



The U.S. Department of Justice, Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking applications for funding under the Fiscal Year (FY) 2006 Forensic Casework DNA Backlog Reduction Program.

This program furthers the Department's mission by offering an opportunity for States and units of local government with existing crime laboratories that conduct DNA analysis to analyze backlogged forensic DNA casework samples from forcible rape and murder/non-negligent manslaughter, whether in government-owned accredited laboratories or through accredited fee-for-service vendors. These analyses are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology.

Forensic Casework DNA Backlog Reduction Program

Eligibility

States (including the District of Columbia and the Commonwealth of Puerto Rico) and units of local government with existing crime laboratories that conduct DNA analysis.

(See "Eligibility," page 3)

Deadline

All applications are due **July 10, 2006** by midnight.

Contact Information

For assistance with the requirements of this solicitation, contact Susan Narveson, 202-305-4884, Susan.Narveson@usdoj.gov, or Janelle Buchanan, 202-307-0650, Janelle.Buchanan@usdoj.gov.

This application must be submitted through OJP's online Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Customer Support Hotline at 1-888-514-9901.

SL#000752

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Forensic Casework DNA Backlog Reduction Program

CFDA No. 16.743

Overview

Funds are to be used by States and units of local government with existing crime laboratories that conduct DNA analysis to handle, screen, or analyze backlogged forensic DNA casework samples from forcible rape and murder/non-negligent manslaughter. All DNA analyses must be conducted either by accredited government-owned laboratories or through accredited fee-for-service vendors. All eligible forensic DNA profiles obtained with funding from this announcement must be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (NDIS).

Deadline: Registration

The GMS registration deadline is the same as the application deadline.

Deadline: Application

The due date for applying for funding under this announcement is **July 10, 2006**.

Eligibility

Eligible applicants include States¹ and units of local government with existing crime laboratories that conduct DNA analysis, that have the ability to:

1. Obtain, through an accredited laboratory, DNA analyses of casework samples from forcible rape and murder/non-negligent manslaughter, **and**

2. Arrange for the resulting eligible forensic DNA profiles to be entered into CODIS, and, where applicable, uploaded to NDIS.

The laboratory that conducts the DNA analyses must be –

- An accredited government-owned laboratory operated by the applicant agency;
- An accredited government-owned laboratory operated by another government agency; or
- An accredited fee-for-service vendor.

¹ 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 Northern Mariana Islands, and the Virgin Islands also may be eligible for funding. Please contact NIJ at 202-305-4884 for additional information.

Accreditation must be by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community.

Units of local government that meet the eligibility requirements may apply directly to NIJ for a portion of the funds allocated for awards to their State. Each applicant must satisfy the specific application requirements outlined in this announcement (including those concerning permissible expenses), the general requirements for NIJ and OJP grants, and all other applicable legal requirements.

Forensic Casework DNA Backlog Reduction Program - Specific Information

A. Allocation of Funds

NIJ expects to award a total of **\$20,000,000** for Forensic Casework DNA Backlog Reduction Program awards in fiscal year 2006. In general, Forensic Casework DNA Backlog Reduction Program funds will be awarded based on the number of offenses of forcible rape and murder/non-negligent manslaughter reported to the FBI for 2004 (the most current year for which such data is available).² The number of qualifying State and local applicants also will affect award amounts. Please see "Appendix 1. Estimated Allocation of Funds – FY 2006" for more detail. All awards are subject to the availability of appropriated funds.

Units of local government must certify the proportion of the State's total number of offenses of forcible rape and murder/non-negligent manslaughter they reported to the FBI for 2004. These figures will be used to allocate funds among the eligible applicants within a particular State.

B. Award Period

All awards will start on the same date of October 1, 2006. In general, NIJ will limit its grants under this program to a maximum period of 12 months after start of the award (from October 1, 2006 to September 30, 2007).

Any funds remaining under any previous award from NIJ for forensic DNA backlog reduction (no-suspect and/or forensic casework) must be used for authorized purposes before any funds are drawn down from any award made under this FY 2006 announcement.

C. Award Purposes

Funds are to be used by States and units of local government with existing crime laboratories that conduct DNA analysis to handle, screen, or analyze backlogged forensic DNA casework samples from forcible rape and murder/non-negligent

² Any awards to American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands will be determined by a different method. Please contact NIJ at 202-305-4884 for additional instructions.

manslaughter. These analyses are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology. All DNA analyses must be conducted either by an accredited government-owned laboratory or an accredited fee-for-service vendor. All eligible forensic DNA profiles obtained with funding under this announcement must be entered into CODIS and, where applicable, uploaded to 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 Forensic Casework DNA Backlog Reduction Program funding should be a demonstrated reduction in the number of backlogged forensic cases of forcible rape and murder/non-negligent manslaughter awaiting DNA analysis as of September 30, 2006.

E. Permissible Uses of Funds

All expenses must relate directly to forensic DNA casework samples from forcible rape and murder/non-negligent manslaughter. Types of expenditures from awards under this program may include the following:

- 1. Supplies.** Funds may be used to acquire laboratory supplies for forensic DNA analyses (including post-conviction DNA analyses pursuant to court order) and for other expenses directly attributable to forensic DNA analyses in accredited laboratories.
- 2. Overtime.** Funds may be used for overtime of laboratory staff directly engaged in handling, screening, and (for accredited laboratories only) analyzing forensic evidence that may contain DNA (including forensic evidence to be analyzed as part of court ordered post-conviction DNA testing). Any payments for overtime must be in accordance with the applicable provisions of the OJP Financial Guide, available at <http://www.ojp.usdoj.gov/FinGuide>.
- 3. Consultant and Contractor Services.** Funds may be used to hire consultants and/or temporary contract staff to handle, screen, and (for accredited laboratories only) analyze forensic evidence that may contain DNA, to contract with accredited fee-for-service vendors to conduct DNA analyses, and to enter into agreements with accredited government-owned laboratories to conduct DNA analyses and/or to conduct data reviews and enter eligible forensic DNA profiles into CODIS, and, where applicable, upload them to NDIS.
- 4. 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 handling, screening, and (for accredited laboratories only) analyzing forensic evidence that may contain DNA. Matching funds are not required.

Applicants must provide documentation that the additional new full-time/part-time laboratory employees will be directly engaged in handling, screening, and (where permitted) analyzing forensic evidence that may contain DNA.

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

5. Travel. Funds may be used for the reasonable expenses of travel to public or private outsourcing laboratories to review procedures and practices prior to initial sample shipment and for an additional unannounced site visit. Travel expenses must comply with applicable provisions of the OJP Financial Guide.

6. Administrative Expenses. Up to 3 percent of the Federal portion of a grant awarded under this program may be used for administrative expenses directly related to the performance of the project.

F. Expenses That Are Not Permitted:

Federal funds awarded under this program may not be used for expenses not directly related to forensic DNA casework samples from forcible rape and murder/non-negligent manslaughter. In addition, funds may not be used for—

1. Construction.

2. Renovation.

3. Laboratory and Computer Equipment. Funds may not be used to upgrade, replace, lease, or purchase laboratory equipment, instrumentation, or computer hardware or software.

4. 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.

5. Administrative Expenses. Administrative expenses that exceed 3 percent of the Federal portion of the award are not permitted.

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

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
To reduce backlogged DNA casework in State and local government- owned crime laboratories	Percent of backlogged DNA casework completed—forcible rape and murder/non-negligent manslaughter	<p>(1) Number of backlogged DNA cases— forcible rape and murder/non-negligent manslaughter— at the beginning of the award period</p> <p>(2) Number of backlogged DNA cases— forcible rape and murder/non-negligent manslaughter — analyzed using FY 2006 casework funds</p> <p>(3) Number of backlogged DNA cases— forcible rape and murder/non-negligent manslaughter- at the end of award period</p> <p>(4) Number of DNA casework— forcible rape and murder/non-negligent manslaughter— profiles entered into CODIS</p>

How to Apply

Grants Management System (GMS) Instructions: Except for grants under the COPS Office, applications must be submitted through the online Grants Management System (GMS). We suggest that you begin the process early, especially if this is the first time you have used the system. Each application requires a separate GMS registration. To learn how to begin the online application process, go to <http://www.ojp.gov/fundopps.htm> and refer to the **GMS Application Job Aids:** a step-by-step guide for applying online. For additional information, please call the GMS Help Desk at **1-888-549-9901**.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.743, titled “Forensic Casework DNA Backlog Reduction Program.”

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. 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.dunandbradstreet.com>. Individuals are exempt from this requirement.

Note: Applying for a DUNS number online can take up to **30 days**.

What an Application Must Include

Those interested in submitting applications in response to this announcement must complete the required application forms and related documents. You will 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 PDF, Word, and Text document files. It does not accept zip or executable files.

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.

Required Documents

1. **Application for Federal Assistance—Standard Form 424:** Completing the user profile and summary Form SF 424 budget detail on GMS will complete your SF 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 “16.743.”
- **Item 11:** Descriptive Title of Applicant’s Project - “FY 2006 Forensic Casework DNA Backlog Reduction Program- *YOUR AGENCY NAME*.”
- **Item 13:** Proposed Project Dates - For this program, the proposed project dates should be “October 1, 2006 to September 30, 2007.”
- **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>.

2. **Program Abstract.** 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.

3. **Program Narrative.** The program narrative must address the project objectives, expected results, and the implementation approach. The narrative should also demonstrate, specifically and comprehensively, how the requested funds will reduce backlogged DNA samples. The narrative must also state clearly the number of forensic cases – forcible rape and murder/non-negligent manslaughter – currently

awaiting DNA analysis and the number of cases that can be analyzed within 12 months using the Federal funding requested in this Fiscal Year 2006 application. This number should reflect the number of cases that can be analyzed above and beyond those that can be analyzed using other sources of funding. The 12-month period begins October 1, 2006.

Units of local government need to state the proportion of the State's total number of offenses of forcible rape and murder/non-negligent manslaughter reported to the FBI for 2004.

The program narrative section of your proposal must not exceed ten (10) double-spaced pages in 12-point font, no matter the amount of funding. (Tables, charts, figures, appendices, and government forms do not count toward the page limit.)

4. **List of Key Personnel, Including Names, Organizational Affiliations, and Complete Contact Information for All Key Persons Directly Related to This Project.**
5. **Résumés of Key Personnel**
6. **Letters of Cooperation/Support or Administrative Agreements from Organizations Collaborating in the Project (If Applicable).**
7. **Budget Narrative:** The Budget Narrative should be a plain-language explanation of the proposed expenditures listed in the Budget Detail Worksheet.
8. **Budget Detail Worksheet and Budget Summary:** The Budget Detail Worksheet should address the specific cost break downs for the proposed project and should be organized into the standard OJP budget categories. This information should be presented in a manner that details how the cost for each of the major categories was determined.

The **Budget Summary** should list the total amount of funding requested for each OJP budget category listed below, and the total amount requested for the project.

- A. Personnel
- B. Fringe Benefits
- C. Travel
- D. Equipment
- E. Supplies
- F. Construction
- G. Consultants/Contracts
- H. Other
- I. Indirect Costs (if applicable)

Templates for filling out the Budget Detail Worksheet may be found through the Internet at http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf, OJP Standard Forms and Instructions. If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

- 9. Certification From Appropriate Official of the Applicant Agency:** To receive an award under this program, an applicant must submit a certification regarding the accreditation status of forensic laboratories. Applicants must use the certification template that appears in “Appendix 2. Template for Forensic Casework DNA Backlog Reduction Program Certification.” This certification can only be completed by an official familiar with its requirements and authorized to certify on behalf of the applicant agency.

The applicant agency must certify that each DNA analysis funded under this award will be conducted by either –

- A government-owned forensic laboratory accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community; or
- A fee-for-service vendor accredited by such an association.

Selection Criteria

Subject to the availability of appropriated funds, 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), the general requirements for NIJ and OJP grants, and all other applicable legal requirements. Funds will be allocated as discussed above, under Forensic Casework DNA Backlog Reduction Program-Specific Information.

Additional Requirements and Information

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
<http://www.ojp.usdoj.gov/FinGuide/>
- Suspension or Termination of Funding

- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at <http://www.ojp.usdoj.gov/otherrequirements.htm>.

Reporting Requirements: Each award recipient must submit quarterly performance metrics reports, quarterly financial status reports, and semiannual 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 Fiscal Year 2006 award, and shall cite the number of additional backlogged DNA cases that were analyzed, the reduction in the DNA casework backlog as a result of the Fiscal Year 2006 award, and the number of DNA casework profiles entered into CODIS.

Application Checklist

In order for your FY2006 Casework application to receive full consideration by NIJ, the following items, instructions, and/or activities are required. Applicants are encouraged to include a completed version of this checklist in their online application.

- DUNS Number
- GMS Registration
- SF-424 – Application for Federal Assistance (Provided in GMS)
- Federal Assurances and Certifications (Provided in GMS)

Attachment # 1 (Program Materials)

- Program Abstract (Required)
- Program Narrative (Required)
- List of Key Personnel (Required)
- Résumés of Key Personnel (Required)
- Letters of Cooperation/Support or Administrative Agreements (If Applicable)

Attachment # 2 (Budget Materials)

- Budget Narrative (Required)
- Budget Detail Worksheet and Budget Summary (Required)

Attachment # 3 (Certification)

- Certification as to the Accreditation Status of Forensic DNA Laboratories (Required- See Template)

Appendix 1

Estimated Allocation of Funds – FY 2006

Estimated Aggregate Amounts for Awards to State and Local Applicants, by State³			
Alabama	\$357,181	Nebraska	\$118,106
Alaska	\$106,474	Nevada	\$201,496
Arizona	\$413,371	New Hampshire	\$85,358
Arkansas	\$240,149	New Jersey	\$308,328
California	\$2,148,635	New Mexico	\$216,170
Colorado	\$386,350	New York	\$804,731
Connecticut	\$145,843	North Carolina	\$513,761
Delaware	\$64,779	North Dakota	\$30,063
District of Columbia	\$75,158	Ohio	\$923,911
Florida	\$1,352,493	Oklahoma	\$311,907
Georgia	\$536,845	Oregon	\$245,696
Hawaii	\$65,495	Pennsylvania	\$748,899
Idaho	\$107,369	Puerto Rico	\$177,517
Illinois	\$893,311	Rhode Island	\$61,916
Indiana	\$379,192	South Carolina	\$358,971
Iowa	\$149,601	South Dakota	\$63,706
Kansas	\$219,570	Tennessee	\$460,077
Kentucky	\$263,770	Texas	\$1,745,106
Louisiana	\$391,897	Utah	\$175,191
Maine	\$59,590	Vermont	\$30,063
Maryland	\$328,728	Virginia	\$385,992
Massachusetts	\$352,171	Washington	\$545,256
Michigan	\$1,096,775	West Virginia	\$69,432
Minnesota	\$400,129	Wisconsin	\$230,844
Mississippi	\$248,381	Wyoming	\$22,011
Missouri	\$328,013		
Montana	\$54,221	TOTAL	\$20,000,000

³ Units of local government that meet the eligibility requirements may apply directly to NIJ for a portion of the funds allocated for awards to their State. Any awards to American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands will be determined by a different method. Please contact NIJ at 202-305-4884 for additional instructions.

Appendix 2

Template for Forensic Casework DNA Backlog Reduction Program Certification

(Instructions: Scan the signed certification and submit the image file electronically as part of your application package.)

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
NATIONAL INSTITUTE OF JUSTICE

FY 2006 Forensic Casework DNA Backlog Reduction Program

Certification as to the Accreditation Status of Forensic Laboratories

On behalf of the applicant agency named below, I certify the following to the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice:

That each DNA analysis funded under this award will be conducted by either –

- A government-owned forensic laboratory accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community; or
- A fee-for-service vendor accredited by such an association.

I have authority to make this certification on behalf of the applicant agency.

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Name of Applicant Agency

Name of Applicant State or Unit of Local Government

Date