FY 2024 COMPETITIVE DNA CAPACITY ENHANCEMENT FOR BACKLOG REDUCTION (CEBR) PROGRAM

April 23, 2024
Presenter

• Andrea Borchardt - Senior Forensics Policy Advisor
Agenda

Welcome and Introduction to OJP and BJA
Program Overview
Goals, Objectives and Federal Award Information
Eligibility and Application Requirements
Application Resources
Q&A
SECTION 1

WELCOME AND INTRODUCTION
What is the Office of Justice Programs?

- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.

- OJP is one of three grant-making components of the Department of Justice along with the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS).
Mission: BJA’s mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.

Karhlton F. Moore, BJA Director
How BJA Supports the Field

**Fund**
Invest diverse funding streams to accomplish goals.

**Educate**
Research, develop, and deliver what works.

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

**Partner**
Consult, connect, and convene.
Poll Question
Has your organization been awarded federal grants in the past?

- Yes, my organization has extensive experience with federal grants.
- Yes, though my organization does not currently have any federal grants.
- My organization has limited experience with federal grants.
- My organization is new to federal grants and looking to learn more!
SECTION 2

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

Additional CEBR information, including funded awards and current funding opportunities, can be found at https://bja.ojp.gov/program/dna-cebr/overview
In FY 2024 CEBR will again have two solicitations: Formula and Competitive

This webinar is for Competitive CEBR Only
IMPORTANT NOTES

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

Awards made under the Competitive program will not impact distribution of Formula awards.
With the Competitive CEBR solicitation, BJA seeks to fund states and units of local government with existing crime laboratories that conduct DNA analysis to solve crimes and protect public safety by maximizing the effective utilization of DNA technology to process DNA samples for entry into the Combined DNA Index System (CODIS).

Funding under this program is to increase the capacity of publicly funded forensic DNA laboratories to conduct analysis of crime scene samples for entry into CODIS. The program is designed to fairly and efficiently prioritize jurisdictions facing challenges in addressing backlogs by considering key performance measures reported by publicly funded forensic DNA laboratories.
SECTION 3

GOALS, OBJECTIVES AND FEDERAL AWARD INFORMATION
The Competitive DNA CEBR Program awards funding to eligible entities with at least one of the two program objectives:

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

2. Increase the laboratory efficiency for processing CODIS eligible crime scene samples analyzed in accredited, publicly funded forensic DNA laboratories through the use of DNA technology.
Objectives can be achieved by implementing allowable long-term efficiency or capacity enhancement activities. Allowable activities include, but are not limited to:

| Purchasing/implementing new and more efficient instruments/robotics to automate routine laboratory processing steps. | Evaluating, validating, and implementing improved workflows for efficient laboratory processing or improved testing results (e.g., enhanced techniques to recover higher quantities of DNA). | Purchasing and upgrading software (e.g., LIMS) to manage laboratory operations more efficiently. |
Expenses – Permitted

- Salary and benefits of laboratory employees including overtime for laboratory staff
- Training (limited)
- Travel (limited)
- Laboratory equipment
- Supplies
- Contracts for efficiency studies, warranty/service/maintenance, temporary laboratory employees, validation work and in-house training services
- Direct administrative expenses (up to 3% of the federal portion of the award)
Expenses – Not Permitted

Salaries and benefits other than as discussed in “Permissible uses of Funds”

Travel, other than authorized travel expenses associated with appropriate DNA training as discussed in “Permissible Uses of Funds”

Education that is of primary benefit to an individual, personal development training or other trainings that are not directly related to the operation of a forensic DNA laboratory

Trial testimony and associated costs

Construction and renovations

Direct administrative expenses that exceed 3% of the federal portion of the award

Equipment that is not directly related to DNA analysis, has not been approved for use by NDIS or not immediately available for purchase through a commercial entity
Federal Award Information

- Page 8

- The anticipated total amount awarded under the solicitation: $5,000,000

- The maximum dollar amount for Competitive awards: $1,000,000

- Anticipated Number of Awards: 10

- Period of Performance: 24 months

- Period of Performance Start Date: 10/1/24 12:00 AM
SECTION 4

ELIGIBILITY AND APPLICATION REQUIREMENTS
Eligibility

Page 3

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

For purposes of these solicitations, the term “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.
Eligibility

In order to qualify for funding, applicants must submit the appropriate **Eligibility Certification** form and the **Competitive Budget Certification** form. Links are in the solicitation.

Change from 2023 - The forms must be signed by the appropriate certifying official with the authority to make the certification.
FY2024 DNA CEBR Eligibility Certification Highlights

• Provide assurances that the state or unit of local government has implemented, or will implement, not later than 120 days after the date of such application, a comprehensive plan for the expeditious DNA analyses of samples in accordance with the purposes of the solicitation.

• Provide assurances that the DNA section of the laboratory to be used to conduct DNA analyses has a written policy that prioritizes the analysis of, to the extent practicable and consistent with public safety considerations, samples from homicides and sexual assaults.
FY2024 DNA CEBR Budget Certification Highlights

- Specify the portion of funding that shall be used to carry out DNA analyses of samples from crime scenes for inclusion in CODIS.

- Specify the portion of funding [if applicable] that shall be used to carry out DNA analyses of samples collected under applicable legal authority for inclusion in CODIS.

- Specify the portion of funding that shall be used to increase the capacity of the laboratory to carry out DNA analyses of database and crime scene samples for inclusion in CODIS.
Guidance has been provided to help applicants assess activities that are designated “DNA analyses of samples from crime scenes” vs “capacity enhancement” activities for the purposes of sections “B” and “C” of the budget certification.

(A) That approximately ________% portion of funding shall be used to carry out for inclusion in the Combined DNA Index System (CODIS), DNA analyses of samples collected under applicable legal authority;

(B) That approximately ________% portion of funding shall be used to carry out, for inclusion in CODIS, DNA analyses of samples from crime scenes.

(C) That approximately ________% portion of funding shall be used to increase the capacity of the laboratory to carry out DNA analyses of database and/or crime scene samples for inclusion in CODIS; [all highlighted sections must be filled in with numeric values and the sum of all three shall equal 100]

See “FY 2024 CEBR Program Frequently Asked Questions” found at https://bja.ojp.gov/program/dna-cebr/archives
The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)
- Submitted signed and completed FY 2024 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Eligibility Certification form.
- Signed and completed FY 2024 Competitive DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Budget Breakdown Certification form.
OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.
Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

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

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

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

This data is posted on the BJA website found [https://bja.ojp.gov/program/dna-cebr/performance-measures](https://bja.ojp.gov/program/dna-cebr/performance-measures)
## Application Submission - Highlights

<table>
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<th>FY21 CEBR Grantee Turnaround Time (TAT) Range (days)</th>
<th>% of FY21 CEBR Grantees TAT at that Range or Faster</th>
<th>FY21 CEBR Grantee Ratio of Backlog to Cases Completed per Month</th>
<th>% of FY21 CEBR Grantees Ratio at that Range or Smaller</th>
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<td>Smallest</td>
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<td>179.76</td>
<td>Largest</td>
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**NOTE:** In an effort to normalize the reported backlogs of grantees in the CEBR program, a ratio is calculated using the total backlog divided by the average number of cases completed per month. This ratio can help better compare the operation of laboratories of different sizes (e.g., larger laboratories likely have larger backlogs simply due to their service area, but are also more likely to be able to complete more cases per month than a smaller laboratory). Larger ratios generally indicate laboratories that face more challenges in reducing their backlogs.
Project Design and Implementation

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

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

BJA FY24 Competitive DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

This application checklist has been created as an aid in developing an application. For more information, reference The OJP Application Submission Steps in the OJP Grant Application Resource Guide and the DOJ Application Submission Checklist.
Important Dates and Information

Solicitation Title: BJA FY24 Competitive DNA Capacity Enhancement for Backlog Reduction (CEBR) Program
Assistance Listing Number: 16.036
Grants.gov Opportunity Number: O-BJA-2024-172061
Solicitation Release Date: March 27, 2024
Step 1: Application Grants.gov Deadline: 8:59 p.m. ET on May 22, 2024
Step 2: Application JustGrants Deadline: 8:59 p.m. ET on June 3, 2024
SECTION 5

APPLICATION RESOURCES
OJP Grant Application Resource Guide

SAM.gov Entity Validation Update

GSA implemented a new process to validate an entity’s legal business name and physical address when requesting a Unique Entity Identifier (UEI) and for completing a SAM.gov entity registration. Due to a high volume of requests, entity validations are taking longer than expected to process. This validation process is now taking 7-10 business days, and in some cases longer.

OJP strongly recommends starting your SAM.gov registration process as soon as possible to allow the time necessary to process entity validations well in advance of the Grants.gov due date posted in the solicitation. Read this FAQ for more information.

The Office of Justice Programs (OJP) Grant Application Resource Guide (“Guide”) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding. It addresses a variety of policies, statutes, and regulations that apply to many (or in some cases, all) OJP program applicants, or to grants and cooperative agreements awarded in fiscal year (FY) 2023. Some OJP programs may have program solicitations that expressly modify a provision of this Guide; in such cases, the applicant is to follow the guidelines in the solicitation as to any such expressly modified provision.

Contents

• How To Apply
  ▪ Application Elements and Formatting Instructions
    ▪ Complete the Application for Federal Assistance (Standard Form (SF)-424)
    ▪ Disclosure of Lobbying Activities
      ▪ Unique Entity Identifier and System for Award Management (SAM)
      ▪ Proposal Abstract
      ▪ Budget Preparation and Submission Information
        ▪ Detailed Computations and Allowable Costs
        ▪ Narrative Justification for Every Cost
        ▪ Consolidated Budget Summary
        ▪ Information on Proposed Subawards (if any) and Proposed Procurement Contracts (if any)
      ▪ Indirect Cost Rate Agreement (if applicable)
      ▪ Tribal Authorizing Resolution (if applicable)
  ▪ Application Attachments
    ▪ Applicant Disclosure of Pending Applications (Duplication in Cost Items)
    ▪ Applicant Disclosure and Justification – DOJ High-Risk Grants
    ▪ Research and Evaluation Independence and Integrity
    ▪ Disclosure of Process Related to Executive Compensation
  ▪ Financial Information
    ▪ Financial Management and System of Internal Controls
    ▪ Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)
    ▪ Cost Sharing or Matching Requirement
    ▪ Pre-award Costs (also known as Pre-award Costs)
    ▪ Limitation on Use of Award Funds for Employee Compensation Waiver
    ▪ Prior Approval, Plans, and Reports of Conference Meeting/Trainee Costs
    ▪ Costs Associated with Language Assistance (if applicable)
  ▪ Application Review Information
    ▪ Federal Award Administration Information
      ▪ Federal Award Notices
      ▪ Administrative, National Policy, and Other Legal Requirements
      ▪ Information Technology (IT), Security Clauses
      ▪ General Information about Post-Federal Award Reporting Requirements
    ▪ Programmatic Information
      ▪ Evidence-Based Programs or Practices
      ▪ Information Regarding Potential Evaluation of Programs and Activities
      ▪ Note on Project Evaluations
  ▪ Other Information
    ▪ Provide Feedback to OJP
    ▪ To Become an OJP Peer Reviewer
Learn About the Department of Justice’s Grants and Payment Management Systems

The Justice Grants System (JustGrants) is the Department of Justice's grants management system for the Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP) and the Office on Violence Against Women (OVW).

The JustGrants Resources website is an entryway into information about JustGrants and the system itself. Through this portal, both award recipients and applicants can access training resources and user support options. Find answers to frequently asked questions and sign up for the JustGrants updates newsletter.

Users can also log into JustGrants through the site.

News Flash

Feb 21: Register Now! March Dates Added for Virtual Q&A Sessions

Aug 10: Review New and Updated JustGrants FAQs

https://justicegrants.usdoj.gov/
Application Assistance

Grants.gov

• Provides technical assistance with submitting the SF-424 and SF-LLL.
  o Customer Support Hotline
    ▪ 800–518–4726 or 606–545–5035
    ▪ Operates 24 hours a day, 7 days a week, except on federal holidays.
  o Web and Email
    ▪ [https://www.grants.gov/web/grants/support.html](https://www.grants.gov/web/grants/support.html)
    ▪ support@grants.gov

• Provides information on available federal funding opportunities for various federal agencies.

JustGrants Technical Support

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

• Customer Support Hotline:
  o 833–872–5175
  o Monday – Friday between 7:00 a.m. and 9:00 p.m. ET
  o Saturday, Sunday, and federal holidays from 9:00 a.m. – 5:00 p.m. ET

• Web and Email
  o [https://justicegrants.usdoj.gov/user-support](https://justicegrants.usdoj.gov/user-support)
  o JustGrants.Support@usdoj.gov
Email Updates
Text OJP [your email address] to 468-311 to subscribe.
(Message and data rates may apply.)

https://www.ojp.gov/subscribe
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- Facebook: https://www.facebook.com/DOJBJA
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- YouTube: https://www.youtube.com/dojbja

Use the QR code to subscribe to “Justice Matters” and “News From BJA” to receive the latest information from BJA and the field.

For information on funding opportunities, publications, and initiatives, visit BJA’s website: www.bja.ojp.gov.
Contact the OJP Response Center:

- Email: grants@ncjrs.gov
- Toll free: 800–851–3420
- TTY: 301–240–6310 (hearing impaired only)

The Response Center hours of operation are 10:00 a.m. to 6:00 p.m., ET, Monday through Friday.
Reminder: Dual Deadlines

Applications must be submitted in a two-step process, each with its own deadline:

• **Step 1:** Submit an SF-424 and an SF-LLL at Grants.gov.

• **Step 2:** Submit the full application, with attachments, at JusticeGrants.usdoj.gov.

**NOTE:** Submission deadline times for both Grants.gov and JustGrants are now 8:59 p.m. ET, not 11:59 p.m. ET as in past years.

Read the solicitation carefully for further guidance.
Quick Reference: Important Contacts

For technical assistance submitting the SF-424 and SF-LLL into Grants.Gov, **call**: 800–518–4726 or 606–545–5035, 24 hours a day, or **email**: support@grants.gov.

For technical assistance submitting the **full application** into JustGrants, **call**: 833–872–5175, 7–9 ET, M–F, and 9–5 ET, weekends and holidays, or **email**: JustGrants.Support@usdoj.gov.

For technical assistance with the programmatic requirements, **call the OJP Response Center**: 800–851–3420, 10–6 ET, M–F, or **email**: grants@ncjrs.gov.
Questions?

Enter in the Q&A box and send to All Panelists.