

2014 DNA Capacity Enhancement and Backlog Reduction Program

Review Checklist

Agency: _____

Application Number: _____

Grant Point of Contact: _____

Email: _____ Phone Number: _____

Instructions:

The NIJ Program Office will use this review checklist to assess if the application contains all required information and documents.

If the application is not complete or needs to be revised, the Program Office will send this review checklist to the grantee via e-mail so they can use it as a guide to complete or update their application. The Program Office will also establish a deadline for the resubmission of change requested applications to GMS. This will be a short deadline as all applicants were expected to submit applications that were complete and accurate by the solicitation end date. The Program Office will change request the application back to the grantee via GMS for this update.

The applicant should carefully review this document and make sure each comment is fully addressed, and all required documents have been submitted before they resubmit their application for further consideration.

Application for Federal Assistance – STANDARD FORM 424:

Is this application Complete and Accurate?

Yes No

Comments:

SF-424 Standard Items:

Item 8:

Is the Type of Application “New”?

Yes No

Item 9:

Is the Name of the Federal Agency – “National Institute of Justice”?

Yes No

SF-424 Standard Items continued...

Item 10:

Is the CFDA Number "16.741"?

Yes No

Item 11:

Does the Descriptive Title follow the format "FY2014 DNA

Capacity Enhancement and Backlog Reduction Program – [Applicant]?

Yes No

Item 13:

Are the Proposed Project Dates "October 1, 2014
to September 30, 2016"?

Yes No

**Does the federal assistance requested match the dollar amount
approved in the Solicitation tables (Appendix A) or in the State
funding split if multiple laboratories are applying in this state?**

Yes No

Approved
Amount:

Comments:

**If there is more than one potential applicant in any given state,
did the applicant have their State's funding reviewed and approved
by the NIJ Program Manager as requested?**

Yes No NA

Comments:

**Does the federal assistance requested match the
budget figures in the detail budget worksheet?**

Yes No

Total Amount from
Budget Detail Worksheet:

Award Requested
on SF-424:

Comments:

ELIGIBILITY:

Is the applicant registered in CCR? If Yes, what is the expiration date of the current registration?

Yes No

Expiration Date:

Does the application address the applicant's eligibility requirements?

Yes No

Eligibility Requirements: Did the Narrative state that the applicant...

...is a State or unit of local government?

Yes No

...has an existing forensic DNA laboratory?

Yes No

... is the designated crime laboratory that conducts analysis of DNA database samples for that state?

Yes No NA

...is accredited?

Yes No

...undergoes external DNA quality assurance audits once every 2 years?

Yes No

ELIGIBILITY continued...

...is able to upload all DNA profiles to CODIS and NDIS where applicable? Yes No

Did the applicant state that all DNA analysis performed under this program would be maintained under the applicable federal privacy requirements? Yes No

OTHER...

Does the applicant perform DNA casework and/or database services for other agencies in which they charge them a fee for that service? Yes No

BASELINE METRICS:

Does the application contain a statement of...

...the current average length of time it takes to process, record, screen, and analyze a forensic DNA/biology case from submission to delivery of forensic DNA/biology test results? Yes No

...the current average length of time it takes between receipt in the laboratory of a DNA database sample and the upload of the profile to CODIS? Yes No NA

BASELINE METRICS continued...

...the current average number of forensic DNA samples analyzed per analyst/per month?

Yes No

Comments:

...the current average number of DNA database samples analyzed per analyst/per month?

Yes No NA

Comments:

...the estimated number of forensic DNA/biology cases that can be processed, recorded, screened, and analyzed in-house within 24 months using the Federal funding requested in this FY 2014 program?

Yes No NA # Forensic DNA Cases in-house:

Comments:

...the estimated number of forensic DNA/biology cases that can be outsourced within 24 months using the Federal funding requested in this FY 2014 program?

Yes No NA # Forensic DNA cases outsourced:

Comments:

BASELINE METRICS continued...

...the estimated number of DNA database samples that can be processed, recorded, screened, and analyzed in-house within 24 months using the Federal funding requested in this FY 2014 program?

Yes No NA # DNA Database Samples in-house:

Comments:

...the estimated number of DNA database samples that can be outsourced within 24 months using the Federal funding requested in this FY 2014 program?

Yes No NA # DNA Database Samples outsourced:

Comments:

If the applicant is seeking capacity assistance funding for grant-funded analysts for casework, did the applicant clearly state the estimated number of forensic DNA/biology cases that will be processed, recorded, screened, and analyzed by this grant funded analysts within the 24 months of this FY2014 program?

Yes No NA # Forensic DNA Cases:

Comments:

If the applicant is seeking capacity assistance funding for grant-funded analysts for DNA database sample testing, did the applicant clearly state the estimated number of DNA database samples that will be handled and analyzed by grant funded analysts within the 24 months of this FY2014 program?

Yes No NA # DNA Database Samples:

Comments:

ABSTRACT:

Was an abstract submitted that provides a clear and concise statement of the proposal goals and objectives? Yes No

Comments:

PROJECT NARRATIVE:

Does the applicant's Narrative address...

The Program Goals and Objectives:

Yes No

Expected Results of their Goals & Objectives:

Yes No

PROJECT NARRATIVE - DETAILED PLAN:

Did the applicant address any observed and/or anticipated increases in DNA 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?

Does the applicant's Detailed Plan address the following questions?

The current challenges this project will address?

Yes No

How this project will be implemented?

Yes No

PROJECT NARRATIVE - DETAILED PLAN continued...

DOES THE PLAN ADDRESS:

How they intend to use funds?

Yes

No

How the plan will reduce turnaround time?

Yes

No

PROJECT NARRATIVE – DETAILED PLAN continued...

How the plan will increase throughput & capacity?

Yes No

How the plan will reduce number of samples awaiting analysis (backlog)?

Yes No

Additional Comments:

Yes No

PROJECT NARRATIVE CONTINUED....

Does the program narrative agree with the budget documents?

Yes

No

Are all projects for which funding is requested in this application within the scope of the solicitation?

Yes

No

Comments:

KEY PERSONNEL:

Does the applicant have a list of key personnel, their complete contact information, and organization?

Yes

No

Comments:

DATA COLLECTION PLAN:

Did the applicant include a Data Collection Plan for the collection of data required for capacity performance measures?

Yes No

Does the applicant provide adequate discussion in regards to how they....

...calculate turnaround time?

Yes No

...calculate samples analyzed per analyst per month?

Yes No

...collect the above metrics?

Yes No

What is the reporting period used for the above metrics?

Did the applicant include a Data Collection Plan for the collection of data required for casework and/or database performance measures?

Yes No NA

Does the applicant provide adequate discussion in regards to how they....

...calculate the backlog of cases and, if applicable, database samples?

Yes No

...calculate the # of cases and, if applicable, database samples analyzed using grant funds?

Yes No

DATA COLLECTION PLAN CONTINUED...

... calculate the # of profiles uploaded to CODIS using grant funds? Yes No

...calculate the # of CODIS hits made using grant funds? Yes No

...ensure accurate counting and reporting of cases/samples analyzed with these grant funds? Yes No

Does the Data Collection Plan state who will be responsible for collecting and analyzing the data? Yes No

Comments:

Is the Data Collection Plan rigorous enough to ensure that performance measure data provided are accurate, auditable, and correctly measure the impact of the Federal Funds provided? Did the applicant state that they will provide accurate and auditable measures and the data will be available for 3 years post award? Yes No

Comments:

Does the application include the required budget detail worksheet with narrative sections?

Yes

No

Comments:

Does each budget category correctly detail the items requested?

Yes

No

Comments:

Are all budget requests allowable?

Yes

No

**Pay particularly close attention to LIMS, renovations, service contracts, and non-NDIS approved equipment/technology requests in the FY14 budgets!*

Comments:

Does the budget correctly reflect the project design laid out in the project narrative and budget narrative?

Yes

No

Comments:

Are all requests categorized in the appropriate budget categories?

Yes No

Comments:

Did the applicant exceed the 3% cap on travel and training for qualified DNA analysts to attend professional meetings?

Yes No NA

Comments:

Does the applicant exceed the 3% cap of the Federal portion of the award used for Indirect Costs?

Yes No NA

Comments:

If the applicant is requesting funds for Indirect costs, was documentation of their federally approved indirect cost rate submitted with this application? **This only applies to state labs*

Yes No NA

Comments:

BUDGET DOCUMENTS *continued...*

ADMINISTRATIVE COSTS:

Are administrative expenses labeled as such? Yes No NA

Are they in the appropriate budget category? Yes No NA

Does the applicant exceed the 3% cap of the Federal portion of the award used for Administrative Costs? Yes No NA

Comments:

Do requests to any single vendor total >\$100,000? Yes No NA

Comments:

If so, does the applicant indicate the procurement method? Yes No NA

Competitive Bid

Existing Contract

Sole Source

Comments:

Is a sole source GAN required? Yes No NA

Additional Comments:

BUDGET DOCUMENTS *continued...*

If applying for award funds to work cases in-house, did the applicant follow the guidance in the minimum expected total number of backlogged DNA/biology cases analyzed during the entire project period should be based upon an estimated \$1000 per case analyzed (and uploaded to NDIS when applicable), averaged over all backlogged forensic DNA/biology cases processed?

Yes No NA

Estimated # of Cases:

Cost per Case:

Is the auto-calculation performed in the budget detail worksheet correct? Yes No

Is the number of cases declared to be worked reasonable? Yes No

Comments:

If applying for award funds to work database samples in-house, did the applicant follow the guidance in the minimum expected total number of database samples analyzed during the entire project period should be based upon an estimated \$40 per sample analyzed (and uploaded to NDIS when applicable), averaged over all DNA database samples processed?

Yes No NA

Estimated # of database samples:

Cost per database samples:

Is the auto-calculation performed in the budget detail worksheet correct? Yes No

Is the number of samples declared to be worked reasonable? Yes No

Comments:

BUDGET DOCUMENTS *continued...*

Does the Budget Narrative agree with the proposal as outlined in the Program Narrative, and the Budget Detail Worksheet?

Yes No

Comments:

ACCREDITATION CERTIFICATE:

Does the application include a copy of the lab's accreditation certificate as required in the solicitation?

Yes No

Comments:

Does the Accreditation Certificate include Scope of Biology or DNA? If not, has supporting documentation been provided?

Yes No

Comments:

Accrediting Body:

FQS-I

ASCLD-LAB

Expiration Date:

NEPA:

Does the application and budget call for the purchase of chemicals or for the outsourcing of cases and/or samples to a fee-for-service lab?

Yes

No

Comments:

If the above question is answered YES, did the applicant submit a NEPA checklist with their application?

Yes

No

N/A

Comments:

Is a NEPA Special Condition required?

Yes

No

N/A

Total Funds for:

Chemical Supplies:

Yes

No

Amount:

Renovations requiring EA:

Yes

No

Amount:

Outsourcing:

Yes

No

Amount:

TOTAL:

Comments:

STANDARD FORMS

Have all of the Standard Forms been submitted?

Yes No

Note: the Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements as well as the Standard Assurances may be entered by the grantee as signed, separate attachments, or through the application process in GMS.

- Check for the Applicant’s Disclosure of Pending Applications

Comments:

REVIEW TRACKING

Date Received	Date Reviewed	Type of Review	Reviewed By	Date Sent	Sent To
		INITIAL			
		FINAL			Upload to GMS

FOR NIJ INTERNAL REVIEW USE ONLY:

Please indicate the following sections of the application are complete by checking “Yes”. Please check “No” if further attention/revisions are needed:

- | | | |
|----------------------------|------------------------------|-----------------------------|
| Standard Form 424 (p1) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Baseline Metrics (p4) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Program Narrative (p7) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Key Personnel (p11) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Data Collection Plan (p12) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Budget Documents (p14) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Accreditation (p18) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| NEPA (p19) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |