casework and/or DNA database sample testing activities and objectives, the data collection plan should also include an explanation of how the tracking and reporting methods will avoid the possibility of "double counting" forensic DNA cases and/or DNA database samples affected by federal funds.

The applicant should also provide their policy on validating performance measure data at the applicant level, including who is responsible for the process of collecting and calculating the data, who is responsible for quality control of the data, and how the data will be stored.

**NOTE: The form fillable project narrative template previously supplied in the DNA Grantees Newsletter will not be accepted.**

To demonstrate program progress and success, as well as, 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:

Objective	Performance Measure(s)	Data Grantee Provides
<p>Improve the DNA analysis capacity of existing State and local government crime laboratories that conduct forensic DNA analysis.</p>	<p>Increase in DNA analysis throughput for the laboratory.</p>	<p>Average number of forensic DNA samples analyzed per analyst per month at the beginning of the award period.</p> <p>Average number of forensic DNA samples analyzed per analyst per month at the end of the reporting period.</p>
	<p>Reduction in response time for requests.</p>	<p>Average number of days between the submission of a request, by type, for forensic biology/DNA analysis to the laboratory and the delivery of the test results at the beginning of the award period.</p> <p>Average number of days between the submission of a request, by type, for forensic biology/DNA analysis to the laboratory and the delivery of the test results at the end of the reporting period.</p>
<p>Reduce backlogged forensic DNA casework in State and local government crime laboratories</p>	<p>Percentage decrease in DNA backlog.<sup>12</sup></p>	<p>Number of backlogged forensic biology/DNA cases at the beginning of the award period.</p> <p>Number of backlogged forensic biology/DNA cases, at the end of the reporting period.</p> <p>Number of forensic biology/DNA cases analyzed.</p>
<p>Enter DNA profiles into the FBI's National DNA Index System using CODIS version 7.0</p>	<p>Percent of DNA Profiles resulting in a CODIS match.</p>	<p>Number of DNA profiles from forensic analysis entered into CODIS.</p> <p>Number of CODIS hits.</p>

<sup>12</sup> A backlogged case is defined as a forensic biology/DNA case that has not been completed within 30 days of receipt in the laboratory.

**DNA database laboratories will provide the following data for performance measures.**

<b>Objectives</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
Improve the capacity of laboratories that conduct DNA analysis on convicted offender and/or arrestee DNA samples (DNA database samples).	Increase in DNA analysis throughput for the laboratory.	Average number of DNA database samples analyzed per analyst per month at the beginning of the award period.  Average number of DNA database samples analyzed per analyst per month at the end of the reporting period.
	Reduction in response time for requests.	Average number of days between the submission of a DNA database sample to the laboratory and the upload of the profile to CODIS at the beginning of the award period.  Average number of days between the submission of a DNA database sample to the laboratory and the upload of the profile to CODIS at the end of the award period.
Reduce the backlog of convicted offender and/or arrestee DNA samples (DNA database samples).	Percent decrease in DNA backlog. <sup>13</sup>	Number of backlogged DNA database samples at the beginning of the award period.  Number of backlogged DNA database samples at the end of the award period.  Number of DNA database samples analyzed.
Enter DNA profiles into the FBI's National DNA Index System using CODIS version 7.0	Percent of DNA profiles resulting in a CODIS match.	Number of DNA profiles from forensic analyses entered into CODIS.  Number of CODIS hits.

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.

To assist NIJ in determining baseline national backlogs, all applicants are asked to supply the baseline backlog data requested in the following table as part of their program narrative. If the applicant has State DNA database laboratory responsibilities, the request encompasses

<sup>13</sup> A backlogged case is defined as a forensic biology/DNA case that has not been completed within 30 days of receipt in the laboratory.

backlog data for the database laboratory, regardless of whether assistance is being sought for the database operation.

**Baseline Backlog Data**

<b>Casework Laboratories</b>	
Number of untested/not completed forensic biology/DNA cases on hand on January 1, 2015.	
Number of untested/not completed forensic biology/DNA cases more than 30 days old ( <b>backlogged</b> ) on January 1, 2015.	
Please estimate percentage of these cases that were from property crimes.	
Number of new <b>cases</b> for forensic biology/DNA received in 2015.	
Please estimate percentage of these <b>cases</b> that were from property crimes.	
Total number of forensic biology/DNA <b>cases</b> completed in 2015.	
Please estimate percentage of these <b>cases</b> that were property crimes.	
Forensic biology/DNA cases closed by administrative means in 2015.	
Number of untested/not completed forensic biology/DNA cases on hand on December 31, 2015.	
Number of untested/not completed forensic biology/DNA cases more than 30 days old ( <b>backlogged</b> ) on December 31, 2015.	
The average number of days needed to complete (including peer review and report) non-priority forensic DNA cases for calendar year 2015. Please indicate violent crime time with a “ <b>V</b> ” and the nonviolent crime time with “ <b>NV</b> .” If the applicant cannot separate violent and nonviolent cases, give the number with no other markings.	

<b>Database Laboratories</b>	
<b>Convicted Offender Samples</b>	
The number of untested/not completed convicted offender samples on hand on January 1, 2015.	
The number of untested/not completed convicted offender samples more than 30 days old ( <b>backlogged</b> ) as of January 1, 2015.	
The number of new convicted offender samples received in 2015.	
The total number of convicted offender samples completed in 2015.	
Samples closed by administrative means (duplicates, non-authorized samples, etc.) in 2015.	
Number of untested/not completed convicted offender samples on December 31, 2015.	
Number of untested/not completed convicted offender samples more than 30 days old ( <b>backlogged</b> ) on December 31, 2015.	
Average number of days to complete the processing of a convicted offender sample (including upload to CODIS) for calendar year 2015.	
<b>Arrestee Samples</b>	
The number of untested/not completed arrestee samples on hand as of January 1, 2015.	
The number of untested/not completed arrestee samples more than 30 days old ( <b>backlogged</b> ) on January 1, 2015.	
The number of new arrestee samples received in 2015.	
The total number of arrestee samples completed in 2015.	
Samples closed by administrative means (duplicates, non-authorized samples, etc.) in 2015.	
Number of untested/not completed arrestee samples on December 31, 2015.	
Number of untested/not completed arrestee samples more than 30 days old ( <b>backlogged</b> ) on December 31, 2015.	
Average number of days to complete the processing of an arrestee sample (including upload to CODIS) for calendar year 2015.	

### Definitions for Requested Baseline Backlog Data

**Backlogged forensic biology/DNA case**—A forensic biology/DNA case that has not been completed within 30 days of receipt in the laboratory.

**Backlogged DNA database sample**—A DNA database sample that has not been uploaded to CODIS within 30 days of receipt in the laboratory.

**Case**—analysis request for examination in one forensic investigation area (forensic biology/DNA for this purpose).

**DNA**—For the purposes of determining baseline national backlogs for casework laboratories, “DNA” will be considered to be biology screening (the location, screening, identification, and

characterization of blood and other biological stains and substances) and/or DNA analysis (the identification and comparison of DNA in biological samples). For the purpose of determining baseline national backlogs for database laboratories, “DNA” will be considered the testing of DNA in biological samples collected from convicted offenders and/or arrestees, and subsequent upload to CODIS databases.

### **Note on Project Evaluations**

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's Funding Resource Center](#). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

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

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

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](http://www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

**NOTE: Budget detail worksheet and budget narrative forms previously supplied in the DNA Grantees Newsletter will not be accepted.**

### **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.

**c. Procurement Contracting Documentation in Applications**

The application should clearly identify and include details regarding any anticipated procurements to be conducted under the award, including dollar estimates anticipated for planned procurements of goods or services and a description of the procurement method(s) to be followed. Applicants should anticipate that, if awarded, access to grant funds may be withheld until OJP receives sufficient information and detail (including but not limited to budget detail and, as applicable, procurement documentation) to complete its review of the applicant's (or any subrecipient's) plans to contract out work under the award.

**d. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold**

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

**e. Pre-Agreement Costs**

For information on pre-agreement costs, see "Pre-Agreement Cost Approvals" under [Section B. Federal Award Information](#).

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

Indirect costs are not permitted under this program.

**6. Applicant Disclosure of High-Risk Status**

Applicants are to disclose whether they are currently designated high-risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high-risk by another federal grant making agency, you must email the following information to [OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

- The federal agency that currently designated the applicant as high-risk.
- Date the applicant was designated high-risk.
- The high-risk point of contact name, phone number, and email address, from that federal agency.
- Reasons for the high-risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

## 7. Additional Attachments

### a. Proof of DNA Laboratory Accreditation

Acceptable types of documentation of current accreditation include: an electronic (scanned) copy of the current accreditation certificate(s), a digital photograph of the current accreditation certificate(s), or a letter from the accrediting body that includes the certificate number. Additionally, if a certificate references another document that contains key information on the type or scope of the accreditation, provide a copy of that supplemental documentation.

### b. Certification of Non-supplanting

Applicants should include a written certification from the applicant, at the time of application submittal into GMS, an agency letterhead from the Authorized Representative that ***“Federal funds will be used to supplement existing State and local funds for program activities and will not supplant those funds that have been appropriated for the same purpose.”***

### c. Declaration that the Laboratory Charges a fee for DNA Testing Services (if applicable) (see page 15).

### d. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally-funded grants or subgrants (including cooperative agreements) 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 subaward 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.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
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 to their application. The file should be named “Disclosure of Pending Applications.” 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 on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) 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.”).

### 9. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at [2 C.F.R. 200.205](#), federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

### 10. Disclosure of Lobbying Activities

Any applicant that expends any funds for lobbying activities is to provide the detailed information requested on the form, Disclosure of Lobbying Activities ([SF-LLL](#)).

### How to Apply

Applicants must submit applications through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity**. Although the registration and

submission deadlines are the same, OJP urges applicants to **register promptly**, especially if this is their first time using the system. Find complete instructions on how to register and submit an application in GMS at [www.ojp.gov/gmscbt/](http://www.ojp.gov/gmscbt/). Applicants that experience technical difficulties during this process should email [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov) or call 888-549-9901 (option 3), Monday–Friday from 6:00 a.m. to midnight, Eastern Time, except federal holidays. OJP recommends that applicants **register promptly** to prevent delays in submitting an application package by the deadline.

**Note on File Types: 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.”

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

All applicants should 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 application 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 is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.  
  
Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).
- 3. Acquire a GMS username and password.** New users must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](http://www.ojp.gov/gmscbt/) home page. For more information on how to register in GMS, go to [www.ojp.gov/gmscbt/](http://www.ojp.gov/gmscbt/).
- 4. Verify the SAM (formerly CCR) registration in GMS.** OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.

5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select NIJ and the FY 2016 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program.
6. **Register by selecting the “Apply Online” button associated with the funding opportunity title.** The search results from step 5 will display the funding opportunity title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this funding opportunity and create an application in the system.
7. **Follow the directions in GMS to submit an application consistent with this solicitation.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before submitting an application. OJP urges applicants to submit the application **at least 72 hours prior** to the application due date.

#### **Note: Duplicate Applications**

If an applicant submits multiple versions of the same application, NIJ will review only the most recent system-validated version submitted. See Note on “File Names and File Types” under [How to Apply](#).

#### **Experiencing Unforeseen GMS Technical Issues**

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must contact the [GMS Help Desk](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then the applicant must email the NIJ contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email 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 GMS Help Desk or SAM tracking number(s). **Note: NIJ does not approve requests automatically.** After the program office reviews the submission, and contacts the GMS Help Desk 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 OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant’s request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete)
- Failure to follow GMS instructions on how to register and apply as posted on the GMS website.
- Failure to follow each instruction in the OJP solicitation.

- Technical issues with the applicant's computer or information technology environment, including firewalls.

## **E. Application Review Information**

### **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. NIJ will also review applications to ensure statutory requirements have been met.

OJP reviews applications for potential awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity.
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide.
3. History of performance.
4. Reports and findings from audits.
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official. The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

### **Administrative, National Policy, and other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are

otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of [OJP's Funding Resource Center](#) website.

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of [OJP's Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.](#)
- [Standard Assurances.](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements<sup>14</sup> with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via OJP's [Mandatory Award Terms and Conditions](#) page of [OJP's Funding Resource Center](#).

### **General Information about Post-Federal Award Reporting Requirements**

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative requirements of the recipient or the program.

**NOTE: Progress report templates previously supplied in the DNA Grantees Newsletter will not be accepted.**

---

<sup>14</sup> See *generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

Progress report narratives should include a summary of project goals, the activities performed during the reporting period, and the effects of these activities toward achieving each goal. Narratives should also include descriptions of any observed increases in evidence submissions as well as any issues which may negatively impact goals. The Final progress report must include a summary and assessment of the program carried out with the FY 2016 award, including cumulative performance measure data over the entire project period.

## **G. Federal Awarding Agency Contact(s)**

For Federal Awarding Agency Contact(s), see title page.

For contact information for GMS, see title page.

## **H. Other Information**

### **Provide Feedback to OJP**

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 process. Provide feedback 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 résumé to [ojppeerreview@lmsolas.com](mailto:ojppeerreview@lmsolas.com). The OJP Solicitation Feedback email account will not forward your résumé. **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

## FY 2016 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program

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

### What an Applicant Should Do:

#### *Prior to Registering in GMS:*

- \_\_\_\_\_ Acquire a DUNS Number (see page 28)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 28)

#### *To Register with GMS:*

- \_\_\_\_\_ For new users, acquire a GMS username and password\* (see page 28)
- \_\_\_\_\_ For existing users, check GMS username and password\* to ensure account access (see page 28)
- \_\_\_\_\_ Verify SAM registration in GMS (see page 28)
- \_\_\_\_\_ Search for correct funding opportunity in GMS (see page 29)
- \_\_\_\_\_ Select correct funding opportunity in GMS (see page 29)
- \_\_\_\_\_ Register by selecting the “Apply Online” button associated with the funding opportunity title (see page 29)
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see page 15)
- \_\_\_\_\_ If experiencing technical difficulties in GMS, please refer to the section: Experiencing Unforeseen GMS Technical Issues (see page 29)

\*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

### General Requirements:

- \_\_\_\_\_ Review [Solicitation Requirements](#) web page in the OJP Funding Resource Center.

### Scope Requirement:

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s as determined by NIJ consistent with the process described in [Section B. Federal Award Information](#).

### Eligibility Requirement:

Eligible applicants are States and units of local government with existing crime laboratories that conduct forensic DNA and/or DNA database sample analysis and:

- a. Participate in external audits, not less than once every two years, that demonstrate compliance with the requirements of the Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.
- b. Are accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community.
- c. Participate in the National DNA Index System (NDIS) or have an agreement with an NDIS participating laboratory to upload their data.

**What an Application Should Include:**

_____	Application for Federal Assistance (SF-424)	(see page 16)
_____	Intergovernmental Review	(see page 16)
_____	Project Abstract	(see page 17)
_____	Program Narrative	(see page 17)
_____	Budget Detail Worksheet	(see page 24)
_____	Budget Narrative	(see page 24)
_____	Applicant Disclosure of High-Risk Status	(see page 25)
_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 26)
_____	Applicant Declaration of Program Income Status	(see page 15)
_____	Accreditation Certificate	(see page 26)
_____	Certification of Non-supplanting	(see page 26)
_____	Financial Management and System of Internal Controls Questionnaire (see page 27)	
_____	Disclosure of Lobbying Activities ( <a href="#">SF-LLL</a> ) (if applicable)	(see page 27)

## Appendix A

Estimated Aggregate <sup>15</sup> Amounts Available for each State <sup>16</sup> —FY 2016			
Alabama	\$1,075,272	Montana	\$321,789
Alaska	\$286,094	Nebraska	\$465,957
Arizona	\$1,439,994	Nevada	\$667,156
Arkansas	\$734,944	New Hampshire	\$347,282
California	\$6,707,162	New Jersey	\$1,435,873
Colorado	\$1,059,961	New Mexico	\$580,067
Connecticut	\$683,257	New York	\$3,051,609
Delaware	\$325,585	North Carolina	\$1,937,356
District of Columbia	\$330,984	North Dakota	\$265,934
Florida	\$4,178,268	Ohio	\$2,185,638
Georgia	\$2,100,688	Oklahoma	\$868,563
Hawaii	\$409,397	Oregon	\$854,705
Idaho	\$389,998	Pennsylvania	\$2,081,964
Illinois	\$2,168,173	Puerto Rico	\$604,475
Indiana	\$1,295,926	Rhode Island	\$313,933
Iowa	\$631,562	South Carolina	\$1,126,430
Kansas	\$660,098	South Dakota	\$277,888
Kentucky	\$844,736	Tennessee	\$1,415,098
Louisiana	\$1,088,169	Texas	\$5,191,304
Maine	\$345,649	Utah	\$671,685
Maryland	\$1,178,296	Vermont	\$233,183
Massachusetts	\$1,173,145	Virginia	\$1,382,996
Michigan	\$1,712,468	Washington	\$1,585,019
Minnesota	\$1,021,412	West Virginia	\$433,742
Mississippi	\$685,215	Wisconsin	\$1,042,780
Missouri	\$1,262,418	Wyoming	\$236,905

**— ALL AWARDS ARE SUBJECT TO THE AVAILABILITY OF APPROPRIATED FUNDS —**  
(See text of solicitation for additional information)

<sup>15</sup> Units of local government that meet the eligibility requirements may apply directly to NIJ for a portion of the estimated funds allocated for awards to their State.

<sup>16</sup> The U.S. territories of American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the Virgin Islands also may be eligible for funding. Please contact NIJ at 202-616-9264 for additional information, including information on allocation of funds.