



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking applications for funding under the Solving Cold Cases with DNA Program. This program furthers the Department's mission by offering assistance to States and units of local government to identify, review, and investigate Uniform Crime Report (UCR) Part 1 Violent Crime "cold cases" that have the potential to be solved through DNA analysis and to locate and analyze biological evidence associated with these cases.

Solicitation: Solving Cold Cases With DNA Eligibility

States (including territories) and units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register) are eligible to apply for funding under this solicitation.

Deadline

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How to Apply" page 7.)

All applications are due by **11:45 p.m. eastern time on March 12, 2010.**
(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to GMSHelpDesk@usdoj.gov.

Note: The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays.

For assistance with any other requirement of this solicitation, contact Charles Heurich, Program Manager, at 202-616-9264 or by e-mail to charles.heurich@usdoj.gov.

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Solving Cold Cases With DNA

CFDA No. 16.560

Overview

NIJ seeks applications from States and units of local government for funding to identify, review, and investigate “violent crime cold cases” that have the potential to be solved using DNA analysis and to locate and analyze biological evidence associated with these cases. Experience has shown that cold case programs can solve a substantial number of violent crime cold cases, including homicides and sexual assaults. Advances in DNA technologies have substantially increased the successful DNA analysis of aged, degraded, limited, or otherwise compromised biological evidence. As a result, crime scene samples once thought to be unsuitable for testing may now yield DNA profiles. Additionally, samples that previously generated inconclusive DNA results may now be successfully analyzed using newer methods.

For the purposes of this announcement: “violent crime cold case” refers to any unsolved UCR Part 1 Violent Crime case for which all significant investigative leads have been exhausted.

Authorizing Legislation: Department of Justice Appropriations Act, 2010 (Public Law 111–117).

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is **11:45 p.m. eastern time on March 12, 2010** and the deadline for applying for funding under this announcement is **11:45 p.m. eastern time on March 12, 2010**. Please see the “How to Apply” section, page 7, for more details.

Eligibility

Please refer to the title page for eligibility information under this program.

Specific Information—Solving Cold Cases With DNA

Award Purposes

The goal of this solicitation is to make funding available to States and units of local government to:

1. Identify, review, and prioritize violent crime cold cases that have the potential to be solved using DNA analysis (by appropriate persons such as prosecutors, public defenders, law enforcement personnel, forensic scientists, and medical examiners) in order to determine whether DNA analysis of any existing biological evidence could help solve the cold case.
2. Identify, collect, retrieve, and evaluate biological evidence from such cases that may

reasonably be expected to contain DNA.

3. Perform DNA analyses on such biological evidence including the handling and screening of this evidence.

Funds may be used for certain investigative purposes provided they fall within the scope of the solicitation. Specifically, all investigative activities must be directly related to the funding purposes (1, 2, and/or 3) above. Activities such as interviewing victims, witnesses, suspects, etc., are permissible in violent crime cold case investigations that have the potential to be solved through DNA analysis until either all samples with potential DNA evidence have been recovered and analyzed (including probative evidentiary samples, cold hit confirmatory samples, reference samples from victims and consensual partners, etc.) or the review of the case demonstrates that no biological material was present for further analysis.

Please Note: Costs for general cold case investigations—those that do not involve UCR, Part 1 violent crimes, or do not have the potential to be solved through DNA analysis—are not allowable. Funds also are not to be used for the purpose of general laboratory capacity enhancement or general casework backlog reduction.

All DNA analyses conducted using funding from this program must be performed by a laboratory (government-owned or fee-for-service) that is accredited and currently undergoes external audits not less than once every 2 years that demonstrate compliance with the DNA Quality Assurance Standards established by the Director of the FBI. All eligible DNA profiles obtained with funding under this program must be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (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).

Applicants should be aware that NIJ may choose to conduct an evaluation of one or more projects funded under this solicitation. Any such evaluation may focus on the impact of the project and its implementation, and may result in publication of a report. An example of an NIJ-funded report (on Boston's Operation Ceasefire) may be found at <http://www.ncjrs.gov/pdffiles1/nij/188741.pdf>.

Award Period

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

Permissible Uses of Funds

All expenditures under this program must relate directly to violent crime cold cases that have the potential to be solved through DNA analysis and to one or more of the three award purposes listed above. The following types of expenditures may be permitted:

1. **Salary and benefits of additional employees.** Funds may be used for salaries and benefits of additional full-time or part-time employees to the extent such employees are directly engaged in case review, location of evidence, or DNA analysis of biological evidence. Applicants must provide documentation that additional new full-time/part-time

employee(s) will be directly engaged in these activities.

2. **Overtime.** Funds may be used for overtime for people directly engaged in case review, location of evidence, DNA analysis of biological evidence, and post-hit case investigation necessary for retrieval of confirmatory DNA samples. All overtime payments must be made in accordance with the applicable provisions of the OJP Financial Guide, available at <http://www.ojp.usdoj.gov/financialguide/>.
3. **Travel.** Funds may be used for travel for investigative purposes within the scope of the program (excluding witness travel).
4. **Laboratory equipment.** Funds may be used to upgrade, replace, lease, or purchase laboratory equipment when the primary use of this equipment can be documented as directly related to investigation of violent crime cold cases that have the potential to be solved through DNA analysis.
5. **Computer equipment.** Funds may be used to upgrade, replace, lease, or purchase computer hardware or software that will be used exclusively for case review, location of evidence, or DNA analysis of biological evidence.
6. **Laboratory supplies.** Funds may be used to acquire laboratory supplies for DNA analysis of biological evidence.
7. **Consultant and contractor services.** Funds may be used to hire consultants or temporary contract staff, or both, to conduct case reviews, locate evidence, or conduct DNA analysis of biological evidence. Funds may also be used for contracts with accredited fee-for-service vendors to conduct DNA analysis of biological evidence.
8. **Training.** Funds may be used to attend training directly related to case review, location of evidence, and DNA analysis of biological evidence.

Please note: All applicants under this solicitation must comply with Department of Justice regulations on confidentiality and human subjects protection. See "Other Requirements for OJP Applications" at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

What will *not* be funded:

1. Salaries and benefits for existing staff. Funds may not be used to pay salaries or benefits, or both, for existing staff, other than overtime as discussed above.
2. Travel for witnesses.
3. Portable investigative equipment such as cameras and tape recorders.
4. Cell phones and cell phone plans.
5. Vehicles.
6. Construction.
7. Renovation.
8. Rental costs for space.

Amount and length of awards: Total funding for this solicitation and the number of awards made will depend on the availability of funds, the quality of the applications, and other pertinent factors. **All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** Since 2005, NIJ has made awards to approximately 35 percent of the applicants in the Solving Cold Cases With

DNA program, roughly 31 awards per year. An average of \$12.7 million has been awarded over the four solicitations. NIJ anticipates that up to approximately \$12 million will be available for awards under the FY 2010 solicitation.

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

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

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-Federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit its budget.

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

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What an Application Must Include" (below) for additional information on applicant responsibilities for collecting and reporting data. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>To identify, review, and investigate “violent crime cold cases” that have the potential to be solved through DNA analysis, and to locate and analyze biological evidence associated with these cases.</p>	<ol style="list-style-type: none"> 1. Increase in the number of the total identified UCR Part 1 Violent Crimes cold cases where the files or evidence, or both, have been reviewed for the presence of biological evidence. 2. Increase in the number of UCR Part 1 Violent Crimes cold case DNA profiles generated that have been entered into CODIS. 3. Increase in the number of CODIS hits resulting from cold case analyses. 	<ol style="list-style-type: none"> 1. The number of violent crime cold cases reviewed. 2. The number of violent crime cold cases reviewed in which biological evidence still existed. 3. The number of violent crime cold cases subjected to DNA analysis. 4. The number of violent crime cold cases that yielded DNA profiles. 5. The number of DNA profiles entered into CODIS. 6. The number of CODIS hits. 7. Quarterly financial reports, semi-annual progress reports, and a final comprehensive progress report.

How to Apply

Applications will be submitted through OJP’s Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov, or call 1–888–549–9901 (option 3), Monday–Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays. OJP highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps.

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for Federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity.

Obtain a DUNS number by calling 1–866–705–5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about Federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select “National Institute of Justice” and then “NIJ FY 10 Solving Cold Cases With DNA.”
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP’s Grants Management System (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."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact the NIJ staff member listed on the title page **within 24 hours after the deadline** and request approval to submit your application. At that time, NIJ staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF424.

Program Narrative

Proposals must clearly define the strategy and criteria that will be used to identify, prioritize, and select violent crime cold cases that have the potential to be solved through DNA analysis. These may be demonstrated through the inclusion of checklists, flowcharts, diagrams, or narratives, and should be developed through collaboration with appropriate members of the criminal justice community (such as crime laboratory personnel, prosecutors, defense counsel, medical examiners, law enforcement investigators, etc.). The proposal must include a description of the follow-up activities that will be performed to advance a case toward adjudication should a DNA match be obtained. For proposals where the crime laboratory is not the submitting agency but where DNA analysis will be performed, there must be a demonstration of the crime laboratory's commitment to analyze the biological evidence, interpret the DNA results, and upload the DNA profiles into DNA databases.

The program narrative must address the specific project objectives, expected results, and implementation approach. It should demonstrate, specifically and comprehensively, how requested funds will be used for the review and investigation of violent crime cold cases that have the potential to be solved through DNA analysis and for the location and analysis of biological evidence associated with these cases.

The Program Narrative includes:

- a. Cover page
- b. Abstract (not to exceed 600 words).
- c. Table of contents.
- d. Main body, which includes:
 - Purpose, goals, and objectives.
 - Review of relevant literature.
 - Implementation plan.
 - Management plan and organization.
- d. Appendices (not counted against program narrative page limit) include:

- Bibliography/References (if applicable).
- List of key personnel (required).
- Resumes of key personnel (required).
- List of previous and current NIJ awards to applicant organization (required).
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable).
- Chart for timeline or milestones (required).
- Human Subjects Protection Paperwork including Institutional Review Board (IRB) documentation and forms (see <http://www.ojp.gov/nij/funding/humansubjects/human-subjects.htm>).
- Privacy Certificate (for further guidance go to <http://www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm>).
- List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable).
- Other materials required by the solicitation.

The program narrative section of your application must not exceed 25 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendices, and government forms do not count toward the 25-page limit for the narrative section.

Budget Detail Worksheet and Budget Narrative

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.gov/financialguide/index.htm.

The Budget Narrative is a plain-language description of each of the proposed expenditures listed in the Budget Detail Worksheet. It should clearly explain the purpose and reason for all expenditures in the budget. There should be no ambiguities about any budget item. The narrative also should include details for calculated rates or other figures. As with the Budget Detail Worksheet, the Budget Narrative must be broken down on a year-by-year basis.

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

Indirect Cost Rate Agreement (if applicable)

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their “cognizant” Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization’s schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to

submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

Plan for Collecting the Data Required for Performance Measures

The Data Collection Plan is a description of the applicant's plan for collecting the data required for performance measures. Applicants must discuss this plan in their applications. The plan must describe how the performance measures data will be derived, state who will be responsible for collecting the data, and state that the data will be available for review 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.

Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

Other Standard Forms

Additional forms that may be required are available on OJP's funding page at <http://www.ojp.usdoj.gov/funding/forms.htm>. Please note in particular the following forms.

1. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required of all applicants as part of the GMS application process)
2. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities)
3. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant that is a nongovernmental entity and that has not received any award from OJP within the past 3 years)
4. [Standard Assurances](#) (required of all applicants as part of the GMS application process)

Note: Attachments to the application should be included in one of the following four categories: 1) Program Narrative; 2) Budget Detail Worksheet and Budget Narrative; 3) Appendices; and 4) Other Requirements.

Selection Criteria

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

Applicants should include appropriate citations and other information to demonstrate an understanding of the problem and the expected impact of the funding in solving cold cases with DNA.

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

1. Awareness of the state of current DNA technology and its application to solving cold cases.
2. Soundness of methodology and analytic and technical approach, including demonstrated team approach to solving cold cases.
3. Feasibility of proposed project and awareness of pitfalls.
4. Innovation and creativity (when appropriate).

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

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

Budget—20%

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

Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (Relevance to policy and practice)—15%

1. Potential for resolving violent crime cold cases.
2. Affordability and cost-effectiveness.

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 basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. NIJ may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer

reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with NIJ, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. 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/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)

- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – Federal taxes certification requirement

If your proposal is funded, you will be required to submit several reports and other materials, including quarterly financial reports, semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A-133. Future awards and fund drawdowns may be withheld if reports are delinquent. If a cold DNA hit occurs during a reporting period, a brief description of the case should be included. The descriptions should detail the type of hit (offender or forensic) and the evidence the hit was obtained from.

Application Checklist

Solving Cold Cases With DNA

The application checklist has been created to aid you in developing your application.

Eligibility

_____ Tribal authorizing resolution (if applicable)

Application Components:

- _____ Program Narrative (see pages 9–10 and “Selection Criteria,” page 12)
- _____ Appendices to the Program Narrative
 - _____ Bibliography/References (if applicable)
 - _____ List of key personnel (required)
 - _____ Resumes of key personnel (required)
 - _____ List of previous and current NIJ awards to applicant organization
 - _____ Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
 - _____ Chart for timeline or milestones (required)
 - _____ Human Subjects Protection Paperwork
 - _____ Privacy Certificate
 - _____ List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable)
- _____ Budget Narrative
- _____ Budget Detail Worksheet
- _____ Indirect Cost Rate Agreement (if applicable)
- _____ Plan for Collecting Data for Performance Measures

Program Narrative/Abstract Format:

- _____ Double-spaced
- _____ 12-point standard font
- _____ 1” standard margins
- _____ Narrative is 25 pages or less

Other Requirements:

- _____ Standard Form 424
- _____ DUNS number
- _____ Other standard forms as applicable (see page 11) including:
 - _____ Disclosure of Lobbying Activities (if applicable)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)