

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



---

## BJA FY 21 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

<b>Assistance Listing Number #</b>	16.741
<b>Grants.gov Opportunity Number:</b>	O-BJA-2021-104004
<b>Solicitation Release Date:</b>	May 06, 2021 5:00 PM
<b>Version:</b>	4
<b>Grants.gov Deadline:</b>	June 08, 2021 11:59 PM
<b>Application JustGrants Deadline:</b>	June 22, 2021 11:59 PM

---

### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding for the FY 2021 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program. This program furthers the Department's mission by funding states and units of local government with existing crime laboratories that conduct DNA analysis to increase the capacity of publicly funded forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or prevent a backlog of forensic and database DNA samples.

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

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

### Eligible Applicants:

Other

### Other

See Eligibility Section

## Contact Information

For technical assistance with submitting the SF424 and 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 email at [support@grants.gov](mailto: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](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time, Monday-Friday, and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at [grants@ncirs.gov](mailto:grants@ncirs.gov). 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. eastern time on the solicitation close date.

### **Submission Information**

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

**Step 1:** Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

**Step 2:** Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](http://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](#).

# Contents

Contact Information	1
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	5
Evidence-Based Programs or Practices	6
Information Regarding Potential Evaluation of Programs and Activities	6
Federal Award Information	6
Awards, Amounts and Durations	6
Availability of Funds	7
Types of Awards	7
Financial Management and System of Internal Controls	7
Budget Information	7
Cost Sharing or Matching Requirement	12
Pre-agreement Costs (also known as Pre-award Costs)	12
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	12
See the OJP Grant Application Resource Guide for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.	12
Costs Associated with Language Assistance (if applicable)	12
See the OJP Grant Application Resource Guide for information on Costs Associated with Language Assistance.	12
Eligibility Information	12
Application and Submission Information	13
Information to Complete the Application for Federal Assistance (SF-424)	13
Standard Applicant Information (JustGrants 424 and General Agency Information)	13
Proposal Abstract	13
Proposal Narrative	13
Goals, Objectives, Deliverables, and Timeline	16
Budget and Associated Documentation	16
Budget Worksheet and Budget Narrative (Web-based Form)	16
Indirect Cost Rate Agreement (if applicable)	16
Financial Management Questionnaire (including applicant disclosure of high-risk status)	16
Additional Application Components	16
Proof of DNA Laboratory Accreditation	16
Eligibility Statements	16
Program Income Declaration	17
Potential Environmental Impact Coversheet and Checklist - National Environmental Policy Act (NEPA)	17
Disclosures and Assurances	17
Disclosure of Lobbying Activities	17
DOJ Certified Standard Assurances	17
Applicant Disclosure of Duplication in Cost Items	17
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	18
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	18
How to Apply	18

Submission Dates and Time	18
Application Review Information	18
Review Process	18
Federal Award Administration Information	18
Federal Award Notices	18
Administrative, National Policy, and Other Legal Requirements	18
Information Technology (IT) Security Clauses	19
General Information about Post-Federal Award Reporting Requirements	19
Federal Awarding Agency Contact(s)	19
Other Information	19
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	19
See the OJP Grant Application Resource Guide for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).	19
Provide Feedback to OJP	19
See the OJP Grant Application Resource Guide for information on how to Provide Feedback to OJP.	19
Performance Measures	19
Application Checklist	19
Appendix A	21

## Program Description

### Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

BJA's FY 2021 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program provides funding to states and units of local government with existing crime laboratories to increase the capacity of publicly funded forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or prevent a backlog of forensic and database DNA samples.

### Statutory Authority

Any awards under this solicitation will be made under statutory authority provided by Department of Justice Appropriations Act, 2021, Pub. L. 116-260, 134 Stat 1182, 1258.

### 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 (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.
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 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).

Grantees utilizing CEBR funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching (<https://www.justice.gov/olp/page/file/1204386/download>) and must receive approval from BJA prior to engaging in such activities. In accordance with Section IX, CEBR grantees must collect and report the following metrics to BJA:

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

## Goals, Objectives, Deliverables, and Timeline

### Goals

The overarching goal of BJA's FY 2021 DNA CEBR Program is to assist eligible states and units of local government with existing crime laboratories or laboratory systems to increase the capacity of publicly funded forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or prevent a backlog of forensic and database DNA samples.

### **Objectives**

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

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

### **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 Laboratory Information Management Systems (LIMS) to more efficiently manage laboratory operations.

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

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

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under the Application and Submission Information section.

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

OJP strongly emphasizes the use of data and evidence in policymaking and program development in 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**

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

#### **Anticipated Number of Awards**

135

#### **Anticipated Maximum Dollar Amount of Awards**

\$4,250,000.00

#### **Period of Performance Start Date**

10/1/21 12:00 AM

## **Period of Performance Duration (Months)**

24

## **Anticipated Total Amount to be Awarded Under Solicitation**

\$99,609,209.00

## **Additional Information**

The aggregate amount of FY 2021 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 secondary amounts. SEE APPENDIX A FOR MORE INFORMATION.

## **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.

## **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 (and cooperative agreements).

## **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. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

## **Budget Information**

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

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

#### **1. Salary and benefits of laboratory employees**

Funds may be used to hire **additional** full-time or part-time laboratory employees to directly process, record, screen, and/or analyze forensic DNA and/or DNA database samples. Funds may also be used to hire **additional** full-time or part-time laboratory employees (excluding executive personnel) to directly perform capacity enhancement-specific activities, such as validating new DNA analysis technologies for the forensic DNA laboratory and/or the laboratory responsible for analysis of DNA database samples.

#### **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**

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

#### **4. Travel (Limited)**

Funds may be used for travel to conduct required site visits to public or private accredited laboratories that will be conducting DNA analyses on behalf of the eligible state or unit of local government to review procedures and practices prior to initial sample shipment; funds may also be used to make one additional unannounced site visit.

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

Travel expenses must be reasonable and comply with the applicable provisions of the grant award terms and special conditions, the DOJ Grants Financial Guide, the recipient's (and any subrecipient's) written policies, and DOJ regulations (Part 200 Uniform Requirements). Justifications for the number of staff traveling and the benefit of their attendance at the event must be included.

#### **5. Equipment**

In general, funds may be used to upgrade, replace, or purchase laboratory equipment, instrumentation, and associated computer hardware for the forensic DNA and/or the DNA database laboratory. See **Expenses That Are Not Permitted**, below, for specific equipment items that are excluded from the FY 2021 program.

Requests for equipment must adequately be justified with the demonstrated need **and associated with the objectives of the solicitation**. Updates to computer hardware must be based on new technology or software upgrades to instrumentation.

#### **6. Supplies**

Justification of expenses for supplies must include support for the number of units requested and reasoning for the request. Recipients are expected to use expendable supplies, including kits, prior to their expiration date and by no later than the end date of the award.

#### **7. 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).

#### **8. Laboratory supplies for DNA sample analysis**

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

#### **9. Collection kits for database samples**

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

#### **10. Contracts**

##### **??Contracts for analysis of forensic DNA casework samples or DNA database samples to public or private accredited DNA laboratories**

Funds may be used to send forensic DNA and/or DNA database samples to fee-for-service laboratories to conduct DNA analyses. Funds may also be used to enter into agreements with government-owned laboratories to conduct forensic DNA and/or DNA database sample analyses, perform data review, enter eligible DNA profiles into CODIS and, where applicable, upload to NDIS. All obligations properly incurred by the end of the federal award must be liquidated no later than 90 days after the end date of the award. Properly obligated awards will have the full liquidation period for remaining expenditures. No new obligations may be made during the liquidation period.



Every laboratory that is contracted to conduct forensic DNA or DNA database sample analyses under this program must undergo an external audit, not less than once every 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.

#### **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 as to whether to award a contract to a vendor for a DNA audit, an award recipient is expected to examine carefully any costs charged by the vendor, including auditor fees (costs should not exceed \$650 per auditor for each day on site) and auditor travel expenses, and to determine whether all such charges are reasonable and justified. All audit-related costs must be detailed in the budget. Note that BJA will use the rates established by GSA as a benchmark in examining the reasonableness of audit-related travel expenses.

Auditors must meet the requirements specified in the Quality Assurance Standards for Forensic DNA Testing and/or DNA Database Laboratories and, additionally, must reside outside the state where the laboratory to be audited operates. The same auditors cannot be used in consecutive audits, and all auditors must sign a conflict of interest and nondisclosure form prior to performing any work.

#### **Contracts for process mapping or other efficiency studies**

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

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

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

#### **Contracts for temporary laboratory employees**

Contracts may be established to hire personnel to process, record, screen, and analyze forensic DNA casework; to process, record, and analyze DNA database samples; or to perform capacity enhancement activities such as validating new DNA analysis technologies. Contracts may be established for data review in accordance with the Quality Assurance Standards for Forensic DNA Testing 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>.)

#### **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.

#### **Contracts for in-house training services**

Contracts may be established for an outside vendor to provide in-house training that is directly related to the program objectives of this solicitation to laboratory personnel directly involved in the processing, recording, screening, and/or analysis of forensic DNA or DNA database samples.

## **11. 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.

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

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

## **13. Software**

Allowable software is that which is associated with running the DNA laboratory. Allowable purchases may include, but are not limited to, software and licenses associated with running DNA instrumentation, software associated with running temperature monitoring systems and other quality control systems, licenses for existing Laboratory Information Management Systems (LIMS) for users in the forensic biology and/or DNA laboratory who are directly involved in the processing, recording, screening, or analysis of forensic DNA or DNA database samples, and software for DNA mixture interpretation.

## **14. Laboratory Information Management Systems (LIMS)**

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

Contracts may be established to purchase and install a new LIMS to upgrade or replace existing systems, or to install a LIMS in a laboratory previously without a LIMS. 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 a DNA CEBR award.

### **Existing Laboratory Information Systems**

Contracts may be established to purchase and install **DNA modules to existing LIMS**, extra licenses for the DNA unit users to an existing LIMS system, or software upgrades for an existing LIMS or DNA module. **NOTE:** See the definitions of **LIMS and module below**.

### **Accessories for existing LIMS**

Accessories for existing LIMS in the forensic biology and/or DNA section of the laboratory may be purchased. Allowable accessories include items such as barcode printers and barcode scanners; however, these do not include hardware items such as laptops, desktop computers, or computer tablets. A detailed justification for these items would need to be submitted with the application documents.

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

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

Definitions for the purposes of this solicitation:

**LIMS** — a software-based laboratory and information management system with features that support a modern laboratory's operations. Key features include, but are not limited to, workflow and data tracking support, flexible architecture, and data exchange interfaces.

**Module** — a sample/case tracking component separate from the laboratory's LIMS that functions only for the purposes of the forensic biology/DNA unit. **NOTE:** The module may be a product of the same or a different vendor as the laboratory's current LIMS.

## 15. Renovations

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

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

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

## B. Expenses That are Not Permitted

Federal funds awarded under this program may only be used for the permissible uses of funds outlined above. Among other things, they may not be used for:

1. Salaries and benefits other than as discussed in “Permissible Uses of Funds.”
2. Travel, other than authorized travel expenses associated with appropriate DNA training and visits to outsourcing laboratories as discussed in section “Permissible Uses of Funds.”
3. Travel and training costs for continuing education/training opportunities that are associated with professional meetings and conferences (including workshops provided at such meetings and conferences) that exceed 8 percent of the total award.
4. Testimony and associated travel costs.
5. Construction, other than as discussed in “Permissible Uses of Funds” above, under “Renovations.”
6. Direct administrative expenses that exceed 3 percent of the federal portion of the award.
7. General office supplies and equipment — including but not limited to — paper, pens, toner, printer cartridges, office/modular furniture, chairs, tables, floor mats, “basic supplies,” etc. Equipment directly related to DNA analysis (e.g. printers connected directly to genetic analyzers or CODIS terminals) is allowable.

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 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/qas-audit-for-forensic-dna-testing-laboratories.pdf/view>, Massively Parallel Sequencing (MPS) instruments 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. 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.

## C. Program Income

All applications submitted in response to this solicitation are to comply with the Program Income Policy for the DNA CEBR Program. Applicants should carefully read the updated policy to complete the FY 2021 DNA CEBR grant application, as well as to ensure compliance with the policy post-award. This policy can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/dna-program-income-policy.pdf>.

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

Declaration.”

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

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

#### **D. 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.

#### **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**

- 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 National Criminal Justice Reference Service 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 (NDIS), or have an agreement with an NDIS participating laboratory to upload their data.

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

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, 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 allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

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 that is nonresponsive to the scope of the solicitation.

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

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

In Section F of the SF-424, please include the name and contact information of the individual **who will complete application materials 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 the state SPOC to find out about, and comply with, the state’s process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: “Program is subject to E.O. 12372 but has not been selected by the state for review.”)

### 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. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization’s legal name and address.

### Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

### Proposal Narrative 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 Times New Roman font; have no less than 1-inch margins; and should not exceed 10 pages. Pages should be numbered and submitted as an attachment. If the program narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

- a. Description of the Issue

i. Applicants should discuss identified bottlenecks in the DNA analysis process.

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

a. Project Design and Implementation

i. This section should address the goals, objectives, and expected results of the applicant's proposal.

i. A detailed plan showing how the applicant intends to use FY 2021 DNA CEBR Program funds to meet the programmatic goals of this solicitation: increasing the capacity of the forensic DNA laboratory and DNA database laboratory if applicable, and thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or prevent a backlog of forensic DNA and DNA database samples. The goals and/or objectives of the application should not be the purchase of cost items or a restating of the budget request, but should be what processes, policy, or technology implementation this project will introduce to the agency to reduce turnaround time, increase throughput, reduce the number of forensic DNA and/or database samples awaiting analysis, or prevent a backlog of forensic DNA and/or database samples.

This plan should include a detailed timeline for the project (e.g., for the procurement, validation, and implementation of any new equipment; for the implementation of new chemistries; for the implementation of personnel costs [hiring and/or overtime]; for the execution of contracts).

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

i. Applicants should also provide descriptions of any observed and/or anticipated increases in DNA submissions that would be expected to significantly impact the DNA laboratory's backlog and/or capacity that may negatively impact the project's expected results.

i. 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.

i. Applicants should include a sustainability plan in their application for all activities proposed to be funded under this program. For example, how does the applicant plan to maintain its proposed capacity-building efforts should it not receive later federal funding?

a. Capabilities and Competencies

- i. The applicant must identify proposed project staff, including any and all individuals (and organizations), who will be significantly involved in substantive aspects of the proposal and provide their qualifications and experience.
  
- i. The applicant organization must demonstrate its ability to manage the effort.
  
- i. The applicant must also show the relationship between the capabilities/competencies of the proposed staff (including the applicant organization) and the scope of the proposed project.

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

- i. The applicant should describe how the performance measure data will be derived, state who will be responsible for collecting the data, and state that the data will be available for review for 3 years from the date of submission of the final federal financial report (SF-425) under the award, or as otherwise required by law. See 2 C.F.R. 200.333. The data collection plan should be rigorous to ensure that the performance measure data provided are accurate, auditable, and correctly measure the impact of the federal funds provided.
  
- i. The data collection plan should clearly describe both the method for the collection and tracking of performance measure data produced as a result of federal assistance provided under this solicitation and the method for reporting such data.
  
- i. The applicant should also provide its policy on **validating performance measure data** at the applicant level, including who is responsible for the process of collecting and calculating the data, who is responsible for quality control of the data, and how the data will be stored.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

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

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Examples of the performance measures questionnaire can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/CEBR-Measures.pdf>. Further guidance on the post-award submission process will be provided, if selected for award.

### **Definitions for Performance Metrics Data**

**Backlogged forensic biology/DNA case** — a forensic biology/DNA case that has not been completed within 30 days of receipt in the laboratory.

**Backlogged DNA database sample** — a DNA database sample that has not been uploaded to CODIS within 30 days of receipt in the laboratory.

**Case** — analysis request for examination in one forensic investigation area (forensic biology/DNA for this purpose).

**DNA** — for the purposes of determining baseline national backlogs for casework laboratories, “DNA” will be considered to be biology screening (the location, screening, identification, and characterization of blood and other biological stains and substances) and/or DNA analysis (the identification and comparison of DNA in biological samples). For the purpose of determining baseline national backlogs for database laboratories, “DNA” will be considered the testing of DNA in biological samples collected from convicted offenders and/or arrestees, and subsequent upload to CODIS databases.

### **Note on Project Evaluations**

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

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

Applicants will submit the program’s goals, objectives, deliverables, and timelines in the JustGrants Web-based form.

### **Budget and Associated Documentation**

#### **Budget Worksheet and Budget Narrative (Web-based Form)**

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

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

Applicants will submit their indirect cost rate agreement by uploading the agreement 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)**

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **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**

“Eligibility Statements” should include:

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.

2. 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. \
3. 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.
4. Statement that all DNA analysis 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 application. The declaration should be attached as a separate document in the grant application, and the electronic file should be labeled as "Program Income Declaration."

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

## **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**

Applications will complete the following disclosures and assurances.

### **Disclosure of Lobbying Activities**

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

### **DOJ Certified Standard Assurances**

See DOJ Certified Standard Assurance on the [OJP Grant Application Resource Guide](#).

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

Applicants will 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**

Applicants will review and accept the DOJ Certified 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)**

If applicable, applicants will submit as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

### **How to Apply**

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will 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](#).

### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by June 8, 2021 at 11:59 pm EST. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The **full application** will be submitted in JustGrants by June 22, 2021 at 11:59 pm EST. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

## **Application Review Information**

### **Review Process**

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

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also

reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has 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 any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

## **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, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, performance metrics, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

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

## Federal Awarding Agency Contact(s)

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

For contact information for Grants.gov and JustGrants, see 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 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.

## Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under “Goals, Objectives, and Deliverables.”

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

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Examples of the performance measures questionnaire can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/CEBR-Measures.pdf>. Further guidance on the post-award submission process will be provided, if selected for award.

## Application Checklist

### DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

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

#### What an Applicant Must Do:

*Prior to Registering in Grants.gov:*

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

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov
- Access Funding Opportunity and Application Package (see [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 [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (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 2021 Awards](#)” in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of the eligible allocation charts at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/FY21-DNA-CEBR-Funding-Table.pdf>.

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

- Determine that the applicant’s state has enacted “test all” Sexual Assault Kit (SAK) legislation that is in effect before, or as of, January 1, 2021.
- Send a certification statement to [Forensic.DNACapacity@ojp.usdoj.gov](mailto:Forensic.DNACapacity@ojp.usdoj.gov) by 11:59 p.m. eastern time on June 8, 2021 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

Eligibility Requirement: See [Eligibility Section](#)

- Submit **SF-424** and **SF-LLL** in Grants.gov

After 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 Error Notifications are Received:

- Contact the Response Center regarding technical difficulties toll-free at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday-Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Receive email notification to complete application in JustGrants:

- Complete Application in JustGrants

### Content of Application Submission

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review
- Standard Applicant Information (SF-424 info from Grants.gov)

- Proposal Abstract
- Proposal Narrative

#### Budget and Associated Documentation

- Budget Worksheet and Budget Narrative
- 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 Pending Applications (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (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 JustGrants Application Submission, Validation, or Error Notifications are Received:*

- Contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties

## Appendix A

### Federal Award Information

Total amount to be awarded under solicitation: \$99,609,209  
 Period of performance start date: October 1, 2021  
 Period of performance duration: 24 months

The aggregate amount of FY 2021 funds expected to be awarded to eligible applicants from each state (including the state and its units of local government with existing crime laboratories) will be based on BJA's determination of a primary amount and a secondary amount, using the criteria detailed below. The secondary allocation amount is to be **added** to the primary allocation amount for the state, and then distributed among the eligible applicants (through one FY 2021 award to each) within the state.

#### **1. Primary Amount (Estimated Aggregate Amount Available – \$88,000,000)**

The primary amount is determined based on:

- The number of Uniform Crime Report (UCR) Part 1 Violent Crimes reported to the FBI for 2019 (<https://ucr.fbi.gov/crime-in-the-u.s/2019/crime-in-the-u.s.-2019/topic-pages/tables/table-5>).
- The population of the state.

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 2021, 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 2021 (Primary Amount) at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/FY21-DNA-CEBR-Funding-Table.pdf> for a chart that identifies the estimated aggregate amount for each state (to fund eligible public forensic DNA laboratories in the state).

## **2. Secondary Amount (Estimated Aggregate Amount Available – \$11,609,209)**

The secondary amount of \$11,609,209 will be available for distribution among states that have demonstrated that they have enacted “test all” Sexual Assault Kit (SAK) legislation that is in effect before or as of January 1, 2021. 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](mailto:Forensic.DNACapacity@ojp.usdoj.gov) within 30 days of the release date of this solicitation. After BJA compiles these certifications, BJA will update and post the secondary allocation table, which will list all eligible states that timely submitted sufficient documentation that demonstrates the applicant's qualification for a portion of this secondary amount. This secondary amount will be determined based on:

- The number of Uniform Crime Report (UCR) Part 1 Violent Crimes reported to the FBI for 2019.
- The population of the state.

See “Chart 2: Estimated Aggregate Amounts Available for Each State — FY 2021 (Secondary Amount)” at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/FY21-DNA-CEBR-Funding-Table.pdf> for a chart that will specify (once BJA has compiled any complete certifications submitted) the estimated aggregate amount available for states with “test all” SAK legislation, as described above.

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

If there is more than one publicly funded DNA laboratory within a state, the publicly funded DNA laboratories within the state **MUST** coordinate locally prior to application submission to ensure that the sum of each application within the state does not exceed the total eligible allocation amount (primary and secondary amount combined, if applicable). Funds generally are expected to be allocated among the eligible applicants on the basis of UCR Part 1 Violent Crimes, UCR Property Crimes, and population of the state. BJA expects applicants from states 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. All eligible applicants, regardless of whether their proportion of available funding based on UCR Part 1 Violent Crimes, UCR Property Crimes, and population of the state reaches \$250,000, should receive up to the suggested minimum.