

Agency Name: _____

Application Number: _____ Grant Point of Contact Phone #: _____

Grant Point of Contact: _____ Email: _____

What funding is allocated to your agency: \$ _____

What is the total funding you are requesting: \$ _____

INSTRUCTIONS:

Please complete all of the following fields. If there is an area that does not pertain to your agency, choose "N/A". Any additional paperwork, forms, certifications, etc. can be uploaded to GMS along with this completed application form.

Please note that the text boxes below do not have a limit on the number of characters you can enter. If you exceed the visible space, continue to type and a scroll bar will appear to the right of the text box. Once you click outside of that text box, a black square with a cross in it will appear indicating there is text beyond what is shown.

ELIGIBILITY AND PROGRAM SPECIFIC REQUIREMENTS:

1. Are you a unit of State or local government?.....Yes No

Statement:

2. Do you have an existing forensic DNA laboratory?.....Yes No

Statement:

3. Is your agency a state designated existing crime laboratory that conducts analysis of DNA database samples.....Yes No

Statement:

4. Are you accredited by a nonprofit professional organization actively involved in forensic science and nationally recognized within the forensic science community?.....Yes No

Statement:

5. Does your lab undergo external DNA quality assurance audits once every 2 years?.....Yes No

Statement:

6. Will all eligible DNA profiles obtained with funding from this program be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (NDIS)? Is your lab a CODIS participant in good standing, or do you have an agreement with another NDIS lab to upload profiles generated under this program for you?
(if the latter is applicable, a copy of the agreement should be attached with this application).....Yes No

Statement:

7. Will all DNA analysis performed under this program be maintained under the applicable Federal privacy requirements?.....Yes No

Statement:

ADDITIONAL INFORMATION:

Does your lab perform DNA casework and/or database services for other agencies in which you charge them a fee for that service? If Yes, Please explain below:Yes No

Statement:

Required Statements:

- Questions 1- 3 are required for all applications
- Questions 4-7 are required if you are requesting funding for outsourcing, overtime, or supplies for the analysis of casework and/or database samples.
- Questions 8-9 are required if you are requesting funding for grant-funded analysts to test casework or convicted offender and/or arrestee samples.

1. What is the **current** average length of time (in days) it takes to process, record, screen and analyze a **forensic DNA/biology case** from submission of a request to the laboratory to delivery of forensic biology/DNA test result?

Number of Days – **Forensic DNA/biology Case**:

Statement:

2. What is the **current** average length of time (in days) from the receipt in the laboratory of a **DNA database sample** to the upload of the profile to CODIS?

Number of Days – **DNA Database Sample**: N/A (Not a database laboratory)

Statement:

3. What is the **current** average number of **forensic DNA samples** and/or **DNA Database samples** analyzed **per analyst/per month**?

Number of **forensic DNA Samples**: Number of Database Samples:
OR
N/A (Not a database laboratory):

Statement:

4. What is the estimated number of forensic **DNA/biology cases** that can be processed, recorded, screened, and analyzed in-house using Federal funding for **Overtime and Supplies** for casework assistance within the 18 months of this FY2014 program? This number represents the number of forensic DNA/biology cases to be analyzed above and beyond the number that will be analyzed using other sources of funding. *Please include your rationale for declaring this number; include funding requests (In-house funding requests for Overtime and Supplies should not exceed \$1000/case), and/or your reason for declaring over the minimum number of cases required by the \$1000/case limit for Overtime and Supply requests.*

Cases (In-house): N/A (No funds requested for overtime and/or supplies to test casework samples)

Statement:

5. What is the estimated number of forensic **DNA/biology cases** that can be **outsourced** using Federal funding for casework assistance within the 18 months of this FY2014 program? This number represents the number of forensic DNA/biology cases to be outsourced above and beyond the number that will be outsourced using other sources of funding. *Outsourcing cost per case requests should be reasonable.*

Cases (Outsourced): N/A (No funds requested for outsourcing cases)

Statement:

6. What is the estimated number of DNA **database samples** that can be processed, recorded, screened, and analyzed in-house using Federal funding for **Overtime and Supplies** for database sample testing assistance within the 18 months of this FY2014 program? This number represents the number of DNA database samples to be analyzed above and beyond the number that will be analyzed using other sources of funding. **Please provide a cost estimate based on ACTUAL costs. No request may exceed \$40/sample.**

DNA Database Samples (In-house): N/A (No Funds requested for overtime and/or supplies to test DNA database samples)
 N/A (Not a database laboratory)

Statement:

7. What is the estimated number of DNA **database samples** that can be **outsourced** using Federal funding for DNA database sample testing assistance within the 18 months of this FY2014 program? This number represents the number of DNA database samples to be outsourced above and beyond the number that will be outsourced using other sources of funding. **Outsourcing costs per sample must be based on actual costs.**

DNA Database Samples (Outsourced): N/A (No funds requested for outsourcing DNA database samples)
N/A (Not a database laboratory)

Statement:

8. If you are requesting capacity enhancement funding for **grant-funded and/or contract analysts for casework**, what is the estimated number of forensic DNA/biology cases that can be processed, recorded, screened, and analyzed by grant-funded and/or contract analysts within the 18 months of this FY2014 program? **This number represents the number of DNA/biology cases to be analyzed solely by grant-funded and/or contract analysts and does not include cases reported in questions #4 or #5.**

Cases: N/A (No funding requested for grant funded analysts)

Statement:

9. If you are requesting capacity enhancement funding for **grant-funded and/or contract analysts for DNA database sample** testing, what is the estimated number of DNA database samples that can be handled and analyzed by grant-funded and/or contract analysts within the 18 months of this FY2014 program? **This number represents the number of DNA database samples to be handled or analyzed by grant-funded and/or contract analysts that does not include samples reported in questions #6 or #7.**

DNA Database Samples: N/A (No funding requested for grant funded analysts)
N/A (Not a database laboratory)

Statement:

PROJECT ABSTRACT:

NARRATIVE BODY:

What are the project goals & objectives?

What are the expected results of your project and how will it address your goals and objectives?

Are there any observed and/or anticipated increases in DNA/biology cases or database sample submissions that would be expected to significantly impact the DNA laboratory's backlog and/or capacity and that may negatively impact the project's expected results?

Detailed Plan: What current challenges will this project address?

How will this project be implemented?

(Each goal & objective mentioned above should be addressed in your implementation plan)

How will the above plan achieve the following programmatic goals?

Reduce turnaround time?

Increase throughput and capacity?

Reduce the number of samples awaiting analysis (backlog)?

List of Key Personnel:

Provide the name, title, mailing address, phone number, and e-mail address for the grant point of contact (POC), the financial POC, and the primary POC in the DNA laboratory responsible for implementation of this award.

GRANT Point of Contact (POC) as entered in GMS:

Financial POC to be entered in GMS:

Primary POC in the DNA Laboratory:

Data Collection Plan:

How will you derive the performance metrics for **capacity** required in this solicitation?

How do you calculate the turnaround time?

How do you calculate samples analyzed per analyst per month?

How do you collect this data (excel, LIMS, Jade reporting tool, etc). Please describe the methods and reports used:

What is the reporting period you use for the above metrics?

How will you derive the performance metrics for **casework** assistance required in this solicitation?

N/A: There are no funds requested for casework / database sample analysis (you may skip this section)

How do you calculate the backlog of cases and, if applicable, database samples in your agency? Please be sure to include your definition of a backlog in your description.

How do you calculate the number of cases, and, if applicable, samples analyzed using grant funds? Include your method for tracking and reporting cases worked with overtime, supplies, outsourcing, and grant-funded analysts in this answer. Include how you ensure you do not double-count cases.

How do you calculate the number of profiles uploaded to CODIS using grant funds?

How do you calculate the number of CODIS hits made using grant funds?

How do you ensure accurate counting and reporting of cases/samples analyzed with these grant funds?

Who will be responsible for collecting and analyzing the data?

Will your data be accurate, auditable, and available for review 3 years post-award, as required?

Yes No

Baseline Backlog Data:

To assist NIJ in determining baseline national backlogs, all applicants are asked to supply the baseline backlog data requested in the following “Casework Laboratories” table as part of their program narrative. If the applicant has DNA database laboratory responsibilities, the request encompasses backlog data for the database laboratory regardless of whether assistance is being sought for the database operation.

Casework Laboratories:

Number of untested/not completed forensic biology/DNA cases on hand on January 1, 2013.	
Number of untested/ not completed forensic biology/DNA cases more than 30 days old (backlogged) on January 1, 2013	
Please estimate percentage of these cases that were from property crimes.	
Number of new cases for forensic biology/DNA received in calendar year 2013.	
Please estimate percentage of these cases that were from property crimes.	
Total number of cases completed in calendar year 2013.	
Please estimate percentage of these cases that were property crimes.	
Cases closed by administrative means in calendar year 2013.	
Number of untested/ not completed forensic biology/DNA cases on hand on December 31, 2013.	
Number of untested/ not completed forensic biology/DNA cases more than 30 days old (backlogged) on December 31, 2013.	
The average number of days needed to complete all cases in calendar year 2013 (including peer review and report). Please indicate the turnaround time for violent crime time with a “ V ” and the turnaround time for nonviolent crime time with “ NV .” If you cannot separate violent and nonviolent cases, just give the average turnaround time for all cases in calendar year 2013 with no additional notes or marks.	

Database Laboratories – Convicted Offender Samples:

The number of untested/ not completed convicted offender samples on hand on January 1, 2013	
The number of untested/ not completed convicted offender samples on hand for more than 30 days (backlogged) as of January 1, 2013.	
The number of new convicted offender samples received in calendar year 2013.	
The total number of offender samples completed in calendar year 2013.	
Samples closed by administrative means (duplicates, non-authorized samples, etc.)	
Number of untested/not completed convicted offender samples on December 31, 2013.	
Number of untested/ not completed convicted offender samples more than 30 days old (backlogged) on December 31, 2013.	
Average number of days in calendar year 2013 to complete current load of convicted offender samples (including upload to CODIS).	

Database Laboratories – Arrestee Samples:

The number of untested/ not completed arrestee samples on hand as of January 1, 2013.	
The number of untested/ not completed arrestee samples more than 30 days old (backlogged) on January 1, 2013.	
The number of new arrestee samples received in calendar year 2013.	
The total number of arrestee samples completed in calendar year 2013.	
Samples closed by administrative means (duplicates, non-authorized samples, etc.)	
Number of untested/ not completed arrestee samples on December 31, 2013.	
Number of untested not completed (backlogged) arrestee samples more than 30 days old (backlogged) on December 31, 2013.	
Average number of days in calendar year 2013 to complete current load of arrestee samples (including upload to CODIS).	