

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



FY 2022 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program (Formula)

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA), seeks applications for funding for the FY 2022 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program. This program furthers the DOJ's mission by funding states and units of local government with existing crime laboratories that conduct DNA analysis to increase the capacity of publicly funded forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or prevent a backlog of forensic and database DNA samples.

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

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

Eligible Applicants:

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

Other

See eligibility section for additional information.

* For purposes of this solicitation, "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.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

Contact Information

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

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or at 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time (ET) Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date.

Submission Information

Applications will be submitted to DOJ in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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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.

BJA's FY 2022 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program provides funding to states and units of local government with existing crime laboratories that conduct DNA analysis to increase the capacity of publicly funded forensic DNA and DNA database laboratories to process more DNA samples 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.

Statutory Authority

Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 126).

Specific Information

Funding under this program supports the following purposes:

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

The following requirements apply to all DNA analyses conducted under this program:

1. Applicants must ensure that all eligible DNA profiles obtained with funding from this program are entered into the Combined DNA Index System 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.
2. Applicants must ensure 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.
3. Applicants must ensure that each DNA analysis conducted and the resulting profile generated under this program are maintained pursuant to all applicable federal privacy requirements, including those described in 34 U.S.C. § 12592(b)(3).

NOTICE: At BJA we recognize the importance of non-CODIS advances in DNA technology for the criminal justice field; however, since the purpose of the 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 CEBR Program at this time. FGG is allowable under many other BJA forensic solicitations (e.g., [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 is also allowable under the [Edward Byrne Memorial Justice Assistance Grant 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](#).

Definitions:

For purposes of this solicitation, the following are defined:

- A. **Backlogged forensic biology/DNA case:** a forensic biology/DNA case that has not been completed within 30 days of receipt in the laboratory.
- B. **Backlogged DNA database sample:** a DNA database sample that has not been uploaded to CODIS within 30 days of receipt in the laboratory.
- C. **Case:** an analysis request for examination in one forensic investigation area (forensic biology/DNA for this purpose).
- D. **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.

- E. **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).
- F. **DNA:** To determine baseline national backlogs for casework laboratories, "DNA" will be considered to be biology screening (the location, screening, identification, and characterization of blood and other biological stains and substances) and/or DNA analysis (the identification and comparison of DNA in biological samples). To determine baseline national backlogs for database laboratories, "DNA" will be considered to be the testing of DNA in biological samples collected from convicted offenders and/or arrestees, and subsequently uploaded to CODIS databases.
- G. **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.
- H. **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.
- I. **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.
- J. **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 an unknown forensic profile to CODIS as a result of CEBR-funded overtime, CEBR-funded personnel, CEBR-funded analysis supplies, and/or CEBR-funded outsourcing.
- K. **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.
- L. **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.
- M. **Rapid DNA:** or Rapid DNA Analysis, describes the fully automated (hands-free) process of developing a CODIS Core STR profile from a reference sample buccal swab. The "swab in – profile out" process consists of automated extraction, amplification, separation, detection, and allele calling without human intervention. 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 — FBI](#).
- N. **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.
- O. **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.
- P. **Total number of DNA profiles from forensic analyses entered into CODIS for the DNA laboratory:** Laboratory attribution that contributes to the uploading of an unknown forensic profile to CODIS regardless of CEBR, local, or other agency funds.
- Q. **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.
- R. **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.
- S. **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.

Goals, Objectives, Deliverables, and Timeline

Goals

The overarching goal of BJA's FY 2022 DNA CEBR Program is to assist eligible states and units of local government with existing crime laboratories or laboratory systems to increase the capacity of publicly funded forensic DNA and DNA database laboratories to process more DNA samples for CODIS, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting CODIS analysis and/or prevent a backlog of CODIS eligible forensic and database DNA samples.

Objectives

The DNA CEBR Program awards funding to eligible entities with two program objectives:

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.

Deliverables

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

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

- Purchasing newer and more efficient instruments.
- Evaluating, validating, and implementing different chemistries.
- 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.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the Application and Submission Information section.

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, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

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

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

140

Anticipated Maximum Dollar Amount of Awards

\$3,000,000.00

Period of Performance Start Date

10/1/22 12:00 AM

Period of Performance Duration (Months)

24

Anticipated Total Amount to be Awarded Under Solicitation

\$100,030,623.00

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications 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 FY 2022 funds expected to be awarded to eligible applicants from each state (including the state and its units of local government with existing crime laboratories) will be based on BJA's determination of a primary amount and a secondary amount, using the criteria detailed below. The secondary allocation amount is to be **added** to the primary allocation amount for the state, and it will then be distributed among the eligible applicants (through one FY 2022 award to each) within the state.

1. Primary Amount (Estimated Aggregate Amount Available – \$90,030,623)

The primary amount is determined based on:

- a. The number of Uniform Crime Report (UCR) Part 1 Violent Crimes reported to the FBI for 2020 (<https://crime-data-explorer.app.cloud.gov/pages/downloads>).
- b. The population of the state.
- c. A minimum (total) amount available to eligible applicants from each state. A minimum amount will be applied to each eligible state before the formula is calculated for the remainder of the allocation. For FY 2022, the minimum amount is \$250,000 and the rest of the allocation available to each state will be based on the number of UCR Violent Crimes and UCR Property Crimes reported to the FBI and on the state's population.

The number of state and local applicants may also affect funding allocations. See Chart 1: Estimated Aggregate Amounts Available for Each State — FY 2022 (Primary Amount) at <https://bja.ojp.gov/funding/fy-2022-cebr-allocation.pdf> for a chart that identifies the estimated aggregate amount available for each state to fund eligible public forensic DNA laboratories.

2. Secondary Amount (Estimated Aggregate Amount Available – \$10,000,000)

The secondary amount of \$10,000,000 will be available for distribution among states that have demonstrated they have enacted "test all" Sexual Assault Kit legislation that is in effect before, or as of, January 1, 2022. To qualify to receive this secondary amount, eligible states must send a certification statement that includes the effective start date of the legislation, the statutory citation of the legislation, an express request to receive additional funding under this second allotment of DNA CEBR funds, and a copy of the applicable statute to Forensic.DNACapacity@ojp.usdoj.gov within 30 days of the release date of this solicitation. After BJA compiles these certifications, BJA will update and post the secondary allocation table which will list all eligible states that appropriately submitted sufficient documentation to demonstrate their qualification for a portion of this secondary amount. This secondary amount will be determined based on:

- a. The number of Uniform Crime Report (UCR) Part 1 Violent Crimes reported to the FBI for 2020.
- b. The population of the state.

See "Chart 2: Estimated Aggregate Amounts Available for Each State — FY 2022 (Secondary Amount)" at <https://bja.ojp.gov/funding/fy-2022-cebr-allocation.pdf> for a chart that will specify (once BJA has compiled the completed certifications) the estimated aggregate amount available to states with "test all" SAK legislation, as described above.

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

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 sum requested by each application does not exceed the total amount allocated for the state (primary and secondary amount combined, if applicable). Funds generally are

expected to be allocated among eligible applicants on the basis of UCR Part 1 Violent Crimes, UCR Property Crimes, and the state's population size. BJA expects state applicants with multiple eligible applicants, as part of the required pre-application coordination, to set a minimum level of funding for each applicant so that, if practicable, each eligible applicant within the state receives a minimum of \$250,000.

Types of Awards

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

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 [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Under this program, in general, eligible applicants are given the opportunity, based on their individual needs, to determine what portion of their anticipated funding should be used for capacity-building purposes and what portion should be used for analysis of forensic DNA and/or DNA database samples.

Mandatory Training

Award recipients must attend the annual 2-day forensics workshop for all recipient sites that will take place in the Washington, D.C., area. Key site team personnel (up to three representatives per site) will be expected to attend each annual meeting during the course of the grant period (starting in 2023), and applicants should budget accordingly. The workshops will focus on the elements of a successful project and key issues addressing forensic DNA processing for NDIS-participating laboratories.

A. Permissible Uses of Funds for Forensic DNA Laboratories and DNA Database Laboratories

1. 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.

2. Overtime for laboratory staff

Funds may be used to pay overtime for laboratory employees (excluding executive personnel) to directly process, record, screen, and/or analyze forensic DNA and/or DNA database samples. Funds may also be used to pay overtime for existing laboratory employees to directly perform capacity enhancement-specific activities such as validating new DNA analysis technologies for the forensic DNA or DNA database laboratory. Any payments for overtime must be in accordance with the applicable provisions of the [DOJ Grants Financial Guide](#).

3. 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.

4. 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 also be used to make one additional unannounced site visit.

Funds may also be used for travel associated with DNA training, as described in item 3, "Training," above.

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 as to why other forms of

travel/training (e.g., webinars or review of journal articles) are not sufficient.

5. Equipment

In general, funds may be used to upgrade, replace, or purchase laboratory equipment, instrumentation, and associated computer hardware for the forensic DNA and/or the DNA database laboratory. See “**Expenses That Are Not Permitted,**” below, for specific equipment items that are excluded from the FY 2022 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.

6. Supplies

Expense 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.

a. Laboratory supplies for validation

Allowable supply expenses include the purchase of laboratory supplies that can be directly attributed to the validation of new DNA analysis technologies (instruments, processes, or chemistries).

b. Laboratory supplies for DNA sample analysis

Allowable supply expenses include laboratory supplies that can be directly attributed to the processing, recording, screening, and analysis of forensic DNA casework and/or DNA database samples, to include mtDNA, Y-STR, or any other NDIS-approved analysis platform used to analyze challenging samples such as unidentified human remains.

c. Collection kits for database samples

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

7. Contracts

a. Contracts for analysis of forensic DNA casework samples or DNA database samples to public or private accredited DNA laboratories

Funds may be used to send forensic DNA and/or DNA database samples to fee-for-service laboratories to conduct DNA analyses. Funds may also be used to enter into agreements with government-owned laboratories to conduct forensic DNA and/or DNA database sample analyses, perform data review, enter eligible DNA profiles into CODIS, and, where applicable, upload to NDIS. All obligations properly incurred by the end of the federal award must be liquidated no later than 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 Federal Bureau of Investigation, and must be accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community.

b. Contracts for DNA audits

DNA laboratories may establish contracts with vendors (individuals or entities) that can provide an external DNA audit once every 2 years, as required by the Quality Assurance Standards for Forensic DNA Testing and DNA Database Laboratories established by the Director of the Federal Bureau of Investigation.

As part of the decision 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 (costs should not exceed \$650 per auditor for each day on site) and auditor travel expenses, and to determine whether all such charges are reasonable and justified. All audit-related costs must be detailed in the budget. Note that BJA will use the rates established by 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 and/or DNA Database Laboratories and, additionally, must reside outside the state where the laboratory to be audited operates. The same auditors cannot be used in consecutive audits, and all auditors must sign a conflict of interest and nondisclosure form prior to performing any work.

c. Contracts for process mapping or other efficiency studies

Contracts may be established for an outside vendor to conduct a process mapping or efficiency-type study, such as a Lean Six Sigma-type efficiency study, of the DNA laboratory. One of the potential benefits from such an approach is highlighted in the report, [Increasing Efficiency of Forensic DNA Casework Using Lean Six Sigma Tools](#).

d. Warranty, service, or maintenance contracts for equipment

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

e. Contracts for temporary laboratory employees

Contracts may be established to hire personnel to process, record, screen, and analyze forensic DNA casework; to process, record, and analyze DNA database samples; or to perform capacity enhancement activities such as validating new DNA analysis technologies. Contracts may be established for data review in accordance with the Quality Assurance Standards for Forensic DNA Testing and DNA Database Laboratories. The most recent version in use at the time of the release of this solicitation can be found at <https://www.fbi.gov/file-repository/qas-audit-for-forensic-dna-testing-laboratories.pdf/view>.

f. Contracts for validation studies for new DNA analysis technologies

Contracts may be established for an outside vendor to validate new instruments, processes, or chemistries that are National DNA Index System approved within the DNA laboratory.

g. Contracts for in-house training services

Contracts may be established for an outside vendor to provide in-house training that is directly related to the program objectives 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.

8. 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.

9. 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.

10. Software

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

11. Laboratory Information Management System

a. 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 CEBR award.

b. 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.

c. 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.

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

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

12. Renovations

Funds may be used to upgrade existing laboratory and office space in the forensic biology and DNA section to accommodate new equipment, more personnel, or to renovate existing space to a more efficient layout to increase the number of samples that can be processed, to decrease the turnaround time of casework or database samples, reduce the backlog, or prevent a backlog from occurring. Renovations do not include new construction of a building or construction of a new room(s) on 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 work spaces, 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 can be completed in the 2-year timeframe of the DNA CEFR 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.”
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 “Permissible Uses of Funds,” above, under “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 supply costs 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.

Program Income Declaration

All applications submitted in response to this solicitation are to comply with the Program Income Policy for the DNA

CEBR Program. Applicants should carefully read the updated policy to complete the FY 2022 DNA CEBR grant application as well as to ensure compliance with the policy post-award. This policy can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/dna-program-income-policy.pdf>.

All applicants are to submit a Program Income Declaration with their grant applications. The declaration should be attached as a separate document in the grant application, and the electronic file must be labeled "Program Income Declaration."

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

1. Does not employ a fee-for-service model or otherwise accept compensation from external organizations or jurisdictions to conduct DNA sample testing.
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.

Supplanting

Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Eligibility Information

Eligibility

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

- County governments

For purposes of this solicitation, the term “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virginia Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. Please contact the OJP Response Center at 1-800-851-3420 for additional information, including information on allocation of funds.

The following entities are eligible to apply:

- States and units of local government with existing crime laboratories or laboratory systems that conduct forensic DNA and/or DNA database sample analysis and
 - Participate 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).
 - Are accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community.
 - Participate in the National DNA Index System or have an agreement with an NDIS-participating laboratory to upload their data.

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

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

Application and Submission Information

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

Information to Complete the Application for Federal Assistance (SF-424)

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 [OJP Grant 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 solicitation (“funding opportunity”) is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.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. In completing the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting the response that the: “Program is subject to E.O. 12372 but has not been selected by the State for review.”

Standard Applicant Information (JustGrants 424 and General Agency 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

its 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 the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

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 font; have no less than 1-inch margins; and should not exceed 10 pages. Pages should be numbered and submitted as an attachment.

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.

Program Design and Implementation

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

i. The primary objectives should be to increase the number of CODIS eligible samples analyzed in publicly funded forensic DNA and DNA database laboratories and increase the capacity of the laboratory to process forensic DNA and DNA database samples for CODIS entry. All proposed activities must have an identified nexus with the goals of this solicitation, and the applicant must specify how the activities relate to achieving the expected results.

ii. Include a detailed plan showing how the applicant intends to use DNA CEBR Program funds to process database and/or crime scene DNA samples for CODIS and/or increase the capacity of the forensic DNA laboratory and DNA database laboratory. The application's goals and/or 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 forensic DNA and DNA database laboratories and increase the capacity of the laboratory to process forensic DNA and 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 (e.g., 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. 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).

Applicants should also provide descriptions of 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.

iii. Applicants seeking funds for processing, recording, screening, and analysis of forensic DNA cases and/or DNA database samples must make a statement of the estimated number of forensic DNA cases and/or DNA database samples that can be processed, recorded, screened, and analyzed within the 24-month project period.

Capabilities and Competencies

i. 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.

ii. The applicant organization must demonstrate its ability to manage the effort.

iii. The applicant must also show the relationship between the capabilities/competencies of the proposed staff

(including the applicant organization) and the scope of the proposed project.

Plan for Collecting the Data Required for this Solicitation's Performance Measures

- i. The applicant should describe how the performance measures data will be derived; state who will be responsible for collecting the data; and state that the data will be available for review 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, auditable, and correctly measure the impact the federal funds provided.
- ii. 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.
- iii. The applicant should also provide its policy on **validating performance measures data** at the applicant level, including who is responsible for the process of collecting and calculating the data, who is responsible for quality control of the data, and how the data will be stored.

Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" section.

Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

BJA will require award recipients to submit quarterly performance measure data and performance reports in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. Examples of the performance measures questionnaire can be found [here](#). BJA will provide further guidance on the post-award submission process, if selected for award.

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

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 the specific terms used below.

Baseline Backlog Data Casework Laboratories
Number of untested/not completed forensic biology/DNA cases on hand on January 1, 2021.
Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) on January 1, 2021.
Please estimate percentage of the backlogged cases that were from property crimes.
Number of new cases for forensic biology/DNA received in 2021.
Please estimate percentage of these cases that were from property crimes.
Total number of forensic biology/DNA cases completed in 2021.
Please estimate percentage of these cases that were property crimes.
Forensic biology/DNA cases closed by administrative means in 2021.
Number of untested/not completed forensic biology/DNA cases on hand on December 31, 2021.
Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) on December 31, 2021.
The average number of days needed to complete (including peer review and report) nonpriority forensic DNA cases for calendar year 2021. Please indicate violent crime time with a "V" and the nonviolent crime time with "NV." If the applicant cannot separate violent and nonviolent cases 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, 2021.
The number of untested/not completed convicted offender samples more than 30 days old (backlogged) as of January 1, 2021.
The number of new convicted offender samples received in 2021.
The total number of convicted offender samples completed in 2021.
Samples closed by administrative means (duplicates, nonauthorized samples, etc.) in 2021.
Number of untested/not completed convicted offender samples on December 31, 2021.
Number of untested/not completed convicted offender samples more than 30 days old (backlogged) on December 31, 2021.
Average number of days to complete the processing of a convicted offender sample (including upload to CODIS) for calendar year 2021.
Arrestee Samples
The number of untested/not completed arrestee samples on hand as of January 1, 2021.
The number of untested/not completed arrestee samples more than 30 days old (backlogged) on January 1, 2021.
The number of new arrestee samples received in 2021.
The total number of arrestee samples completed in 2021.
Samples closed by administrative means (duplicates, nonauthorized samples, etc.) in 2021.
Number of untested/not completed arrestee samples on December 31, 2021.
Number of untested/not completed arrestee samples more than 30 days old (backlogged) on December 31, 2021.
Average number of days to complete the processing of an arrestee sample (including upload to CODIS) for calendar year 2021.

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](#).

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the programs goals, objectives, and deliverables in the JustGrants Web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

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

Disclosure of Process Related to Executive Compensation

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

Additional Application Components

The applicant will attach the 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.

Eligibility Statements

- Information or documentation that any crime laboratory that would receive funding under this program (1) is an existing crime laboratory or laboratory system that conducts analysis of DNA samples and, if applicable, a state-designated existing crime laboratory that conducts analysis of DNA database samples; (2) is accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community; and (3) 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.
- Statement or documentation that all eligible DNA profiles obtained with funding from this program will be entered into CODIS and, where applicable, uploaded to NDIS.
- Statement acknowledging that any crime laboratory that would receive funding under this program (1) participates in the National DNA Index System or has an agreement with an NDIS-participating laboratory to upload its data and (2) must follow NDIS DNA Data Acceptance Standards for all profiles uploaded to NDIS.
- Statement that all DNA analyses performed under this program will be maintained under applicable federal privacy requirements.

Program Income Declaration

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

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

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

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

Specifically, the applicant is expected to:

- Carefully read the [Programmatic Environmental Assessment](#).
- Complete the [Cover Sheet and the attached 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://bja.ojp.gov/national-environmental-policy-act-nepa-guidance>.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

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

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

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, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the OJP Grant Application Resource Guide for additional information.

How to Apply

Step 1: The applicant must submit the **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at <https://justgrants.usdoj.gov/>.

For additional information, see the “How to Apply” section in the [OJP Grant 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 8:59 PM ET on July 7, 2022.

The **full application** must be submitted in JustGrants by 8:59 PM ET on July 15, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

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

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's Unique Entity Identifier (UEI), any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Process

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Application Review Information" section of the OJP Grant Application Resource Guide.

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. 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 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, the Assistant Attorney General will make all final award decisions.

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations, including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

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

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 typically 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. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

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

Federal Awarding Agency Contact(s)

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov and JustGrants, see the solicitation cover page.

Other Information

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

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

Provide Feedback to OJP

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

Application Checklist

FY 2022 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to registering in Grants.gov:

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

To 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](#))

To find the Funding Opportunity:

- Search for the Funding Opportunity in Grants.gov using the opportunity number, Assistance Listing or

keyword(s)

- Access the Funding Opportunity and Application Package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of the eligible allocation charts at <https://bja.ojp.gov/funding/fy-2022-cebr-allocation.pdf>

To qualify for the secondary allocation amount, an eligible state must:

- Determine that it has enacted "test all" Sexual Assault Kit (SAK) legislation that is in effect before, or as of, January 1, 2022.
- Send a certification statement to Forensic.DNACapacity@ojp.usdoj.gov by 11:59 p.m. eastern time on June 13, 2022, that includes:
 - The effective start date of the legislation
 - The statutory citation of the legislation
 - An express request to receive additional funding under this second allotment of DNA CEBR funds
 - A copy of the applicable statute

Review Eligibility Requirement:

- States* and units of local government with existing crime laboratories or laboratory systems that conduct forensic DNA and/or DNA database sample analysis and:
- Participate 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).
- Are accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community
- Participate in the National DNA Index System (NDIS) or have an agreement with an NDIS participating laboratory to upload their data.
- *For purposes of this announcement, the term "state" includes the District of Columbia and the Commonwealth of Puerto Rico. The U.S. territories of American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the Virgin Islands also may be eligible for funding. Please contact the OJP Response Center at 1-800-851-3420 for additional information, including information on allocation of funds

Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Submit the Intergovernmental Review

- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

- Contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at Grants.gov customer support webpage, or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants:

- Proceed to complete application in JustGrants

Content of Application Submission:

- Proposal Abstract
- Proposal Narrative

Budget and Associated Documentation

- Budget Worksheet and Budget 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](#))

Additional Application Components

- Proof of DNA Laboratory Accreditation
- Eligibility Statements
- Program Income Declaration
- Potential Environmental Impact Coversheet and Checklist - National Environmental Policy Act (NEPA)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

If no JustGrants application submission validation or if error notifications are received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.