

BUREAU OF JUSTICE ASSISTANCE

FY 2023 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Formula and Competitive

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March 2023

This webinar will begin shortly



BJA
Bureau of Justice Assistance
U.S. Department of Justice

Agenda

- Introduction to the Office of Justice Programs and Bureau of Justice Assistance
- Program Overview of CEBR - Formula and Competitive
- Eligibility
- Goals, Objectives and Federal Award Information
- Permitted Expenses and Alignment in Uses of Funds
- Application Submission
- Application Checklist



What is the Office of Justice Programs?

- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS).

Office of Justice Programs

BJA - Bureau of Justice Assistance

BJS - Bureau of Justice Statistics

NIJ - National Institute of Justice

OVC - Office for Victims of Crime

OJJDP - Office of Juvenile Justice and Delinquency Prevention

SMART - Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking

U.S. Department of Justice Bureau of Justice Assistance

Mission: BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and Tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.



Bureau of Justice Assistance
U.S. Department of Justice

<https://bja.ojp.gov>





**BJA Director
Karhlton F.
Moore**

Appointed by President Biden in February 2022, Director Moore leads BJA's programmatic and policy efforts on providing a wide range of resources, including training and technical assistance, to law enforcement, courts, corrections, treatment, reentry, justice information sharing, and community-based partners to address chronic and emerging criminal justice challenges nationwide.

Policy Office

provides national leadership to criminal justice organizations that partner with BJA to identify effective program models for replication and infuse data-driven, evidence-based strategies into operational models, practices, and programs.

Programs Office

administers state, local, tribal, and territorial grant programs. It acts as BJA's direct line of communication to states, local jurisdictions, territories, and tribal governments by providing customer-focused grants management support and careful stewardship over federal funds.

Operations Office

coordinates all communication, formulates and executes the budget, manages contracts, measures grantees' performance, and provides administrative support to BJA.

Public Safety Officer Benefits Office

provides death and education benefits to survivors of fallen law enforcement officers, firefighters, and other public safety officers, and disability benefits to officers catastrophically injured in the line of duty.

Five Major Strategic Focus Areas

Improve public safety through measures which build trust with the community and ensure an effective criminal justice system

Reduction in recidivism and prevention of unnecessary confinement and interactions with the criminal justice system

Integration of evidence-based, research-driven strategies into the day-to-day operations of BJA and the programs BJA administers and supports

Increasing program effectiveness with a renewed emphasis on data analysis, information sharing, and performance management

Ensuring organizational excellence through outstanding administration and oversight of all of BJA's strategic investments

Fund – Invest diverse funding streams to accomplish goals.

Educate – Research, develop, and deliver what works.

Equip – Create tools and products to build capacity and improve outcomes.

Partner – Consult, connect, and convene.

BJA Funding Resources



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[Access FAQs](#)

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The DNA Capacity Enhancement for Backlog Reduction (CEBR) Program increases the number of forensic DNA and DNA database samples processed for entry into the Federal Bureau of Investigation's (FBI's) Combined DNA Index System (CODIS) by providing funding for laboratories to process DNA samples and to increase capacity to process the DNA samples for CODIS upload.

DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

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Overview

The DNA Capacity Enhancement for Backlog Reduction (CEBR) Program increases the number of forensic DNA and DNA database samples processed for entry into the Federal Bureau of Investigation's (FBI's) Combined DNA Index System (CODIS) by providing funding for laboratories to process DNA samples and to increase their capacity to process the DNA samples for CODIS upload.

 Learn about CEBR updates and changes for FY 2023

Overview

About the Program

Funding


Grantees

Resources

Additional CEBR information, including funded awards and current funding opportunities, can be found at <https://bja.ojp.gov/program/dna-cebr/overview>

For additional information on changes to the FY 2023 CEBR program, it is recommended to review resources available on our website, including the public webinar from August 2022.


<https://bja.ojp.gov/program/dna-cebr/overview>

FY 2023 Program Updates and Changes 

Updates are being made to the FY 2023 DNA CEBR Program to align with 34 U.S.C. 40701 (The Debbie Smith DNA Backlog Grant Program). Learn about the updates in the following resources:

- [FAQs](#)
- [Fact Sheet: FY 2023 CEBR Guidance](#)
- [FY 2023 Formula CEBR Proposal Narrative Example](#)
- [FY 2023 Formula CEBR Proposal Narrative Template](#)
- Webinar (August 2022):
 - [Recording](#)
 - [Presentation Slides](#)
 - [Transcript](#)

Review the [YouTube Terms of Service](#) and the [Google Privacy Policy](#)



**In FY 2023 CEBR will have two
solicitations:
Formula and Competitive**

Program Overview



\$103,688,911 is available to eligible entities within the United States using a **Formula** to calculate the amount of funding available to each state to process, and/or to increase the capacity to process, DNA samples for entry into the Combined DNA Index System (CODIS), thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or prevent a backlog of forensic and database DNA samples.

Approximately \$5,000,000 is available **Competitively** for states and units of local government with eligible crime laboratories or laboratory systems to maximize the effective utilization of DNA technology to solve crimes and protect public safety.

IMPORTANT NOTES

Entities are not required to apply for the Formula program to be eligible for Competitive funding. Similarly, entities are not required to apply for the Competitive program to be eligible for Formula funding.

Awards made under the Competitive program will not impact distribution of Formula awards.

FY 2023 Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

Opportunity ID: O-BJA-2023-171625

Solicitation Status: Open

Fiscal Year: 2023

Closing Date: April 26, 2023

Posting Date: February 24, 2023

Solicitation Type: Formula

Grants.gov Deadline: April 19, 2023, 8:59 pm Eastern

Application JustGrants Deadline: April 26, 2023, 8:59 pm Eastern

Available Funding

Past Funding

Funding Awards

Peer Review

Successful Applications

NEPA Guidance

FY 2023 Competitive DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

Opportunity ID: O-BJA-2023-171623

Solicitation Status: Open

Fiscal Year: 2023

Closing Date: April 26, 2023

Posting Date: February 24, 2023

Solicitation Type: Competitive

Grants.gov Deadline: April 19, 2023, 8:59 pm Eastern

Application JustGrants Deadline: April 26, 2023, 8:59 pm Eastern

Available Funding

Past Funding

Funding Awards

Peer Review

Successful Applicant

NEPA Guidance

Page 1 (both), 16 (Formula) and 15 (Competitive)

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

For purposes of these solicitations, the term “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.





FY2023 DNA CEBR Eligibility Changes



- Specify the portion of funding [*minimum of 40% of the award amount**] that shall be used to carry out DNA analyses of samples from crime scenes for inclusion in CODIS.
- Specify the portion of funding [*if applicable*] that shall be used to carry out DNA analyses of samples collected under applicable legal authority for inclusion in CODIS.
- Specify the portion of funding that shall be used to increase the capacity of the laboratory to carry out DNA analyses of database and crime scene samples for inclusion in CODIS.

*the 40% minimum will only apply to the Formula program



FY2023 DNA CEBR Eligibility Changes



- Provide assurances that the state or unit of local government has implemented, or will implement, not later than 120 days after the date of such application, a comprehensive plan for the expeditious DNA analyses of samples in accordance with the purposes of the solicitation.
- Provide assurances that the DNA section of the laboratory to be used to conduct DNA analyses has a written policy that prioritizes the analysis of, to the extent practicable and consistent with public safety considerations, samples from homicides and sexual assaults.

Eligibility - Both

In order to qualify for funding, applicants must submit the appropriate (Formula or Competitive) DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Eligibility Certification form. Link is in the solicitation.

The forms must be signed by the chief executive officer of the state or unit of local government on the form provided.

NOTE – There are two separate, and distinct forms for Competitive and Formula funding. They are not interchangeable. The correct form must be submitted in order to be eligible for funding.



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

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE

FY 2023 Formula DNA CEBR

On behalf of the State named below, I certify the following to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice:

- (A) That the applicant entity
- a. Is a state¹ or unit of local government with an existing crime laboratory or laboratory systems that conduct forensic DNA and/or DNA database sample analysis;
 - b. Participates in external audits, not less than once every 2 years, that demonstrate compliance with the requirements of the Quality Assurance Standards established by the Director of the Federal Bureau of Investigation (FBI);
 - c. Is accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community;
 - d. Participates in the National DNA Index System (NDIS), or have an agreement with an NDIS participating laboratory to upload their data;
 - e. Enters all eligible DNA profiles obtained with funding from this program into the Combined DNA Index System (CODIS) and, where applicable, are uploaded into the National DNA Index System (NDIS). No profiles generated with funding from this program may be entered into any nongovernmental DNA database without prior express written approval from BJA.
 - f. Ensures that all profiles uploaded to NDIS follow NDIS DNA Data Acceptance Standards. (See <https://www.fbi.gov/services/laboratory/biometric-analysis/codis/codis-and-ndis-fact-sheet> for more information.)
 - g. Ensures that each DNA analysis conducted and resulting profile generated under this program is maintained pursuant to all applicable federal privacy requirements, including those described in 34 U.S.C. § 12592(b)(3);
 - h. Prioritizes, to the extent practicable consistent with public safety considerations, DNA testing of samples from rape kits, samples from other sexual assault evidence, and samples taken in cases without an identified suspect.
- (B) That the state or unit of local government has determined, by statute, rule, or regulation, those offenses under State law that shall be treated for purposes of this program as qualifying State offenses;

Eligibility



- (C) Assures that the State or unit of local government has implemented, or will implement not later than 120 days after the date of each application, a comprehensive plan for the expeditious DNA analysis of samples in accordance with the purposes of this program;
- (D) Assures that the DNA section of the laboratory to be used to conduct DNA analyses has a written policy that prioritizes the analysis of, to the extent practicable consistent with public safety considerations, samples from homicides and sexual assaults.
- (E) That approximately _____% portion of funding shall be used to carry out for inclusion in CODIS, DNA analyses of samples collected under applicable legal authority;
- (F) That approximately _____% [shall be a minimum of 40% of the award amount] portion of funding shall be used to carry out, for inclusion in CODIS, DNA analyses of samples from crime scenes.
- (G) That approximately _____% portion of funding shall be used to increase the capacity of the laboratory to carry out DNA analyses of database and/or crime scene samples for inclusion in CODIS; [all highlighted sections must be filled in with numeric values and the sum of all three shall equal 100]

I am the chief executive officer of the State or unit of local government and have authority to make this certification. I am aware that a false statement in this certification may be the subject of criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that certifications provided in connection with Office of Justice Programs grants are subject to review by the Office of Justice Programs or by the Department of Justice's Office of the Inspector General.

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Name of State or Unit of Local Government

Date

Name of Applicant Agency

Eligibility - Both

Guidance has been provided to help applicants assess activities that are designated “DNA analyses of samples from crime scenes” vs “capacity enhancement” activities for the purposes of sections “F” and “G” of the eligibility certification.

- (F) That approximately [redacted] % [shall be a minimum of 40% of the award amount] portion of funding shall be used to carry out, for inclusion in CODIS, DNA analyses of samples from crime scenes.
- (G) That approximately [redacted] % portion of funding shall be used to increase the capacity of the laboratory to carry out DNA analyses of database and/or crime scene samples for inclusion in CODIS; [all highlighted sections must be filled in with numeric values and the sum of all three shall equal 100]



See “Fact Sheet: FY 2023 CEBR Guidance” found at <https://bja.ojp.gov/program/dna-cebr/overview>

Eligibility

	Personnel (salary/fringe, overtime)*	Training/Travel	Equipment, Software (including LIMS), and Associated Maintenance Contracts
Analysis of Crime Scene Samples for CODIS	Personnel conducting DNA analysis/analyses. May also include DNA-related QA activities (e.g., technical leader activities), QC activities (e.g., technician activities) that must occur in a laboratory to facilitate routine analysis of CODIS-eligible crime scene samples.	To satisfy QAS accreditation requirements for continuing education.	Equipment and software (and associated maintenance contracts) that are currently in use to facilitate analysis of CODIS-eligible crime scene samples or to replace obsolete, inoperative, or malfunctioning instruments/software/computers.
Increasing Capacity of Lab To Analyze Crime Scene Samples for CODIS	Personnel performing validation work or new analyst training (i.e., their primary responsibility is not testing crime scene samples).	In relation to newly validated protocol or procedure that would not meet QAS accreditation requirements for continuing education.	New instrument(s)/software/computers (and associated maintenance contracts).

	Supplies (e.g., lab coats, gloves, amplification kits, lab wipes)	Outsourcing/ Contracts	Accreditation Activities	Direct Administrative Expenses	Renovations
Analysis of Crime Scene Samples for CODIS	To facilitate DNA analysis/analyses of CODIS-eligible crime scene samples and may also include DNA-related QA activities (e.g., proficiency testing) and QC activities (e.g., technician activities) that must occur in a laboratory to facilitate routine analysis of CODIS-eligible crime scene samples.	Testing (or review) of CODIS-eligible crime scene samples.	Activities to maintain current accreditation.	Up to 3% of the award.	N/A
Increasing Capacity of Lab To Analyze Crime Scene Samples for CODIS	Training and validation.	Validation work or processing efficiency studies (e.g., Lean Six Sigma).	Activities to expand scope of accreditation.	N/A	Upgrade existing laboratory and office space in the forensic biology and DNA section.

* NOTE – Funds for grant-funded personnel whose primary responsibility is the DNA analysis of crime scene samples that are dedicating less than 50% of their time to training or validation activities for a new procedure may be considered as “Analysis of Crime Scene Samples for CODIS”

Goals and Objectives – Formula



Funding under the **Formula** DNA CEBR program supports the following purposes:

1. To carry out, for inclusion in CODIS, DNA analysis of database samples collected under applicable legal authority.
2. To carry out, for inclusion in CODIS, DNA analysis of forensic case (e.g., “crime scene”) samples.
3. 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.

Federal Award Information - Formula



- **Page 9**
- **Estimated aggregate available**
\$103,688,911 Link to allocation table in solicitation
- **Period of Performance**
24 months
- **Period of Performance Start Date**
10/1/23 12:00 AM



****In FY 2023, there will not be a secondary allocation for states that certify they have enacted “Test All” legislation****

Goals and Objectives – Competitive



The **Competitive** DNA CEBR Program awards funding to eligible entities with at least one of the two program objectives:

1. Increase the capacity of laboratories to process CODIS eligible crime scene samples in accredited, publicly funded forensic DNA laboratories through the use of DNA technology.
2. Increase the laboratory efficiency for processing CODIS eligible crime scene samples analyzed in accredited, publicly funded forensic DNA laboratories through the use of DNA technology.

Federal Award Information - Competitive



- **Page 10**
- **The anticipated total amount awarded under the solicitation:**
\$5,000,000
- **The maximum dollar amount for Competitive awards:**
\$1,000,000
- **Anticipated Number of Awards**
5-10
- **Period of Performance**
24 months
- **Period of Performance Start Date**
10/1/23 12:00 AM



Expenses – Permitted – Formula



- **Salary and benefits of laboratory employees including overtime for laboratory staff**
- **Training (limited)**
- **Travel (limited)**
- **Laboratory equipment**
- **Supplies**
- **Contracts for outsourcing, audits, efficiency studies, warranty/service/maintenance, temporary laboratory employees, validation work and in-house training services**
- **Direct administrative expenses (up to 3% of the federal portion of the award)**
- **Costs associated with and including accreditation**
- **Software**
- **LIMS**
- **Renovations (limited)**

Expenses – Permitted – Competitive



- Salary and benefits of laboratory employees including overtime for laboratory staff
- Training (limited)
- Travel (limited)
- Laboratory equipment
- Supplies
- Contracts for ~~outsourcing, audits,~~ efficiency studies, warranty/service/maintenance, temporary laboratory employees, validation work and in-house training services
- Direct administrative expenses (up to 3% of the federal portion of the award)
- ~~Costs associated with and including accreditation~~
- Software
- LIMS
- ~~Renovations (limited)~~

Expenses – Not Permitted – Formula

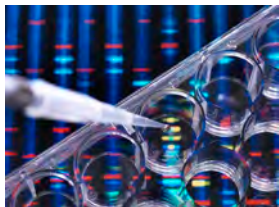


- **Salaries and benefits other than as discussed in “Permissible uses of Funds”**
- **Travel, other than authorized travel expenses associated with appropriate DNA training and visits to outsourcing laboratories as discussed in “Permissible Uses of Funds”**
 - Travel and training costs for continuing 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.
- **Education that is of primary benefit to an individual, personal development training or other trainings that are not directly related to the operation of a forensic DNA laboratory.**
- **Trial testimony and associated costs.**
- **Construction, other than as discussed in “Permissible Uses of Funds”**
- **Direct administrative expenses that exceed 3% of the federal portion of the award**
- **Equipment that is not directly related to DNA analysis, has not been approved for use by NDIS or not immediately available for purchase through a commercial entity.**

Expenses – Not Permitted – Competitive



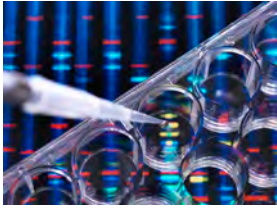
- Salaries and benefits other than as discussed in “Permissible uses of Funds”
- Travel, other than authorized travel expenses associated with appropriate DNA training ~~and visits to outsourcing laboratories~~ as discussed in “Permissible Uses of Funds”
 - ~~Travel and training costs for continuing 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.~~
- Education that is of primary benefit to an individual, personal development training or other trainings that are not directly related to the operation of a forensic DNA laboratory.
- Trial testimony and associated costs.
- Construction, ~~other than as discussed in “Permissible Uses of Funds”~~ and renovations
- Direct administrative expenses that exceed 3% of the federal portion of the award
- Equipment that is not directly related to DNA analysis, has not been approved for use by NDIS or not immediately available for purchase through a commercial entity.



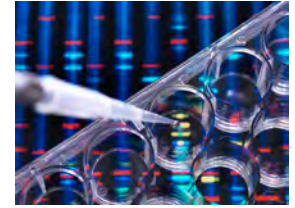
Alignment in Uses of Funds Examples



- All uses of funding must be tied back to processing samples for CODIS and increasing the capacity to process samples for CODIS.
 - Kinship?
 - Many expenses related to kinship testing/analysis would not be allowable, however, certain circumstances may justify acceptable uses of funding. If unsure, please ask.
 - Y-STR and mito?
 - Unless tied to CODIS, many expenses related to Y-STR and/or mito testing/analysis would not be allowable, however, certain circumstances may justify acceptable uses of funding. For example, testing of human remains, family reference samples, or familial searching purposes (if allowable in your state) would be acceptable. If unsure, please ask.
 - Genetic Genealogy and SNPs?
 - Not acceptable.



Alignment in Uses of Funds Examples



- All uses of funding must be tied back to processing samples for CODIS and increasing the capacity to process samples for CODIS.
 - Accreditation?
 - Expenses related to maintaining the scope of accreditation for NDIS approved technologies is acceptable for Formula funding. Expanding a scope for non-NDIS approved technologies is not acceptable.
 - Conferences and trainings?
 - Most would still be acceptable if related to processing samples for CODIS or increasing the laboratory to process samples for CODIS.
 - Validations?
 - Most would still be acceptable. If unsure, please ask.

Pages 16-20

The requirements in the sections of the proposal narrative have been streamlined since last year.

An **optional** template was launched to help simplify this step. See solicitation link.

An example proposal narrative using the new template is posted on the BJA website for additional guidance.

<https://bja.ojp.gov/program/dna-cebr/overview>

BJA FY 23 CEBR FORMULA APPLICATION

Agency Name: AGENCY

State: None

Application No.: 12345

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.

AGENCY has faced significant issues with improving capacity to process CODIS eligible cases and database samples. The driving forces behind this are (1) increased submissions from Law Enforcement Agencies (LEAs), (2) changes in legislation for arrestee DNA collections and (3) advances in DNA technology that are financially out of reach of AGENCY. Submission rates for both casework and databasing have increased 70% over the past decade without a corresponding increase in laboratory staff. Additionally, recent technological advances have made it possible to increase the number of interpretable DNA profiles through the adoption of specific analysis software, however, the costs associated with the implementation of this technology is out of reach for this jurisdiction without the support of federal funding.

Application Submission - Formula



Program Design

This section should address the goals, objectives, and expected results. The 4 templates below reflect the goals of the program; select all that are applicable to the specific goals of the proposed project (at a minimum, one template must be selected). The objectives should relate to the budget items being proposed for the project. If a template is not used, enter "Not Applicable" or "N/A" to denote the section is not relevant to the proposed project.

1. PROCESS CRIME SCENE SAMPLES — A goal of this project is to process crime scene samples for CODIS entry. This will be achieved through the following objectives:

Outsource property crime casework to accredited private laboratory for CODIS eligible testing. This addresses the increases in LEA submissions identified in Description of the Issue.

In a minimum of 3-4 sentences, describe how these objectives meet the goal to process crime scene samples for CODIS entry.

By using a portion of funding to outsource property crime casework to a private laboratory for CODIS eligible testing, AGENCY can focus testing on violent crime cases in the jurisdiction. Property crime cases are typically less complicated in methodology and discussions with stakeholder entities (e.g., police, prosecution, defense), whereas violent crime cases are often more complicated with these interactions. Therefore, outsourcing of property crime cases can ensure timely testing by private entities may be conducted in these cases while simultaneously allowing APPLICANT to conduct thorough testing in violent crime cases. By outsourcing property crime cases using funds from this award, APPLICANT can ensure timely and effective testing is conducted in all cases in the jurisdiction.

2. PROCESS DATABASE SAMPLES — A goal of this project is to process database samples for CODIS entry. This will be achieved through the following objectives.

Use grant funded personnel to process database samples. This addresses the historical increases in database submissions identified in Description of the Issue.

In a minimum of 3-4 sentences, describe how these objectives meet the goal process database samples for CODIS entry.

Grant funded personnel have been used to help with processing of database samples and are currently funded under award ###. Once funding under that award is depleted, the salaries/fringe of the two grant funded staff members will be transferred to this award. These individuals will process database samples from delivery to AGENCY, all lab processing steps and entry into CODIS.

Application Submission - Formula



3. INCREASE CAPACITY TO PROCESS CRIME SCENE SAMPLES — A goal of this project is to increase capacity to process crime scene samples for CODIS entry. This will be achieved through the following objectives:

1. Purchase PRODUCT NAME software.
 2. Purchase laboratory supplies needed for sufficient testing/validation of software.
 3. Procure support services to validate software.
 4. Conduct validation of software according to applicable accreditation standards (e.g., FBI's QAS).
 5. Implement software through development of SOPs and staff training, to include attendance at national workshops and working groups specifically dedicated to the implementation of PRODUCT NAME software.
- This section addresses the advanced technology identified in Description of the Issue.

In a minimum of 3-4 sentences, describe how these objectives meet the goal to increase capacity to process crime scene samples for CODIS entry.

By fully implementing PRODUCT NAME software in the laboratory, APPLICANT expects to increase the number of interpretable DNA profiles obtained from crime scene evidence. This means that at the completion of the project more DNA profiles will be entered into CODIS than prior to implementation. By using a vendor to conduct validation, staff will be able to continue working casework in the lab. The proposed project achieves a goal of the CEBR program to increase the capacity of the laboratory to obtain more CODIS entries from samples taken from crime scenes.

4. INCREASE CAPACITY TO PROCESS DATABASE SAMPLES — A goal of this project is to increase capacity to process database samples for CODIS entry. This will be achieved through the following measurable objectives:

1. Hire one new grant funded analyst to process database samples.
2. Train one grant funded analyst to process database samples.

This section addresses the continued increases in database submissions identified in Description of the Issue.

In a minimum of 3-4 sentences, describe how these objectives meet the goal to increase capacity to process database samples for CODIS entry

The database section currently is comprised of three processing analysts and one supervisor (CODIS administrator). Adding one additional grant funded analyst will increase the capacity of the section by approximately 33% once they are fully trained. This is expected to account for the increases seen due to changes in arrestee DNA collection legislation.

Application Submission - Formula



The expected timeline for completion of the project is as follows:

Include each objective listed in the goals above in a sequential manner in the table below. Provide realistic steps in the sub-objectives column to work towards meeting each main objective of the goal.

Timeframe	Objectives	Sub-objectives
Oct.-Dec.	Award accepted	Oct-Dec - Completion of all necessary steps in JustGrants to fully accept federal award.
Jan.-Mar.	Purchase supplies, software and support services Outsource property crime cases Hire new database analyst	Jan - Initiate PO for supplies, software and support services according to local/state procurement process policy. Jan - Outsource 30 property crime cases to vendor laboratory. To be completed every 3 months through end of award. Jan - Post position for new database analyst. Feb - Begin competitive bids for software/support services.

Capabilities and Competencies

Provide 1-2 sentences for each main individual who will be involved in (1) grant management including award acceptance and submission of progress reports, (2) financial management including submission of FFRs and (3) project management to include completion to technical aspects of the project.

JANE DOE will be the grant manager associated with this project. She has XXX years experience managing federal awards and has specifically managed ## previous CEBR awards. She will be responsible for the day to day activities associated with JustGrants.

JOHN DOE will be the financial manager associated with the financial aspects of this project. He has XXX years ' experience with federal financial reporting requirements and will be responsible for ensuring salaries/fringe and all purchases are correctly associated with this award.

SALLY SMITH will be the technical POC associated with the implementation of software in the laboratory, new analyst training and oversight of hiring/purchasing. She will also monitor the outsourcing project. She is the technical leader of the laboratory and has been involved in the validation and implementation of XXX prior projects as well as the training of XXX staff members. Ms. Smith will also be responsible for the collection of performance measures.

Plan for Collecting Data

What method is used for data calculation (e.g., LIMS, excel, CODIS terminal, hand counting)?

For each measure, provide the mechanism for reporting/collection of the data.

What is the policy name that governs validation of performance measures? If no formal policy exists, what method was used to validate accuracy of performance measures that are reported for this award?

Who is responsible for collecting, calculating, quality control and storage of the data?

Confirm 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.

All data used for performance measure reporting is collected using either LIMS or the CODIS terminal.

LIMS is used for measures casework and database measures including TAT, backlog, samples/cases completed and samples/cases submitted while the CODIS terminal is used for measures including CODIS entries and hits. Spreadsheets will be used to track measures such as private laboratory expenditures.

All functionality of LIMS and CODIS reporting have been subjected to rigorous testing in accordance with AGENCY SOP NAME/#.

SALLY SMITH is responsible for collecting, calculating, quality control and storage of the data on the agency computing servers, LIMS and/or CODIS terminal as applicable.

The data will be available for review for 3 years from the date of submission of the final FFR or as otherwise required by law.

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The template is for Formula applications only and will not meet the purposes for Competitive CEBR applications.

The following application elements must be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)
- Submitted signed Competitive FY23 Competitive DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Eligibility Certification form . (This certification form is **separate and distinct** from the Formula DNA CEBR certification form. The Formula DNA CEBR certification form is **not** an acceptable replacement and will not satisfy basic minimum requirements for this program.)

Page 17-19

Description of the Issue

Applicants must demonstrate an understanding of how DNA technology has been used to improve laboratory operations. Applicants should focus on the turnaround time and/or ratio of backlog/cases completed/month how these are negatively impacted by a lack of DNA technology utilized by the laboratory.

Applicants **must** submit baseline measures for (1) turnaround time and (2) backlog/cases completed/month to demonstrate the laboratory's need for additional laboratory funding to improve these measures. Applicants are to discuss how the proposed DNA technology will positively impact these baseline measures. **Priority consideration will be given to applicants falling into the highest percentiles of performance measures (e.g., longest turnaround times) reported by CEBR laboratories in the preceding year.**

This data is posted on the BJA website found <https://bja.ojp.gov/program/dna-cebr/performance-measures>

Application Submission - Competitive



FY20 CEBR Grantee Turnaround Time (TAT) Range (days)	% FY20 CEBR Grantees TAT at that Range or Faster	FY20 CEBR Grantee's Ratio of Backlog to Cases Completed/Month Range	% FY20 CEBR Grantees Ratio at that Range or Smaller
25	Fastest	0.04	Smallest
50	10%	0.76	10%
68	20%	2.05	20%
90	30%	3.33	30%
107	40%	4.50	40%
131	50%	6.40	50%
167	60%	8.43	60%
223	70%	13.92	70%
256	80%	21.46	80%
320	90%	45.91	90%
2702	Longest	778.43	Largest

NOTE: In an effort to normalize the reported backlogs of grantees in the CEBR program, a ratio is calculated using the total backlog divided by the average number of cases completed per month. This ratio can help better compare the operation of laboratories of different sizes (e.g., larger laboratories likely have larger backlogs simply due to their service area, but are also more likely to be able to complete more cases per month than a smaller laboratory). Larger ratios generally indicate laboratories that face more challenges in reducing their backlogs.

Project Design and Implementation

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

The primary objective must be to maximize the effective utilization of DNA technology to solve crime and protect public safety. A direct correlation should be drawn from the implementation of the proposed DNA technology to an improvement in laboratory turnaround time and/or ratio of backlog/cases completed/month. While it is not unexpected to see a temporary decrease in these two measures of performance during the time directly surrounding implementation of the new DNA technology, the applicant should produce a timeline for the expected realization of gains from the proposed project.

Applicants must describe how funding supplied through the CEBR Formula program is insufficient to complete the project proposed in this purpose area.

A strategy and plan for project implementation must be included. This plan should include a detailed timeline for the project (e.g., for the procurement, validation, and implementation of any new equipment; for the implementation of new procedures; 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. A mitigation plan should be included to outline how the project will still be successful within the period of performance in the face of any hurdles that may be encountered (e.g., changes in staffing, legislative changes, increases in case submissions).

Merit Review Criteria – Page 25-26

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- Description of the Issue (30%) - evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
- Capabilities and Competencies (10%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Review Process – Page 26

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Summary



	Formula	Competitive
Eligibility Certification	Required – must use Formula template	Required – must use Competitive template
Proposal Narrative	May use new template or continue to use own document to write narrative	Must use own document to write narrative
BMR elements	None	Yes, see application checklist
Other	No secondary allocation	Will undergo peer review

Pages 28-30 (Formula) and 28-31 (Competitive)

Application Checklist

BJA FY 2023 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:

- *Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))*

Register in Grants.gov

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

BJA FY 2023 Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

Assistance Listing Number # 16.741

Grants.gov Opportunity Number: O-BJA-2023-171625

Solicitation Release Date: February 24, 2023 8:00 AM ET

Application Grants.gov Deadline: April 19, 2023 8:59 PM ET

Application JustGrants Deadline: April 26, 2023 8:59 PM ET

BJA FY 2023 Competitive DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

Assistance Listing Number # 16.741

Grants.gov Opportunity Number: O-BJA-2023-171623

Solicitation Release Date: February 24, 2023 4:00 PM ET

Step 1: Application Grants.gov Deadline: April 19, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: April 26, 2023 8:59 PM ET

Grants.gov

Provides technical assistance with submitting the SF-424 and SF-LLL

- **Customer Support Hotline** – 800-518-4726 or 606-545-5035
 - Operates 24 hours a day, 7 days a week, except on federal holidays
- **Email**
 - support@grants.gov

JustGrants Technical Support

Provides technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants)

- **Customer Support Hotline** – 833-872-5175
 - Monday – Friday between 7:00 AM and 9:00 PM ET
 - Saturday, Sunday, and Federal holidays from 9:00 AM – 5:00 PM ET
- **Email**
 - JustGrants.Support@usdoj.gov
- **JustGrants Training and Resources**
 - <https://justicegrants.usdoj.gov>

OJP Response Center

- Provides solicitation support and general assistance
- **email** - grants@ncjrs.gov
- **toll free** at 800–851–3420
- **TTY** at 301–240–6310 (hearing impaired only)

The Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

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 - Subscribe at <https://www.ojp.gov/subscribe> and be sure to select “Grants/funding” as an area of interest

Thank you for your hard work and dedication!

We will now address questions

Enter in the [Q&A](#) box and send to [All Panelists](#)

[Important Contact Information](#)

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