



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

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**Solicitation Title:** BJA FY24 Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

**Assistance Listing Number** 16.036

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**Step 1: Application Grants.gov Deadline:** 8:59 p.m. Eastern Time on May 22, 2024

**Step 2: Application JustGrants Deadline:** 8:59 p.m. Eastern Time on June 3, 2024

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# Synopsis

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks applications for funding under the FY 2024 Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program. This program funds states and units of local government with existing crime laboratories that conduct DNA analysis to process, and/or to increase the capacity to process, more DNA samples for entry into the Combined DNA Index System (CODIS) by publicly funded forensic DNA and DNA database laboratories, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or to prevent a backlog of forensic and database DNA samples.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

This program is for **Formula** funding only. See the [FY 2024 Competitive DNA Capacity Enhancement for Backlog Reduction \(CEBR\) Program](#) for competitive funding.

## Eligibility

- City or township governments
- County governments
- Public- and state-controlled institutions of higher education
- State governments

## Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or email [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. ET Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants

Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

## **Application Submission Information**

### **Registration**

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

### **Submission**

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time section](#) for the Grants.gov and JustGrants application deadlines.

**Step 1:** The applicant must register for this opportunity in Grants.gov at <https://www.grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time section](#) for application deadlines.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants application deadline. See the [Submission Dates and Time section](#) for application deadlines.

# Program Description

## Program Description Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks applications for funding under the FY 2024 Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program. This program funds states and units of local government with existing crime laboratories that conduct DNA analysis to process, and/or to increase the capacity to process, more DNA samples for entry into the Combined DNA Index System (CODIS) by publicly funded forensic DNA and DNA database laboratories, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or to prevent a backlog of forensic and database DNA samples.

## Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by the Consolidated Appropriations Act, 2024. As of the writing of this solicitation, the Department of Justice is operating under a short-term Continuing Resolution with no full-year appropriation for the Department being enacted for FY 2024 currently.

## Specific Information

Funding under this program supports the following purposes:

- To carry out, for inclusion in CODIS, DNA analysis of database samples collected under applicable legal authority.
- To carry out, for inclusion in CODIS, DNA analysis of forensic case (e.g., “crime scene”) samples.
- To increase the capacity of publicly funded forensic DNA and DNA database laboratories to conduct DNA analysis of database and crime scene samples for entry into CODIS.

**NOTICE:** At BJA, we recognize the importance of non-CODIS advances in DNA technology for the criminal justice field; however, because the purpose of the DNA CEBR Program is to process samples for CODIS and to increase the capacity of labs to process samples for CODIS, forensic genetic genealogical DNA analysis (FGG) expenses are not allowable under the DNA CEBR Program at this time. FGG is allowable under many other BJA forensic solicitations such as the Sexual Assault Kit Initiative (SAKI), Prosecuting Cold Cases Using DNA, and Postconviction Testing of DNA Evidence due to the nature of the goals and objectives of those programs. FGG expenses are also allowable under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Recipients using funds for FGG under those other programs must adhere to the [United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching](#).

**Attendance at BJA’s Forensics Programs Grantees Meeting (Virtual Event):** Award recipients must register for and attend BJA’s annual “virtual” 2-day forensics grantees meeting. Up to three key personnel/representatives are allowed to participate in the meeting. The

meeting will focus on the elements of a successful project and key issues regarding forensic DNA processing for NDIS-participating laboratories. Please review the archived 2023 event [here](#) for more information.

### Definitions:

For the purposes of this solicitation, the following are defined:

- **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:** An analysis request for examination in one forensic investigation area (forensic biology/DNA for this purpose).
- **CODIS:** The Combined DNA Index System, the generic term used to describe the FBI's program of support for criminal justice DNA databases, as well as the software used to run these databases.
- **CODIS hit:** CODIS hits are tracked as either an offender hit (where the identity of a potential suspect is generated) or as a forensic hit (where the DNA profiles obtained from two or more crime scenes are linked but the source of these profiles remains unknown).
- **DNA analysis/analyses:** Activities conducted to facilitate processing and entry of forensic DNA samples into CODIS once the sample has been collected from a crime scene or a known individual; this may include screening (the location, assessment, identification, and characterization of body fluid(s) and other biological areas of interest), laboratory processing (e.g., extraction, quantitation, amplification), and/or issuing reports (e.g., fragment/sequence analysis, DNA profile evaluation and comparison, report writing and associated technical/administrative reviews of DNA reports).
- **LIMS:** Laboratory Information Management System is a software-based system that collects, creates, and stores all data related to forensic examinations in a crime laboratory. Key features include, but are not limited to, workflow and data tracking support, flexible architecture, and data exchange interfaces.
- **LIMS 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 vendor as the laboratory's current LIMS or a different one.
- **NDIS:** The National DNA Index System, and one part of CODIS, containing the DNA profiles contributed by federal, state, and local participating forensic laboratories. All 50 states, the District of Columbia, the federal government, the U.S. Army Criminal Investigation Laboratory, and Puerto Rico participate in NDIS.
- **Number of CEBR-funded DNA profiles from forensic analyses entered into CODIS for the DNA laboratory:** CEBR grant attribution that contributes to the uploading of a DNA profile to CODIS as a result of CEBR-funded overtime, CEBR-funded personnel, CEBR-funded analysis supplies, and/or CEBR-funded outsourcing.
- **Number of CEBR-funded forensic biology/DNA cases completed by the laboratory:** CEBR grant attribution that contributes to the testing of a case as a result of

CEBR-funded overtime, CEBR-funded personnel, CEBR-funded analysis supplies, and/or CEBR-funded outsourcing.

- **Number of forensic biology/DNA cases submitted to the laboratory:** The number of forensic biology/DNA analysis requests submitted by agencies for testing in the laboratory.
- **Rapid DNA:** Otherwise known as 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. Any laboratory seeking to use funding for Rapid DNA analysis must adhere to the FBI’s Quality Assurance Standards. See [Rapid DNA-FBI](#) and [Quality Assurance Standards for Forensic DNA Testing Laboratories](#).
- **Ratio of backlog/cases completed per month:** This ratio is one method that can be used to normalize backlogs across laboratories of various sizes. It is calculated by taking the backlog of the laboratory and dividing it by the average number of cases the laboratory completes within a month.
- **Sexual assault kit (SAK):** A set of items used by medical personnel for the preservation of physical evidence collected from a person, living or deceased, following an allegation or suspicion of sexual assault.
- **Total number of CODIS hits from forensic analyses for the DNA laboratory:** The total amount of CODIS hits generated by the laboratory regardless of CEBR, local, or other agency funds.
- **Total number of DNA profiles from forensic analyses entered into CODIS for the DNA laboratory:** Laboratory attribution that contributes to the uploading of a DNA profile to CODIS regardless of CEBR, local, or other agency funds.
- **Total number of forensic DNA samples completed by the laboratory:** Total number of forensic DNA samples tested to completion by the laboratory regardless of CEBR, local, or other agency funds.
- **Total number of forensic biology/DNA cases completed by the laboratory:** Laboratory resource attribution that contributes to the testing of a case to completion regardless of CEBR, local, or other agency funds.
- **Turnaround time:** The average number of days from the date a laboratory receives a case to the date that the laboratory issues a final report for the case.

## Solicitation Goals and Objectives

### Goals

The goal of BJA’s FY 2024 Formula DNA CEBR Program is to assist eligible states and units of local government with existing crime laboratories that conduct DNA analysis to process, and/or to increase the capacity to process, more DNA samples for entry into the Combined DNA Index System (CODIS) by publicly funded forensic DNA and DNA database laboratories.

### Objectives

The Formula DNA CEBR Program awards funding to eligible entities with two main program objectives to help reduce backlogs:



1. Increase the number of CODIS eligible samples analyzed in forensic DNA and DNA database laboratories.
2. Reduce the forensic case and DNA database sample turnaround times for CODIS entry.

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 laboratory procedures.
- Purchasing and upgrading 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 with private vendors for forensic case or DNA database sample analysis.
- Funding additional personnel to analyze forensic cases or DNA database samples.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [“How To Apply” section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

## **Federal Award Information**

### **Awards, Amounts and Durations**

Anticipated Number of Awards: 130

Anticipated Maximum Dollar Amount per Award: Up to \$3,500,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration: 24 months

Anticipated Total Amount to Be Awarded Under This Solicitation: \$97,116,613

### **Availability of Funds**

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

The aggregate amount of FY24 Formula DNA CEBR Program 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 the criteria detailed below.

Estimated Aggregate Amount Available: \$97,116,613

The formula for distribution of funds to each state is calculated based on the number of [UCR Violent Crimes and UCR Property Crimes](#) reported to the FBI and on the state's population. Any state falling below the minimum allocation of \$600,000, which is calculated

as 0.5 percent of the total amount appropriated in FY 2024 for this purpose, is increased such that each state is awarded at least this minimum value of \$600,000.

The number of state and local applicants may also affect funding allocations. See [Chart 1: Estimated Aggregate Amounts Available for Each State—FY 2024](#) for a chart that identifies the estimated aggregate amount available for each state to fund eligible public forensic DNA laboratories.

If there is more than one publicly funded DNA laboratory within a state, the publicly funded DNA laboratories MUST coordinate prior to application submission to ensure that the amounts requested by each entity's application do not exceed the total amount allocated for the state. Funds generally are expected to be allocated among eligible applicants on the basis of [UCR Part 1 Violent Crimes, UCR Property Crimes](#), and the population size of the jurisdiction.

### **Type of Award**

OJP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

### **Eligibility Information**

For eligibility information, see the Synopsis section.

For the purposes of this notice of funding opportunity, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

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.

In order to qualify for funding, an applicant for funds must submit the [DNA Capacity Enhancement for Backlog Reduction \(CEBR\) Program Eligibility Certification](#) form.

# How To Apply

## Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How To Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

## How To Apply

### Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

### Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

**Step 1:** After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### **Submission Dates and Time**

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by May 22, 2024, 8:59 p.m. ET.

The **full application** must be submitted in JustGrants by June 03, 2024, 8:59 p.m. ET.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)**

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants: contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant's Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [Application Resource Guide](#).

## Application and Submission Information

### Content of the SF-424 in Grants.gov

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

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This funding opportunity is subject to [Executive Order \(E.O.\) 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/2023/06/SPOC-list-as-of-2023.pdf>. If the applicant's State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State's process under E.O. 12372. On 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 "Program is subject to E.O. 12372 but has not been selected by the State for review."

## **Content of the JustGrants Application Submission**

### ***Entity and User Verification (First Time Applicant)***

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

### ***Standard Applicant Information***

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

### ***Proposal Abstract***

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information). Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

### ***Data Requested With Application***

The following application elements should be submitted in the web-based forms in JustGrants.

#### ***Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)***

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the form.

### ***Proposal Narrative***

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 10 numbered pages. **Applicants may elect, but are not**

**required, to use this [template](#) to submit all elements of the Formula CEBR proposal narrative.**

The Proposal Narrative must include the following sections:

a. Description of the Issue

Applicants should discuss the challenges their laboratory faces that hamper significant improvements in laboratory processing capacity or decreasing turnaround times for CODIS eligible samples.

b. Project Design and Implementation

This section should address the goals, objectives, and expected results.

- Describe the objectives that are proposed to meet the primary goals of the program: to increase the number of CODIS eligible samples analyzed in publicly funded forensic DNA and DNA database laboratories and/or increase the capacity of the laboratory to process forensic DNA and DNA database samples for CODIS entry.
- Include a detailed plan showing how the applicant intends to use DNA CEBR Program funds to meet the specified objectives listed in the previous bullet. The application's objectives should not be the purchase of items or a restating of the budget request, but they should address what processes, policy, or technology implementation this project will introduce to the agency to process and/or increase the capacity to process forensic DNA and/or DNA database samples for CODIS entry. Applicants may also discuss how the approach will 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—for example, for the procurement, validation, and implementation of any new equipment; for the implementation of new chemistries; for when personnel expenses (hiring and/or overtime) will start to accrue; and for the execution of contracts—to be completed within the project period.
- Applicants are encouraged to consider any observed and/or anticipated increases in DNA submissions (e.g., legislative changes, crime trends) that would be expected to significantly impact the DNA laboratory's backlog and/or capacity and explain how that may impact the project's expected results.

c. Capabilities and Competencies

The applicant must identify all project staff, including any and all individuals (and organizations) who will be significantly involved in substantive aspects of the project, and provide their qualifications and experience demonstrating their ability to manage the effort.

d. Plan for Collecting the Data Required for This Solicitation's Performance Measures

The applicant should describe how the performance measures data will be derived, identify who will be responsible for collecting the data, and affirm that the data will be available for review for 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 measures data provided are accurate, are auditable, and correctly measure the impact the federal funds provided.

- The data collection plan should clearly describe both the method for the collection and tracking of performance measures data produced as a result of federal assistance provided under this solicitation and the method for reporting such data.
- The applicant should also provide its policy on **validating performance measures data**, 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.

To assist BJA in determining baseline national backlogs, all applicants are encouraged to submit the baseline backlog data in the following list as an addendum to their proposal narrative.

#### **Baseline Data Casework and Database Laboratories**

- Number of approved (vacant and filled) full-time equivalents (FTEs) in the biology section as of December 31, 2023.
- Number of filled (non-vacant) FTEs in the biology section as of December 31, 2023.
- Staff Retention: Number of the FTEs identified in Question 2 that were in the biology section as of January 1, 2023.

#### Definitions:

Biology Section: The section, or sections, of the laboratory responsible for processing, analyzing, reporting and reviewing biological evidence and/or database samples (convicted offender, arrestee, etc.) for CODIS. This also includes serology testing within the laboratory.

Full-time Equivalent (FTE): A paid position, either grant funded or state/local budget, that works the agency definition of a full-time workweek. This does not include interns or contractors not housed at the agency (e.g. part-time Marshall technical review position for CODIS ownership of vendor data).

Vacant FTE: A paid position that is unfilled. An FTE on extended and/or family leave is not considered vacant.

#### **Baseline Backlog Data Casework Laboratories**

- Number of untested/not completed forensic biology/DNA cases on hand on January 1, 2023.



- Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) on January 1, 2023.
- Please estimate the percentage of the backlogged cases that were from property crimes.
- Number of new cases for forensic biology/DNA received in 2023.
- Please estimate the percentage of these cases that were from property crimes.
- Total number of forensic biology/DNA cases completed in 2023.
- Please estimate the percentage of these cases that were property crimes.
- Forensic biology/DNA cases closed by administrative means in 2023.
- Number of untested/not completed forensic biology/DNA cases on hand on December 31, 2023.
- Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) on December 31, 2023.
- The average number of days needed to complete (including peer review and report) nonpriority forensic DNA cases for calendar year 2023. Please indicate violent crime time with a "V" and the nonviolent crime time with "NV." If the applicant cannot separate violent and nonviolent cases, give the number with no other markings.

## **Database Laboratories**

### **Convicted Offender Samples**

- The number of untested/not completed convicted offender samples on hand on January 1, 2023.
- The number of untested/not completed convicted offender samples more than 30 days old (backlogged) as of January 1, 2023.
- The number of new convicted offender samples received in 2023.
- The total number of convicted offender samples completed in 2023.
- Samples closed by administrative means (duplicates, nonauthorized samples, etc.) in 2023.
- Number of untested/not completed convicted offender samples on December 31, 2023.
- Number of untested/not completed convicted offender samples more than 30 days old (backlogged) on December 31, 2023.
- Average number of days to complete the processing of a convicted offender sample (including upload to CODIS) for calendar year 2023.

### **Arrestee Samples**

- The number of untested/not completed arrestee samples on hand as of January 1, 2023.
- The number of untested/not completed arrestee samples more than 30 days old (backlogged) on January 1, 2023.
- The number of new arrestee samples received in 2023.
- The total number of arrestee samples completed in 2023.
- Samples closed by administrative means (duplicates, nonauthorized samples, etc.) in 2023.
- Number of untested/not completed arrestee samples on December 31, 2023.

- Number of untested/not completed arrestee samples more than 30 days old (backlogged) on December 31, 2023.
- Average number of days to complete the processing of an arrestee sample (including upload to CODIS) for calendar year 2023.

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

See the Definitions Section for additional information on any specific terms or technical language.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award’s reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work’s results. The performance data directly relate to the solicitation goals and objectives identified in the “[Goals and Objectives](#)” section. Applicants can visit [OJP’s performance measurement page](#) at [www.ojp.gov/performance](http://www.ojp.gov/performance) for more information on performance measurement activities.

A list of performance measure questions for this program can be found at [here](#). Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

BJA will require award recipients to submit performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.

#### [Note on Project Evaluations](#)

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “[Note on Project Evaluations](#)” section in the [OJP Grant Application Resource Guide](#).

#### [Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#)

The applicant will submit the project’s goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project’s intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project’s desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

### Deliverables Expected by Successful Applicants

Program objectives and deliverables should be included in one timeline. Deliverables for the BJA FY24 Formula CEBR Program include semi-annual reporting of specific [Formula CEBR Performance Measures](#), as well as providing comprehensive updates on the status of all goals and objectives proposed in the approved project. This reporting must include a summary of activities carried out under the grant and an assessment of whether such activities are meeting the needs identified in the application. In addition, the awards recipients are asked to consider what other measures or metrics may be of use in demonstrating the successful outcome of the program/project.

### Budget and Associated Documentation

- Budget Worksheet and Narrative (attachment)
- 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)
- Signed and completed [Formula DNA Capacity Enhancement for Backlog Reduction \(CEBR\) Program Budget Breakdown Certification](#) form. This form, to be filled out by the applicant, outlines the proportion of funding that is planned to be used for (1) processing database samples for CODIS, (2) processing crime scene samples for CODIS (shall be a minimum of 40% of the award) and (3) increasing the capacity of the laboratory to process crime scene and/or database samples for CODIS. Review this [link](#) for more information on how to complete the form.

## **Permissible Uses of Funds for Forensic DNA Laboratories and DNA Database Laboratories**

### **Salary and Benefits for 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.

### **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](#).

### **Training (Limited)**

Funds may be used to train forensic DNA laboratory and DNA database laboratory personnel on topics directly related to and relevant to their specific job functions (e.g., continuing education topics to satisfy the FBI's Quality Assurance Standards). For a list of topics that are not allowable, see "Expenses that are not Permitted" below.

## **Travel (Limited)**

Funds may be used for travel to conduct the required site visits of 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 be used to make one additional unannounced site visit.

Funds may also be used for travel associated with DNA training, as described in the “Training (Limited)” section.

Travel expenses must be reasonable and comply with the applicable provisions of the grant award terms and award conditions, the [DOJ Grants Financial Guide](#), the recipient’s (and any subrecipient’s) written policies, and DOJ regulations (Part 200 Uniform Requirements). Justification for the number of staff traveling and the benefit of their attendance at the annual event must be included, as well as justification why other forms of travel/training (e.g., webinars or review of journal articles) are not sufficient.

## **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 2024 program.

Requests for equipment must be adequately justified with demonstrated need and be associated with the solicitation’s objectives. Computer hardware updates must be based on new technology and/or software upgrades to instrumentation.

## **Supplies**

Justification 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.

### [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).

### [Laboratory supplies for DNA sample analysis](#)

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

### [Collection kits for database samples](#)

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

## **Contracts**

### [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 a 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 120 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 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 FBI, and must be accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community.

#### Contracts for DNA audits

DNA laboratories may establish contracts with vendors (individuals or entities) that can provide an external DNA audit once every 2 years, as required by 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 FBI.

As part of the decision whether to award a contract to a vendor for a DNA audit, an award recipient is expected to carefully examine any costs charged by the vendor, including auditor fees (refer to Consultant Rate section for more information) 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 the General Services Administration 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 Laboratories](#) and/or the [Quality Assurance Standards for DNA Database Laboratories](#).

#### 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 report, [Increasing Efficiency of Forensic DNA Casework Using Lean Six Sigma Tools](#).

#### Warranty, service, or maintenance contracts for equipment

Contracts may be established to provide warranty, service, or maintenance contracts for laboratory equipment.

#### 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 Laboratories](#) and/or the [Quality Assurance Standards for DNA Database Laboratories](#).

#### Contracts for validation studies of 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 approved within the DNA laboratory.

#### 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 in this solicitation to laboratory personnel directly

involved in the processing, recording, screening, and/or analysis of forensic DNA or DNA database samples. See “Training” for more information about allowable training expenses.

### **Direct administrative expenses**

Up to 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.

### **Costs associated with and including accreditation**

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

### **Software**

Allowable software is that which is associated with running the DNA laboratory. Allowable purchases may include, but are not limited to, software and licenses associated with running DNA instrumentation; software associated with running temperature monitoring systems and other quality control systems; licenses for existing LIMS 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.

### **Laboratory Information Management System**

#### **New LIMS to upgrade or replace existing systems**

Contracts may be established to purchase and install a new LIMS, to upgrade or replace an existing system, or to install a LIMS in a laboratory previously without one. Projects to purchase and install a new LIMS are expected to be completed by the end of the 2-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 2-year timeframe of the DNA CEFR award.

#### **Existing LIMS**

Contracts may be established to purchase and add DNA modules to an existing LIMS, extra licenses for the DNA Unit users of an existing LIMS system, or software upgrades for an existing LIMS or DNA module. NOTE: See the definitions section of the solicitation for additional information.

#### **Accessories for existing LIMS**

Accessories for an 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, these 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.

#### **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.

### **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 an 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 to an existing building.

Renovations may include electrical, plumbing, and construction of new walls within the “four walls” of the existing space. Examples may include expansion of the office space to accommodate additional analysts, reconfiguring an existing office space for analysts to allow for a more efficient layout, expansion of the laboratory space to accommodate additional equipment or additional workspaces, or reconfiguring the laboratory space to close off a dedicated screening area so alternate light sources can be used effectively.

Applicants should consider undertaking large renovation projects in a phased approach, and requests for one or more (if appropriate) phases must be completed in the 2-year timeframe of the DNA CEBR award.

Funding for this component must not exceed \$200,000.

### **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 “Permissible Uses of Funds.”
  - a. 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 8 percent of the total award.
3. Education that is of primary benefit to an individual (e.g., doctoral degree), personal development training (e.g., general human resources or staff retention trainings), or other trainings that are not directly related to the operation of a forensic DNA laboratory.
4. Trial testimony (e.g., hearings, jury/judge trials, depositions) and associated travel costs.
5. Construction, other than as discussed in “Renovations.”
6. Direct administrative expenses that exceed 3 percent of the federal portion of the award.
7. Equipment:
  - a. Only equipment directly related to DNA analysis (e.g., printers connected directly to genetic analyzers or CODIS terminals) is allowable under this award. Therefore, it is expected that the grantee provides standard office supplies to staff which includes, but is not limited to, computers, paper, pens, toner, printer cartridges, office/modular furniture, chairs, tables, floor mats, “basic supplies,” etc.
  - b. Purchase of equipment or technologies that have not been approved for use by the National DNA Index System, including personnel and supplies that would be needed to validate equipment or technologies not approved for use by NDIS. This includes Rapid DNA Analysis instruments or supplies proposed to be used in a way not compatible with the FBI’s Addendum to the QAS for

Rapid DNA Analysis (<https://ucr.fbi.gov/lab/biometric-analysis/codis/summary-of-rapid-dna-addenda-effective-12-1-14>) and incorporated into the QAS revision effective 2020 at <https://www.fbi.gov/file-repository/gas-audit-for-forensic-dna-testing-laboratories.pdf/view>, Massively Parallel Sequencing (MPS) instruments or supplies proposed to be used in ways that are not NDIS approved (<https://www.fbi.gov/services/laboratory/biometric-analysis/codis/codis-and-ndis-fact-sheet>), or other instruments not immediately available for purchase through a commercial entity. See definitions section for additional information about Rapid DNA.

### Funding Restrictions

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

### Budget Worksheet and Budget Narrative (Attachment)

The applicant will complete the budget worksheet attachment and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

### Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

### Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

### Budget/Financial Attachments

#### Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.



#### Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

#### Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

#### Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the "Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver."

#### Disclosure of Process Related to Executive Compensation (if applicable)

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this funding opportunity are not required to provide this disclosure.

### Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

#### **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.

#### **Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Eligibility Certification**

Each applicant must submit a signed and completed [DNA Capacity Enhancement for Backlog Reduction \(CEBR\) Program Eligibility Certification form](#). This document further outlines requirements for a state or unit of local government to be eligible to receive a grant

under the Formula DNA CEBR program. **The certification must be submitted on the template provided.**

### **Program Income Declaration**

All applications submitted in response to this solicitation are to comply with the Program Income Policy for the FY 2024 DNA CEBR Program. Applicants should carefully read the updated policy to complete the FY 2024 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>.

Applicants are to submit a Program Income Declaration with their grant applications. The declaration should be attached as a separated 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 below for the applicant in light of any proposed activities to be funded by a grant award.

1. Does not employ a fee-for-service model or otherwise accept compensation from external organizations or jurisdictions to conduct DNA sample testing.
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.
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 in part, from the programs referenced in this policy.
4. 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.

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

Each applicant is to submit a BJA Programmatic Coversheet and Checklist with their 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 Programmatic Checklist](#)
- 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 Worksheet that will receive grant funds through a subaward 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://bjaojp.gov/national-environmental-policy-act-nepa-guidance>.

#### Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

#### Disclosures and Assurances

The applicant will address the following disclosures and assurances.

##### Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

##### Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

##### DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

[DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing](#)  
Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [Application Resource Guide for additional information](#).

##### Applicant Disclosure and Justification – DOJ High-Risk Grantees

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award 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; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

## Application Review Information

### Review Process

OJP 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.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant entity is listed in SAM as excluded from receiving a federal award.

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 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, all final award decisions will be made by the Assistant Attorney General, who may consider not only BJA recommendations, but also other factors as indicated in this section.

## **Federal Award Administration Information**

### **Federal Award Notices**

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

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

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

### **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 the 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 [Application Resource Guide](#).

### **Civil Rights Compliance**

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its

program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" under the "Civil Rights Requirements" section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient's program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <http://www.ada.gov> or contact OJP.

### **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 as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

### **Information Technology Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

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

In addition to the deliverables described in the "[Program Description](#)" section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

**Grantees are required to submit a final report that must, among other things, provide a summary of the activities carried out under the grant and an assessment of whether such activities are meeting the needs identified in the application.** Future awards and fund

drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

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

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

### **Other Information**

#### **Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)**

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

#### **Provide Feedback to OJP**

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

### **Performance Measures**

See the “Performance Measures” section in the Proposal Narrative, and use the following link for a list of measures: <https://bja.ojp.gov/funding/performance-measures/CEBR-Measures.pdf>.

## Application Checklist

### BJA FY 2024 Formula DNA Capacity Enhancement for Backlog Reduction Program

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### Pre-Application

##### *Before Registering in Grants.gov*

- Confirm your entity's registration in the [System for Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

##### *Register in Grants.gov*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

##### *Find the Funding Opportunity*

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6q3y8> (see [Application Resource Guide](#)).

##### *Review the Overview of Post-Award Legal Requirements*

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

##### *Review the Scope Requirement*

- The federal amount requested is within the allowable limit(s) of \$3,500,000.

##### *Review Eligibility Requirement*

- Review "Eligibility" in the Synopsis section and "Eligibility Information" section in the solicitation.

#### Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review (if applicable).

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

## **Application Step 2**

Submit the following information in JustGrants:

### **Application Components**

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract
- Data Requested with Application
- Proposal Narrative - Applicants may select, but are not required, to use this [template](#) to submit all elements of the proposal narrative.
- Application Goals, Objectives, Deliverables, and Timeline web-based form

### **Budget and Associated Documentation**

- Budget Worksheet and Narrative attachment
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- **Signed and completed [Formula DNA Capacity Enhancement for Backlog Reduction \(CEBR\) Program Budget Breakdown Certification form](#)**

### **Additional Application Components**

- Research and Evaluation Independence and Integrity (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Proof of DNA Laboratory Accreditation
- **Signed and completed [DNA Capacity Enhancement for Backlog Reduction \(CEBR\) Program Eligibility Certification form](#)**
- Program Income Declaration
- Potential Environmental Impact Coversheet and Checklist - National Environmental Policy Act (NEPA)

### **Disclosures and Assurances**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))



- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

### **Review, Certify, and Submit Application in JustGrants**

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received—

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

## Standard Solicitation Resources

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.