

U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance



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# FY 2020 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program (Formula)

## FY 2020 Formula Grant Solicitation

CFDA # 16.741

**Solicitation Release Date:** June 23, 2020

**Application Deadline:** 11:59 p.m. eastern time on August 7, 2020

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding for the FY 2020 DNA Capacity Enhancement for 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 increase the capacity of publicly funded 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 and/or prevent a backlog of forensic and database DNA samples.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Limitation on Use of Award Funds for Employee Compensation; Waiver" provisions in the "Financial Information" section of the OJP Grant Application Resource Guide.

### **Eligibility** (Who may apply):

The following entities are eligible to apply:

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

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<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 NCJRS at 1-800-851-3420 for additional information, including information on allocation of funds.

- 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 (FBI).
- 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.

A State or unit of local government (or any department, agency, or instrumentality of the foregoing) that does not own, control, or operate a crime laboratory or laboratory system is not an eligible applicant under this program. (For example, a State or unit of local government that receives forensic services only by way of an inter- or intra-governmental arrangement, or contract, but does not own, control, or operate its own crime laboratory within its jurisdiction, is not eligible under this program.)

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

### **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 operates 24 hours a day, 7 days a week, including on federal holidays.

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJA contact identified below **within 24 hours after the application deadline** in order to request approval to submit its application after the deadline. For information on reporting technical issues, see “Experiencing Unforeseen GMS Technical Issues” under **How to Apply (GMS)** in the [OJP Grant Application Resource Guide](#).

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.

### **Deadline details**

Applicants must register in the OJP Grants Management System (GMS) at <https://grants.ojp.usdoj.gov> prior to submitting an application under this solicitation. All applicants must register, even those that 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 August 7, 2020.

For additional information, see the “**How to Apply (GMS)**” section in the [OJP Grant Application Resource Guide](#).

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# FY 2020 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program (Formula)

CFDA # 16.741

## A. Program Description

### Overview

BJA's FY 2020 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program provides funding to States and units of local government with existing crime laboratories to increase the capacity of publicly funded 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 and/or prevent a backlog of forensic and database DNA samples.

**Statutory Authority:** Any awards under this solicitation will be made under statutory authority provided by Department of Justice Appropriations Act, 2020, Pub. L. 116-93, 133 Stat 2317, 2407.

### Program-specific Information

Funding under this program supports the following purposes:

1. To carry out, for inclusion in the Combined DNA Index System, DNA analyses of database samples collected under applicable legal authority;
2. To carry out, for inclusion in the Combined DNA Index System, DNA analyses of forensic case (e.g., "crime scene") samples; and
3. To increase the capacity of publicly-funded forensic DNA and DNA database laboratories.

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 BJA.
- 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 34 U.S.C. § 12592(b)(3).

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<sup>2</sup> <https://www.fbi.gov/services/laboratory/biometric-analysis/codis/codis-and-ndis-fact-sheet>

Effective FY 2020, grantees utilizing CEBR funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching

(<https://www.justice.gov/olp/page/file/1204386/download>). In accordance with Section IX, CEBR grantees must collect and report the following metrics to BJA:

- 1) The type of crime investigated
- 2) Whether forensic genetic genealogical DNA analysis (FGG)/ forensic genetic genealogical DNA analysis and searching (FGGS) was conducted on a forensic sample or a reference sample
- 3) The type of forensic sample subjected to FGG, and a description of the total amount, condition, and concentration of that sample (e.g., single source, mixed profile, degradation status, etc.);
- 4) Whether FGG analysis resulted in a searchable profile
- 5) The identity of the vendor laboratory used to conduct FGG and the genetic genealogy service(s) used to search the FGG profile
- 6) Whether the investigation resulted in an arrest that was based, in part, on the use of FGGS; and
- 7) The total amount of federal funding used to conduct FGG/FGGS in each case.

### **Goals, Objectives, and Deliverables**

The overarching goal of BJA's FY 2020 DNA CEBR program is to assist eligible States and units of local government with existing crime laboratories or laboratory systems to increase the capacity of publicly funded 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 and/or prevent a backlog of forensic and database DNA samples. The DNA CEBR program awards funding to eligible entities with two program objectives:

1. Increase the number of samples analyzed in forensic DNA and DNA database laboratories.
2. Reduce forensic case and DNA database sample turnaround time.

Both objectives can be achieved by implementing allowable long-term capacity enhancement activities and short-term direct case analysis activities.

Long-term capacity enhancement activities include, but are not limited to:

- Purchasing newer and more efficient instruments;
- Evaluating, validating, and implementing different chemistries; and
- Purchasing and upgrading Laboratory Information Management Systems (LIMS) to more efficiently manage laboratory operations.

Short-term direct case analysis activities include, but are not limited to:

- Overtime for existing personnel;

- Purchasing and using DNA analysis supplies;
- Funding contracts to private vendors for forensic case or DNA database sample analysis; and
- Funding additional personnel to analyze forensic cases or DNA database samples.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

### Information Regarding Potential Evaluation of Programs and Activities

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section, entitled, “Information Regarding Potential Evaluation of Programs and Activities.”

## B. Federal Award Information

|                                  |                    |
|----------------------------------|--------------------|
| Total amount to be awarded       | up to \$80,749,296 |
| Period of performance start date | October 1, 2020    |
| Period of performance duration   | 24 months          |

The aggregate amount of FY 2020 funds expected to be awarded to eligible applicants from each State (including the State and its units of local government with existing crime laboratories) will be based on BJA’s determination of a primary amount and a secondary amount, using the criteria detailed below. The secondary allocation amount is to be **added** to the primary allocation amount for the State, and then distributed among the eligible applicants (through one FY 2020 award to each) within the State.

### 1. Primary Amount (Estimated Aggregate Amount Available – \$68,749,296)

The primary amount is determined based on:

- a. The number of Uniform Crime Report (UCR) Part 1 Violent Crimes reported to the FBI for 2018<sup>3</sup>
- b. The population of the State
- c. A minimum (total) amount available to eligible applicants from each State. A minimum amount will be applied to each eligible State before the formula is calculated for the remainder of the allocation. For FY 2020, the minimum amount is \$250,000 and the rest of the allocation available to each state will be based on the number of UCR Violent Crimes and UCR Property Crimes reported to the FBI and on the State’s population

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

<sup>3</sup> <https://ucr.fbi.gov/crime-in-the-u.s/2018/crime-in-the-u.s.-2018/topic-pages/tables/table-5>

See [“Appendix A Chart 1: Estimated Aggregate Amounts Available for Each State — FY 2020 \(Primary Amount\)”](#) 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 publicly funded 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, such that the total funding requested by all applicant agencies from each State does not exceed the aggregate level listed for the State in [“Chart 1: Estimated Aggregate Amounts Available for Each State — FY 2020 \(Primary Amount\)”](#) under Appendix A. BJA 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 \$250,000, regardless of whether its proportion of available funding based on UCR Part 1 Violent Crimes, UCR Property Crimes and population of the State reaches \$250,000.

If an eligible laboratory does not want to take the minimum aggregate amount of \$250,000 (or the full portion of the minimum aggregate amount for which it would be eligible), then that laboratory must submit official documentation to BJA stating that it has agreed to cede a portion of the minimum aggregate amount to other eligible entities within the State.

2. Secondary Amount (Estimated Aggregate Amount Available – \$ 12,000,000)

The secondary amount of \$12 million will be available for distribution among States that have demonstrated that the applicant’s State has enacted “test all” Sexual Assault Kit (SAK) legislation that is in effect before or as of January 1, 2020. To qualify to receive this secondary amount, eligible States must send a certification statement that includes the effective start date of the legislation, the statutory citation of the legislation, an express request to receive additional funding under this second allotment of DNA CEFR funds, and a copy of the applicable statute to [Forensic.DNACapacity@ojp.usdoj.gov](mailto:Forensic.DNACapacity@ojp.usdoj.gov) within 30 days of the release date of this solicitation. After BJA compiles these certifications, BJA will update and post the secondary allocation table, which will list all eligible States that timely submitted sufficient documentation that demonstrates the applicant’s qualification for a portion of this secondary amount. This secondary amount will be determined based on:

- a. The number of Uniform Crime Report (UCR) Part 1 Violent Crimes reported to the FBI for 2018.
- b. The population of the State.

See [“Chart 2: Estimated Aggregate Amounts Available for Each State — FY 2020 \(Secondary Amount\)”](#) under Appendix A for a chart that will specify (once BJA has compiled any complete certifications submitted) the estimated aggregate amount available for States with “test all” SAK legislation, as described above.

**Only one applicant from a State needs to send in all certification statement elements described above in order for a State to qualify to receive the secondary allocation amount which, once added to the State’s primary allocation amount, is to be distributed among all applicants 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.

### **Type of Award**

BJA expects to make awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>4</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

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.**

#### **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.

##### **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.

(See “[Budget and Associated Documentation](#)” under “What an Application Should Include.”)

##### **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 Grants Financial Guide](#).

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<sup>4</sup> The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

3. **Training**

Funds may be used for appropriate training of forensic DNA laboratory and DNA database laboratory personnel

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 item 3 “Training,” above.

Travel expenses must be reasonable and comply with the applicable provisions of the grant award terms and special conditions, the DOJ Grants 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 2020 program.

Requests for equipment must adequately be justified with the demonstrated need **and associated with the objectives of the solicitation**. 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, to include mtDNA, Y-STR, or any other NDIS-approved analysis platform used to analyze challenging samples such as cold case evidence or unidentified human remains.

c. **Collection kits for database samples**

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

## 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. Properly obligated awards 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.

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 BJA 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, additionally, 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 an approach 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 for laboratory equipment.
  - 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>5</sup>
  - 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 that are National DNA Index System (NDIS) approved within the DNA laboratory.
  - g. **Contracts for in-house training services**  
Contracts may be established for an outside vendor to provide in-house training that is directly related to the program objectives of this solicitation to laboratory personnel directly involved in the processing, recording, screening, and/or analysis of forensic DNA or DNA database samples.
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 Laboratory Information Management Systems (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. **New LIMS to upgrade or replace existing systems.**  
Contracts may be established to purchase and install a new LIMS to upgrade or replace existing systems, or to install a LIMS in a laboratory previously without a

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<sup>5</sup> The most recent version in use at the time of the release of this solicitation can be found at: <https://www.fbi.gov/file-repository/gas-audit-for-forensic-dna-testing-laboratories.pdf/view>. The forthcoming 2020 version released for preparatory purposes only can be found at: <https://www.swgdam.org/>.

LIMS. Projects to purchase and install a new LIMS are expected to be completed by the end of the two-year award period. Applicants should consider a phased approach and submit requests for one phase or more, if appropriate, that can be completed within the two-year time frame of a DNA CEBR award.

b. **Existing Laboratory Information Systems**

Contracts may be established to purchase and install **DNA modules to existing 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**.

c. **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.

d. **Annual maintenance and service contracts and licensing agreements for new and existing LIMS**

Contracts may be established for annual maintenance and service contracts as well as licensing agreements for users in the forensic biology/DNA section of the laboratory.

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.

## 12. **Renovations**

Funds may be used to upgrade existing laboratory and office space in the forensic biology and DNA section to accommodate new equipment, more personnel, or to renovate existing space to a more efficient layout to increase the number of samples that can be processed, to decrease the turnaround time of casework or database samples, reduce the backlog, or prevent a backlog from occurring. Renovations do not include new construction of a building or construction of a new room(s) on an existing building.

Renovations may include electrical, plumbing, and construction of new walls within the "four walls" of the existing building. Examples may include expansion of the office space for analysts to accommodate additional analysts, re-configuring of an existing office space for analysts to allow for a more efficient layout, expansion of the laboratory space to accommodate additional equipment or additional work spaces, or reconfiguring of laboratory space to close-off a dedicated screening area so alternate light sources (ALS) can be used effectively.

Applicants should think about undertaking large renovation projects in a phased-approach so requests for one, or more if appropriate, phases can be completed in the two-year time frame of a DNA CEBR award.

## **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 “Permissible Uses of Funds.”
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.”
3. Travel and training costs for continuing education/training opportunities that are associated with professional meetings and conferences (including workshops provided at such meetings and conferences) that exceed eight (8) percent of the total award.
4. Testimony and associated travel costs.
5. Construction, other than as discussed in “Permissible Uses of Funds,” above, under “Renovations.”
6. Direct administrative expenses that exceed three (3) percent of the federal portion of the award.
7. 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.). Equipment directly related to DNA analysis (e.g. printers connected directly to genetic analyzers or CODIS terminals) is allowable.
8. 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 proposed to be used in a way not compatible with the FBI’s Addendum to the QAS for Rapid DNA Analysis,<sup>6</sup> Massively Parallel Sequencing (MPS) instruments proposed to be used in ways that are not NDIS approved,<sup>7</sup> or other instruments not immediately available for purchase through a commercial entity.

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.

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<sup>6</sup> <https://www.fbi.gov/about-us/lab/biometric-analysis/codis/rapid-dna-addendum-to-qas-final-effective-12-1-2014> and incorporated into the forthcoming QAS revision effective 2020 <https://www.swgdam.org/>

<sup>7</sup> <https://www.fbi.gov/services/laboratory/biometric-analysis/codis/codis-and-ndis-fact-sheet>

## **Program Income**

All applications submitted in response to this solicitation are to comply with the Program Income Policy for the DNA CEBR Program. Applicants should carefully read the updated policy to complete the FY 2020 DNA CEBR grant application, as well as to ensure compliance with the policy, post-award. This policy can be found at

<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/dna-program-income-policy.pdf>.

### ***All applicants are to submit a Program Income Declaration with their grant application.***

The declaration should be attached as a separate document in the grant application, and the electronic file must be labeled as “program income declaration.”

The Program Income Declaration should indicate one of the following statuses for the applicant in light of any proposed activities to be funded by a grant award. The applicant organization:

1. Does not employ a fee-for-service model or otherwise accept compensation from external organizations or jurisdictions to conduct DNA sample testing; or
2. Employs a fee-for-service model or otherwise accepts compensation from external organizations or jurisdictions to conduct DNA sample testing, but does not plan to use grant funds for any fee-for-service-related activity; or
3. Employs a fee-for-service model or otherwise accepts compensation from external organizations or jurisdictions to conduct DNA sample testing, and does plan to accept fees for activities and/or services performed using grant funds, in whole or part, from the Programs referenced in this policy; or  
Employs a fee for service model or otherwise accepts compensation from external organizations or jurisdictions to conduct DNA sample testing, but can claim the exclusion in Section 8 of the Program Income Policy, and can produce the required documentation in support of this exclusion.

## **Cost Sharing or Matching Requirement**

This program 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. See [OJP Grant Application Resource Guide](#) for additional information on cost sharing or matching requirements.

**Please see the OJP Grant Application Resource Guide for information on the following:**

**[Pre-agreement Costs \(also known as Pre-award Costs\)](#)**

**[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)**

**[Costs Associated with Language Assistance](#) (if applicable)**

## **C. Eligibility Information**

For eligibility information, see title page.

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

## D. Application and Submission Information

### What an Application Should Include

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Tribal Authorizing Resolution”, “Research and Evaluation Independence and Integrity,” and the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the OJP Grant Application Resource Guide.

#### 1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**Intergovernmental Review:** This solicitation (“funding opportunity”) is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: [https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc\\_1\\_16\\_2020.pdf](https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc_1_16_2020.pdf). If the applicant’s State appears on the SPOC list, the applicant must contact the State SPOC to find out about, and comply with, the State’s process under E.O. 12372. In completing the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. (An applicant whose State does not appear on the SPOC list should answer question 19 by selecting the response that the: “Program is subject to E.O. 12372, but has not been selected by the State for review.”).

#### 2. Project Abstract

Include a project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be —

- 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 Times New Roman font with 1-inch margins.

As a separate attachment, the project abstract will not count against the page limit for the program narrative. If awarded, this public facing document should make the project goals and objectives clear to a general audience.

#### 3. Program Narrative

The program narrative must specifically describe the manner in which the DNA Capacity Enhancement for Backlog Reduction grant funds will be used to increase the capacity of the forensic DNA laboratory, and DNA database laboratory if applicable, to process more DNA samples — thereby helping to: reduce the number of forensic DNA and DNA database samples awaiting analysis and/or prevent a backlog of forensic and database DNA samples. The recommended page limit for program narrative section of the application is 10 pages, double-spaced, in 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the

recommended 10-page limit for the narrative section. The project abstract, table of contents, appendices, and government forms do not count toward the recommended 10-page limit.

The following sections should be included as part of the program narrative:<sup>8</sup>

a. Description of the Issue.

- i. Applicants should discuss identified bottlenecks in the DNA analysis process.
- ii. Applicants should discuss the challenges their laboratory faces that hamper significant improvements in laboratory processing capacity or decreasing turnaround times. The primary objective should be to increase the capacity of publicly funded 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 and/or prevent a backlog of forensic and database DNA samples. All proposed activities must have an identified nexus with the goals of this solicitation and how the activities relate to achieving the expected results within the proposal.

b. Project Design and Implementation.

- i. This section should address the goals, objectives, and expected results of the applicant's proposal.
- ii. A detailed plan showing how the applicant intends to use FY 2020 DNA CEFR Program funds to meet the programmatic goals of this solicitation: increasing the capacity of the forensic DNA laboratory and DNA database laboratory if applicable, and thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or prevent a backlog of forensic DNA and DNA database samples. The goals and/or objectives of the application 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, reduce the number of forensic DNA and/or database samples awaiting analysis, or prevent a backlog of forensic DNA and/or database samples.

This plan should 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.)

- iii. Applicants should discuss how they intend to address bottlenecks in the DNA analysis process.

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<sup>8</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

- iv. 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.
  - v. 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.
  - vi. Applicants should include a sustainability plan in their application for all activities proposed to be funded under this program. For example, how does the applicant plan to maintain its proposed capacity-building efforts should it not receive later federal funding?
- c. Capabilities and Competencies.
- i. 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.
  - ii. The applicant organization must demonstrate its ability to manage the effort.
  - iii. 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.
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix B: Performance Measures Table](#). **Note that all performance measures are to be reported lab-wide, regardless of funding source.**

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

- i. The applicant 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 for three (3) years from the date of submission of the final federal financial report (SF-425) under the award, or as otherwise required by law. See 2 C.F.R. 200.333. 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.
- ii. 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.
- iii. The applicant should also provide its 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.

Applicants should note that all awardees will be required to submit the following data in the Performance Metric Tool (PMT) along with the performance measures listed in [Appendix B](#). The data collection plan should include information on how the applicant will collect and report the data in the following chart:

|  |
|--|
| Did your agency expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA casework samples this reporting period?   |
| Did any subrecipient(s) under this award expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA casework samples during the reporting period?  |
| Please provide a list specifying each such private laboratory and the total amounts expended for such procurement contracts during the reporting period. Please indicate below by selecting “add laboratory” for the private laboratories your agency used this reporting period. For every laboratory added an “amount expended” field will generate in turn. |
| Please provide a list specifying each such private laboratory and the total amounts the subrecipient(s) expended for such procurement contracts during the reporting period.   |
| Did your agency expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA database samples this reporting period?   |
| Did any subrecipient(s) under this award expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of DNA database samples during this reporting period?  |
| Please provide a list specifying each such private laboratory and the total amounts expended for such procurement contracts during the reporting period. Please indicate   |

|   |
|---|
| below by selecting “add laboratory” for the private laboratories your agency used this reporting period. For every laboratory added an “amount expended” field will generate in turn. |
| Please provide a list specifying each such private laboratory and the total amounts the subrecipient(s) expended for such procurement contracts during the reporting period.          |

To assist BJA in determining baseline national backlogs, all applicants are to submit the baseline backlog data requested in the following table as part of their program narrative.

The request encompasses backlog data for the database laboratory, regardless of whether federal funding 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, 2019.  |  |
| Number of untested/not completed forensic biology/DNA cases more than 30 days old ( <b>backlogged</b> ) on January 1, 2019.  |  |
| Please estimate percentage of the backlogged cases that were from property crimes.   |  |
| Number of new <b>cases</b> for forensic biology/DNA received in 2019.  |  |
| Please estimate percentage of these <b>cases</b> that were from property crimes.   |  |
| Total number of forensic biology/DNA <b>cases</b> completed in 2019.   |  |
| Please estimate percentage of these <b>cases</b> that were property crimes.  |  |
| Forensic biology/DNA cases closed by administrative means in 2019.   |  |
| Number of untested/not completed forensic biology/DNA cases on hand on December 31, 2019.  |  |
| Number of untested/not completed forensic biology/DNA cases more than 30 days old ( <b>backlogged</b> ) on December 31, 2019.  |  |
| The average number of days needed to complete (including peer review and report) non-priority forensic DNA cases for calendar year 2019. 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, 2019.  |  |
| The number of untested/not completed convicted offender samples more than 30 days old ( <b>backlogged</b> ) as of January 1, 2019. |  |
| The number of new convicted offender samples received in 2019.   |  |
| The total number of convicted offender samples completed in 2019.  |  |

|  |  |
|--|--|
| Samples closed by administrative means (duplicates, non-authorized samples, etc.) in 2019.   |  |
| Number of untested/not completed convicted offender samples on December 31, 2019.  |  |
| Number of untested/not completed convicted offender samples more than 30 days old ( <b>backlogged</b> ) on December 31, 2019.        |  |
| Average number of days to complete the processing of a convicted offender sample (including upload to CODIS) for calendar year 2019. |  |
| <b>Arrestee Samples</b>  |  |
| The number of untested/not completed arrestee samples on hand as of January 1, 2019.   |  |
| The number of untested/not completed arrestee samples more than 30 days old ( <b>backlogged</b> ) on January 1, 2019.                |  |
| The number of new arrestee samples received in 2019.   |  |
| The total number of arrestee samples completed in 2019.  |  |
| Samples closed by administrative means (duplicates, non-authorized samples, etc.) in 2019.   |  |
| Number of untested/not completed arrestee samples on December 31, 2019.  |  |
| Number of untested/not completed arrestee samples more than 30 days old ( <b>backlogged</b> ) on December 31, 2019.                  |  |
| Average number of days to complete the processing of an arrestee sample (including upload to CODIS) for calendar year 2019.          |  |

#### 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.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the Budget Preparation and Submission Information section.

#### Pre-Agreement Costs

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high risk status\)](#)
7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)
9. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)<sup>9</sup> (if applicable)
10. **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. Eligibility Statements**

The “Eligibility Statements” should include:

- i. Information or documentation that any crime laboratory that would receive funding under this program 1) is an existing crime laboratory or laboratory system that conducts analysis of DNA samples and, if applicable, a State designated existing crime laboratory that conducts analysis of DNA database samples; 2) is accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community; 3) participates in external audits, not less than once every two (2) years, that demonstrate compliance with the requirements of the Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.
- ii. Statement or documentation that 1) 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).
- iii. Statement acknowledging that any crime laboratory that would receive funding under his program 1) participates in the National DNA Index System (NDIS), or has an agreement with an NDIS participating laboratory to upload its data; and 2) must follow NDIS DNA Data Acceptance Standards for all profiles uploaded to NDIS.
- iv. Statement that all DNA analysis performed under this program will be maintained under applicable federal privacy requirements.

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<sup>9</sup> A “DOJ High Risk Grantee” is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

**c. Program Income Declaration (see page 14 for more information)**

Applicants are to submit a Program Income Declaration with their grant application. The declaration should be attached as a separate document in the grant application, and the electronic file should be labeled as “program income declaration.”

The Program Income Declaration should indicate one of the four statuses for the applicant in light of any proposed activities to be funded by a grant award.

**d. Potential Environmental Impact Coversheet and Checklist - National Environmental Policy Act (NEPA)**

Each applicant is to submit a BJA Programmatic Coversheet and Checklist with its application to assist BJA in assessing the potential environmental impacts of the activities proposed for funding by the applicant. Specifically, the applicant is expected to:

- Carefully read the [Programmatic Environmental Assessment](#);
- Complete the [Cover Sheet and the attached the Programmatic Checklist](#); and
- Attach the completed documents to the grant application.

The applicant should also submit a Cover Sheet and BJA Programmatic Checklist for any organization identified in the Budget Detail Worksheet that will receive grant funds through a sub-award or procurement contract to perform any of the following activities: new construction or renovations that change the basic prior use of a facility or significantly change the size; research and/or technology development that could be expected to have an effect on the environment; or implementation of programs involving the use of chemicals. For more information about NEPA and BJA’s NEPA Process, please go to <https://bj.a.ojp.gov/national-environmental-policy-act-nepa-guidance>.

**How To Apply**

An applicant must submit its application through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Find information, registration and submission steps on how to apply in GMS in response to this solicitation under **How to Apply (GMS)** in the [OJP Grant Application Resource Guide](#).

**E. Application Review Information**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Application Review Information” section of the [OJP Grant Application Resource Guide](#).

**Review Process**

BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public

segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

### **Federal Award Notices**

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

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### **Information Technology (IT) Security Clauses**

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

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically 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 or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data. Performance measures for this solicitation are listed as [Appendix B](#).

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

For questions directed to the Federal Awarding Agency, see NCJRS contact information on the title page.

For contact information for GMS, see the title page.

## H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)

## Appendix A

**Chart 1: Estimated Aggregate Amounts Available for Each State (Primary Amount) – FY 2020**

| Estimated Aggregate <sup>10</sup> Amounts Available for each State (Primary Amount) <sup>11</sup> —<br>FY 2020 |             |                |             |
|--|-------------|----------------|-------------|
| Alabama  | \$1,287,647 | Montana        | \$434,501   |
| Alaska   | \$473,435   | Nebraska       | \$531,186   |
| Arizona  | \$1,681,587 | Nevada         | \$886,505   |
| Arkansas   | \$911,487   | New Hampshire  | \$392,216   |
| California   | \$7,677,756 | New Jersey     | \$1,280,168 |
| Colorado   | \$1,287,819 | New Mexico     | \$876,467   |
| Connecticut  | \$681,660   | New York       | \$3,143,156 |
| Delaware   | \$425,436   | North Carolina | \$2,061,134 |
| District of Columbia   | \$494,752   | North Dakota   | \$359,496   |
| Florida  | \$3,912,350 | Ohio           | \$1,963,067 |
| Georgia  | \$1,981,423 | Oklahoma       | \$1,044,492 |
| Hawaii   | \$467,274   | Oregon         | \$927,350   |
| Idaho  | \$462,180   | Pennsylvania   | \$2,031,378 |
| Illinois   | \$2,409,535 | Puerto Rico    | \$579,845   |
| Indiana  | \$1,383,493 | Rhode Island   | \$380,095   |
| Iowa   | \$661,955   | South Carolina | \$1,313,483 |
| Kansas   | \$805,505   | South Dakota   | \$396,161   |
| Kentucky   | \$818,581   | Tennessee      | \$1,845,235 |
| Louisiana  | \$1,299,117 | Texas          | \$5,398,526 |
| Maine  | \$374,956   | Utah           | \$692,492   |
| Maryland   | \$1,372,778 | Vermont        | \$315,913   |
| Massachusetts  | \$1,229,193 | Virginia       | \$1,262,452 |
| Michigan   | \$1,991,066 | Washington     | \$1,519,127 |
| Minnesota  | \$978,084   | West Virginia  | \$494,564   |
| Mississippi  | \$670,367   | Wisconsin      | \$1,052,792 |
| Missouri   | \$1,506,483 | Wyoming        | \$321,579   |

**— ALL AWARDS ARE SUBJECT TO THE AVAILABILITY OF APPROPRIATED FUNDS —**

<sup>10</sup> Units of local government that meet the eligibility requirements may apply directly to BJA for a portion of the estimated funds allocated for awards to their State.

<sup>11</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 NCJRS at 1-800-851-3420 for additional information, including information on allocation of funds.

**Chart 2: Estimated Aggregate Amounts Available for Each State (Secondary Amount) – FY 2020**

| Estimated Aggregate <sup>12</sup> Amounts Available for each State (Secondary Amount) <sup>13</sup> —<br>FY 2020 |  |                |  |
|--|--|----------------|--|
| Alabama  |  | Montana        |  |
| Alaska   |  | Nebraska       |  |
| Arizona  |  | Nevada         |  |
| Arkansas   |  | New Hampshire  |  |
| California   |  | New Jersey     |  |
| Colorado   |  | New Mexico     |  |
| Connecticut  |  | New York       |  |
| Delaware   |  | North Carolina |  |
| District of Columbia   |  | North Dakota   |  |
| Florida  |  | Ohio           |  |
| Georgia  |  | Oklahoma       |  |
| Hawaii   |  | Oregon         |  |
| Idaho  |  | Pennsylvania   |  |
| Illinois   |  | Puerto Rico    |  |
| Indiana  |  | Rhode Island   |  |
| Iowa   |  | South Carolina |  |
| Kansas   |  | South Dakota   |  |
| Kentucky   |  | Tennessee      |  |
| Louisiana  |  | Texas          |  |
| Maine  |  | Utah           |  |
| Maryland   |  | Vermont        |  |
| Massachusetts  |  | Virginia       |  |
| Michigan   |  | Washington     |  |
| Minnesota  |  | West Virginia  |  |
| Mississippi  |  | Wisconsin      |  |
| Missouri   |  | Wyoming        |  |

**— ALL AWARDS ARE SUBJECT TO THE AVAILABILITY OF APPROPRIATED FUNDS —**

**(See text of solicitation for additional information)**

<sup>12</sup> Units of local government that meet the eligibility requirements may apply directly to BJA for a portion of the estimated funds allocated for awards to their State.

<sup>13</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 NCJRS at 1-800-851-3420 for additional information, including information on allocation of funds.

## Appendix B: Performance Measures Table

| Objective  | Performance Measure(s)   | Data Recipient Provides   |
|--|--|---|
| <p>Improve the DNA analysis capacity of existing State and local government crime laboratories that conduct forensic DNA analysis.</p> | <p>Percent increase in DNA analysis throughput for the laboratory.</p> | <p>Number of forensic biology/DNA cases submitted to the laboratory during the reporting period.</p> <p>Total number of forensic biology/DNA cases completed by the laboratory during the reporting period.</p> <p>Total number of forensic DNA samples completed by the laboratory during 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>14</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>Enter DNA profiles into the FBI's National DNA Index System using CODIS..</p>   | <p>Percent of DNA profiles resulting in a CODIS match.</p>             | <p>Total number of DNA profiles from forensic analyses entered into CODIS for the DNA laboratory.</p> <p>Total number of CODIS hits from forensic analyses for the DNA laboratory</p>   |

<sup>14</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, regardless of whether Federal funding assistance is being sought for the database operation.**

| Objectives  | Performance Measure(s)   | Data Grantee Provides   |
|---|--|---|
| <p>Improve the capacity of laboratories that conduct DNA analysis on convicted offender and/or arrestee DNA samples (DNA database samples).</p> | <p>Percent increase in DNA analysis throughput for the laboratory.</p> | <p>Number of DNA database samples submitted to the laboratory during the reporting period.</p> <p>Total number of DNA database samples completed by the laboratory during the reporting period.</p>   |
|   | <p>Reduction in response time for requests.</p>                        | <p>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.</p> <p>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.</p> |
| <p>Reduce the backlog of convicted offender and/or arrestee DNA samples (DNA database samples).</p>   | <p>Percent decrease in DNA backlog.<sup>15</sup></p>                   | <p>Number of backlogged DNA database samples at the beginning of the award period.</p> <p>Number of backlogged DNA database samples at the end of the award period.</p>   |
| <p>Enter DNA profiles into the FBI's National DNA Index System using CODIS.</p>   | <p>Percent of DNA profiles resulting in a CODIS match.</p>             | <p>Total number of DNA profiles from DNA database sample analyses entered into CODIS for the DNA laboratory.</p> <p>Total number of CODIS hits from DNA database sample analyses for the DNA laboratory.</p>  |

All performance measures are to be reported lab-wide, regardless of funding source.

<sup>15</sup> A backlogged DNA database sample is defined as a DNA database sample that has not been uploaded to CODIS within 30 days of receipt in the laboratory.

## Appendix C: Application Checklist

### FY 2020 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program (Formula)

This application checklist has been created as an aid in developing an application.

**To qualify for the secondary allocation amount (see page 7 for details), an eligible State should:**

- \_\_\_\_\_ Determine that the applicant's State has enacted "test all" Sexual Assault Kit (SAK) legislation that is in effect before, or as of, January 1, 2020.
- \_\_\_\_\_ Send a certification statement to [Forensic.DNACapacity@ojp.usdoj.gov](mailto:Forensic.DNACapacity@ojp.usdoj.gov) by 11:59 p.m. eastern time on July 23, 2020 that includes:
  - \_\_\_\_\_ The effective start date of the legislation
  - \_\_\_\_\_ The statutory citation of the legislation
  - \_\_\_\_\_ An express request to receive additional funding under this second allotment of DNA CEBR funds
  - \_\_\_\_\_ A copy of the applicable statute

### What an Applicant Should Do:

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

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

#### *To Register with GMS:*

- For new users, acquire a GMS username and password\* (see [OJP Grant Application Resource Guide](#))
- For existing users, check GMS username and password\* to ensure account access (see [OJP Grant Application Resource Guide](#))
- Verify SAM registration in GMS (see [OJP Grant Application Resource Guide](#))
- Search for and select correct funding opportunity in GMS (see [OJP Grant Application Resource Guide](#))
- Register by selecting the "Apply Online" button associated with the funding opportunity title (see [OJP Grant Application Resource Guide](#))
- 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 [OJP Grant Application Resource Guide](#))
- If experiencing technical difficulties in GMS, contact NCJRS (see page 2)

\*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contact 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.

**Overview of Post-Award Legal Requirements:**

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements – FY 2020 Awards](#)" in the [OJP Funding Resource Center](#).

**Scope Requirement:**

- The Federal amount requested is within the allowable limit(s).

**Eligibility Requirement:** See cover page.

**What an Application Should Include:**

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Intergovernmental Review (see page 15)
- Project Abstract (see page 15)
- Program Narrative (see page 15)
- Budget Detail Worksheet (including Budget Narrative) (see [OJP Grant Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Lobbying Activities (SF-LLL) (if applicable) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

**Additional Attachments**

- \_\_\_\_\_ Proof of DNA Laboratory Accreditation (see page 21)
- \_\_\_\_\_ Eligibility Statements (see page 21)
- \_\_\_\_\_ Program Income Declaration (see page 22)
- \_\_\_\_\_ Potential Environmental Impact Coversheet and Checklist (see page 22)