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

This program furthers the Department's mission by offering an opportunity for States and units of local government with existing crime laboratories that conduct DNA analysis to improve laboratory infrastructure and analysis capacity so that DNA samples can be processed efficiently and cost-effectively. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology.

# **Forensic DNA Capacity Enhancement Program**

## **Eligibility**

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

(See "Eligibility," page 3)

## **Deadline**

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

## **Contact Information**

For assistance with the requirements of this solicitation, contact Susan Narveson at 202-305-4884, [Susan.Narveson@usdoj.gov](mailto:Susan.Narveson@usdoj.gov), or Thurston Bryant at 202-514-8082, [Thurston.Bryant@usdoj.gov](mailto:Thurston.Bryant@usdoj.gov).

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

SL #000750

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# Forensic DNA Capacity Enhancement Program CFDA No. 16.741

## Overview

Funds are to be used by States and units of local government with existing crime laboratories that conduct DNA analysis to improve laboratory infrastructure and analysis capacity so that DNA samples can be processed efficiently and cost-effectively. These improvements are critical to preventing future DNA backlogs, and to helping the criminal justice system use the full potential of DNA technology.

## Deadline: Registration

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

## Deadline: Application

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

## Eligibility

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

- Are accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community; **or**
- Undergo external audits, not less than once every 2 years, that demonstrate compliance with DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation (FBI) and intend to apply for accreditation by September 30, 2007; **or**
- Have a plan to undergo an external audit and seek to demonstrate compliance with the DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation by September 30, 2006; with the intent of applying for accreditation by September 30, 2007.

Units of local government that meet the eligibility requirements may apply directly to NIJ for a portion of the funds allocated for awards to their State. Each applicant must satisfy the specific application requirements outlined in this announcement (including those

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

concerning permissible expenses), the general requirements for NIJ and OJP grants, and all other applicable legal requirements.

## **Forensic DNA Capacity Enhancement Program - Specific Information**

Funds are to be used by States and units of local government with existing crime laboratories that conduct DNA analysis to improve laboratory infrastructure and analysis capacity so that DNA samples can be processed efficiently and cost-effectively. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology.

### **A. Allocation of Funds**

NIJ expects to award a total of **\$27,652,455** for Forensic DNA Capacity Enhancement Program awards in fiscal year 2006. In general, Forensic DNA Capacity Enhancement Program funds will be awarded based on the number of offenses of forcible rape and murder/non-negligent manslaughter reported to the FBI for 2004 (the most current year for which such data is available).<sup>2</sup> The number of qualifying State and local applicants also will affect award amounts. Please see “Appendix 1. Estimated Allocation of Funds – FY 2006” for more detail. All awards are subject to the availability of appropriated funds.

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

### **B. Award Period**

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

### **C. Award Purposes**

The program is designed to:

- **Provide Basic Infrastructure Support:** Some public crime laboratories still need assistance to help them obtain equipment and material to conduct the basic processes of DNA analysis – extraction, quantitation, amplification, and analysis – and to help them satisfy Federal quality assurance standards and meet various accreditation requirements.
- **Build Infrastructure through Laboratory Information Management Systems:** Laboratory Information Management Systems (LIMS) are designed to automate evidence handling and casework management, to improve the integrity and speed of evidence handling procedures, and to ensure proper chain of custody.

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

- **Provide Automation Tools to Public DNA Laboratories:** To streamline aspects of the DNA analysis procedure that are labor and time-intensive, crime laboratories should have automated systems, such as robotic DNA extraction units. Automated DNA analysis systems increase analyst productivity, limit the potential for human error, and reduce the potential for contamination.
- **Provide Support for the Retention and Storage of Forensic Evidence:** Forensic evidence must be stored in a manner that ensures its integrity and maintains its availability throughout criminal investigations and judicial proceedings, and as required by law. Appropriate evidence storage conditions require costly equipment such as security systems, environmental control systems, ambient temperature monitors, and dehumidifiers.
- **Provide Support for Additional Laboratory Personnel:** Some government crime laboratories need additional laboratory personnel to help them conduct DNA-related forensic activities to improve the overall laboratory capacity in DNA analysis.

#### **D. Expected Results and Outcomes**

The result of receiving capacity enhancement funding should be a demonstrated improvement over current operations in the average number of days between submission of DNA evidence to a forensic science laboratory and the delivery of test results to the requesting office or agency and an overall increase in DNA analysis throughput for the laboratory.

Applicants are expected to assess all aspects of their forensic DNA evidence examination to identify bottlenecks and general inefficiencies that could be alleviated with Forensic DNA Capacity Enhancement Program funding. Increased efficiency and effectiveness in laboratory evidence storage, DNA processing, and information technology and sharing, should also be considered when applying for funding.

#### **E. Permissible Uses of Funds**

Funds awarded must be used to address the program goals listed under the “Award Purposes” section. Expenditures from awards under this program may include the following:

1. **Laboratory and Computer Equipment.** Funds may be used for upgrading, replacing, and purchasing laboratory equipment, instrumentation, and computer hardware or software (e.g., LIMS) for forensic DNA analyses and data management.
2. **Certain Supplies.** Funds may be used to acquire convicted offender-related evidence collection kits, laboratory supplies for validation studies, and for other supply expenses directly attributable to validation of new DNA analysis technologies.
3. **Renovation.** Funds may be used for the renovation of facilities that will directly improve the effectiveness or efficiency of the forensic DNA laboratory operation. For example, benches, cabinets, interior dividing walls, evidence storage rooms, or extraction rooms can be funded when it can be demonstrated that such renovations will improve the efficiency of forensic DNA analyses in the laboratory. Funds may also be used for facility renovations related to DNA analysis, including short and

long-term evidence storage facilities, amplification rooms, evidence examination and preparation rooms, drying rooms, or walk-in freezers.

4. **Accreditation.** Funds may be used to assist States and units of local government with existing crime laboratories that conduct DNA analysis to satisfy, with respect to their DNA operations, the requirements for accreditation from a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community.
5. **Training.** Funds may be used for appropriate internal and external training, appropriate continuing education/training opportunities (e.g., via forensic conferences), and/or applicable graduate-level course work that is directly related to the laboratory's forensic DNA program. Reasonable travel expenses directly associated with training may be paid in accordance with the provisions of the OJP Financial Guide (available at <http://www.ojp.usdoj.gov/FinGuide>).
6. **Consultant and Contractor Services.** Funds may be used to hire consultants and/or temporary contract staff to handle, screen, and (for accredited laboratories only) analyze forensic evidence that may contain DNA, or to validate new DNA analysis technologies.
7. **Salary and Benefits of Additional Laboratory Employees.** Funds may be used to hire additional full-time or part-time laboratory employees who will be directly engaged in handling, screening, and (for accredited laboratories only) analyzing forensic evidence that may contain DNA. Funds may also be used to validate new DNA analysis technologies. Matching funds are not required.

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

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

8. **Administrative Expenses.** Not more than 3 percent of the Federal portion of a grant awarded under this program may be used for administrative expenses.

#### **F. Expenses That Are Not Permitted**

Federal funds awarded under the Forensic DNA Capacity Enhancement Program may not be used for:

1. **Construction.**
2. **Travel.** Other than travel expenses associated with appropriate training as discussed above, funds may not be used to pay for travel.
3. **Salaries and Benefits for Existing Staff or Overtime.** Funds may not be used to pay salaries or benefits for existing staff or overtime for any staff.

4. **Supplies for Sample Analysis.** Funds may not be used for supplies to conduct analysis of DNA samples (e.g., analysis kits for forensic casework and/or convicted offender samples).
  5. **Outsourcing.** Funds may not be used for any expenses relating to contracting with private vendor laboratories to conduct forensic DNA analysis activities.
  6. **Administrative Expenses.** Administrative expenses that exceed 3 percent of the Federal portion of the award are not permitted.
- G. Match Requirement.** There is no State or local match required under this program.

## Performance Measures

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

Objective	Performance Measures	Data Grantee Provides
To improve DNA analysis capacity and infrastructure of existing State and local crime laboratories	Reduction in the average number of days between submission of a DNA sample to a lab and the delivery of the test results to the requesting agency	(1) Number of days between a submission of a DNA sample to a lab and the delivery of the test results to the requesting agency at the beginning of the grant period
		(2) Number of days between a submission of a DNA sample to a lab and the delivery of the test results to the requesting agency at the end of the reporting period
	Increase in DNA analysis throughput for the lab	(3) Number of DNA samples analyzed per analyst at the beginning of the grant period
		(4) Number of DNA samples analyzed per analyst at the end of the reporting period

## How to Apply

**Grants Management System (GMS) Instructions:** Except for grants under the COPS Office, applications must be submitted through the online Grants Management System (GMS). We suggest that you begin the process early, especially if this is the first time you have used the system. Each application requires a separate GMS registration. To

learn how to begin the online application process, go to <http://www.ojp.gov/fundopps.htm> and refer to the **GMS Application Job Aids**: a step-by-step guide for applying online. For additional information, please call the GMS Help Desk at **1-888-549-9901**.

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.741, titled "Forensic DNA Capacity Enhancement Program."

**A DUNS Number is Required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

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

## What an Application Must Include

Those interested in submitting applications in response to this announcement must complete the required application forms and related documents. You will complete some of the forms shown as part of the development of your user profile during the GMS online application process; others must be attached to your application file. GMS accepts PDF, Word, and Text document files. It does not accept zip or executable files.

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

### Required Documents

**1. Application for Federal Assistance—Standard Form 424:** Completing the user profile and summary Form SF 424 budget detail on GMS will complete your SF 424. Below are answers to specific items:

- **Item 8:** Type of Application - "New."
- **Item 9:** Name of Federal Agency - "National Institute of Justice."
- **Item 10:** Catalog of Federal Domestic Assistance (CFDA) - For this Program, the number is "16.741."
- **Item 11:** Descriptive Title of Applicant's Project - "FY 2006 Forensic DNA Capacity Enhancement Program - *YOUR AGENCY NAME*."
- **Item 13:** Proposed Project Dates - For this program, the proposed project dates should be "October 1, 2006 to September 30, 2007."



- **Item 16:** Is Application Subject To Review By State Executive Order 12372 Process? - A listing of States that have participated in this process can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>.

- 2. Program Abstract:** The proposal abstract should serve as a succinct and accurate description of the proposed work. Applicants should concisely describe project goals and objectives, project plans, and methods for achieving the goals. Once an award has been granted, the abstract is computerized and serves as a summary available to all interested parties for the duration of the grant.
- 3. Program Narrative:** The program narrative must address the objectives, expected results, and the implementation approach. The narrative should demonstrate, specifically and comprehensively, how the requested funds will improve DNA laboratory efficiency and productivity over current operations. Include in your narrative the current length of time it takes to analyze a forensic DNA case from submission to delivery of forensic DNA test results. For those applicants with forensic DNA laboratories that have not applied for accreditation, a detailed plan is required describing how this purpose will be fulfilled within the next twelve months.

The narrative should also include the proportion of the State's total number of offenses of forcible rape and murder/non-negligent manslaughter reported to the FBI for 2004 (for units of local government only).

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

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

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

- A. Personnel
- B. Fringe Benefits
- C. Travel
- D. Equipment
- E. Supplies

- F. Construction
- G. Consultants/Contracts
- H. Other
- I. Indirect Costs (if applicable)

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

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

The applicant must certify that each government-owned laboratory that will receive funding under this award –

- Is accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community; **or**
- Undergoes external audits, not less than once every 2 years, that demonstrate compliance with DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation, and intends to apply for accreditation by September 30, 2007; **or**
- Has a plan to undergo an external audit and seek to demonstrate compliance with the DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation by September 30, 2006; with the intent of applying for accreditation by September 30, 2007.

## **Selection Criteria**

Subject to the availability of appropriated funds, NIJ anticipates that it will make an award to each eligible applicant that satisfies the specific application requirements outlined in this announcement (including those concerning permissible expenses), the general requirements for NIJ and OJP grants, and all other applicable legal requirements. Funds will be allocated as discussed above, under "Forensic DNA Capacity Enhancement Program – Specific Information."

## **Additional Requirements and Information**

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act

- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide  
<http://www.ojp.usdoj.gov/FinGuide/>
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

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

**Reporting Requirements:** Each award recipient must submit quarterly performance metrics reports, quarterly financial status reports, and semi-annual progress reports. Each award recipient also must submit a final report. The report must include a summary and assessment of the program carried out with the Fiscal Year 2006 award and shall cite the reduction in the average number of days between submission of a DNA sample to the laboratory and delivery of the test results to the requesting agency and the increase in DNA analysis throughput for the laboratory as a result of the Fiscal Year 2006 award.

# Application Checklist

In order for your FY 2006 Forensic DNA Capacity Enhancement Program application to receive full consideration by NIJ, the following items and/or activities are required. Applicants are encouraged to include a completed version of this checklist in their online application.

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

## **Attachment # 1 (Program Materials)**

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

## **Attachment # 2 (Budget Materials)**

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

## **Attachment # 3 (Certification)**

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

## Appendix 1

### Estimated Allocation of Funds – FY 2006

<b>Estimated Aggregate Amounts for Awards to State and Local Applicants, by State<sup>3</sup></b>			
Alabama	\$493,847	Nebraska	\$163,296
Alaska	\$147,214	Nevada	\$278,593
Arizona	\$571,536	New Hampshire	\$118,019
Arkansas	\$332,035	New Jersey	\$426,302
California	\$2,970,751	New Mexico	\$298,881
Colorado	\$534,176	New York	\$1,112,640
Connecticut	\$201,646	North Carolina	\$710,338
Delaware	\$89,565	North Dakota	\$41,566
District of Columbia	\$103,916	Ohio	\$1,277,421
Florida	\$1,869,987	Oklahoma	\$431,250
Georgia	\$742,255	Oregon	\$339,705
Hawaii	\$90,555	Pennsylvania	\$1,035,445
Idaho	\$148,451	Puerto Rico	\$245,439
Illinois	\$1,235,112	Rhode Island	\$85,607
Indiana	\$524,279	South Carolina	\$496,321
Iowa	\$206,842	South Dakota	\$88,081
Kansas	\$303,582	Tennessee	\$636,112
Kentucky	\$364,695	Texas	\$2,412,823
Louisiana	\$541,846	Utah	\$242,222
Maine	\$82,390	Vermont	\$41,566
Maryland	\$454,507	Virginia	\$533,681
Massachusetts	\$486,919	Washington	\$753,883
Michigan	\$1,516,427	West Virginia	\$95,998
Minnesota	\$553,227	Wisconsin	\$319,170
Mississippi	\$343,417	Wyoming	\$30,432
Missouri	\$453,518		
Montana	\$74,968	<b>TOTAL</b>	<b>\$27,652,455</b>

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

## **Appendix 2**

# **Template for Forensic DNA Capacity Enhancement Program Certification**

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

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

**FY 2006 Forensic DNA Capacity Enhancement Program**

Certification as to the Accreditation Status of Forensic Laboratories
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On behalf of the applicant agency named below, I certify the following to the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice:

That each government-owned forensic laboratory that will receive funding under this award –

- Is accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community; or
- Undergoes external audits, not less than once every 2 years, that demonstrate compliance with DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation, and intends to apply for accreditation by September 30, 2007; or
- Has a plan to undergo an external audit and seek to demonstrate compliance with the DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation by September 30, 2006; with the intent of applying for accreditation by September 30, 2007.

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

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Printed Name of Certifying Official

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Name of Applicant Agency

\_\_\_\_\_  
Name of Applicant State or Unit of Local Government

\_\_\_\_\_  
Date