

BUREAU OF JUSTICE ASSISTANCE

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

April 23, 2024



BJA
Bureau of Justice Assistance
U.S. Department of Justice



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



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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)**.

BJA – Bureau of Justice Assistance



BJS – Bureau of Justice Statistics



NIJ – National Institute of Justice



OVC – Office for Victims of Crime



OJJDP – Office of Juvenile Justice and Delinquency Prevention



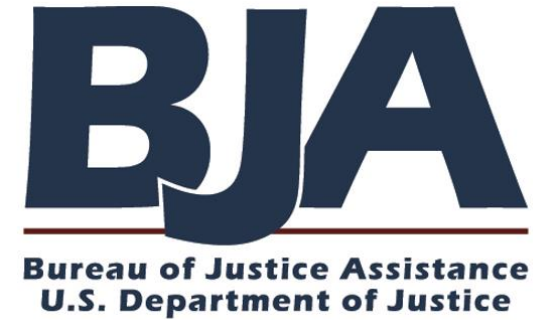
SMART – Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking



U.S. Department of Justice Bureau of Justice Assistance

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



<https://bja.ojp.gov/>



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



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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.

DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

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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 their capacity to process the DNA samples for CODIS upload.

 Learn about CEBR [updates and changes for FY 2023](#)

Overview

About the Program

Funding

Grantees

Resources

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.

Program Overview



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



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Goals and Objectives

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.



Goals and Objectives



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



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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.



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>

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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.

Application Submission - Highlights



Review Criteria – Page 22

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.

Application Submission - Highlights



Merit Review Criteria – Page 22-23

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).

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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>

Application Submission - Highlights



FY21 CEBR Grantee Turnaround Time (TAT) Range (days)	% of FY21 CEBR Grantees TAT at that Range or Faster	FY21 CEBR Grantee Ratio of Backlog to Cases Completed per Month	% of FY21 CEBR Grantees Ratio at that Range or Smaller
21	Fastest	0.06	Smallest
51	10%	0.49	10%
75	20%	1.42	20%
99	30%	2.79	30%
132	40%	3.53	40%
153	50%	4.89	50%
187	60%	7.25	60%
229	70%	9.20	70%
290	80%	12.94	80%
384	90%	25.92	90%
847	Longest	179.76	Largest

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.

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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](#).

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



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[Home](#) / [Grants/Funding](#) / [Applicant 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 Grantees](#)
 - [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-agreement Costs \(also known as Pre-award Costs\)](#)
 - [Limitation on Use of Award Funds for Employee Compensation; Waiver](#)
 - [Prior Approval, Planning, and Reporting of Conference/Meeting/Training 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](#)
 - [Freedom of Information and Privacy Act \(5 U.S.C. § 552 and 5 U.S.C. § 552a\)](#)
 - [Provide Feedback to OJP](#)
 - [To Become an OJP Peer Reviewer](#)



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 JusticeGrants Update e-newsletter](#).

Users can also [log in to 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](#) 



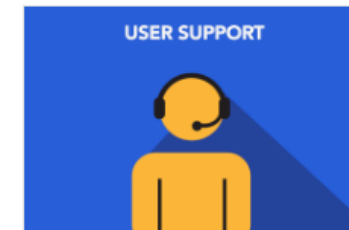
JustGrants Login
Select the access graphic above to log in to the Justice Grants System (JustGrants).



Training
Learn to navigate JustGrants effectively and complete various essential grants management tasks.



FAQs
Find answers to frequently asked questions regarding the Justice Grants System (JustGrants) and the Automated Standard Application for Payments (ASAP).



User Support
Access self-service, topic-specific, and technical support options for assistance in using the JustGrants System.



Resources
Links to resource guides, financial and administrative resources for grant management, funding opportunities, and ASAP training and resources.



News & Updates
View the latest information and updates on DOJ's grants management and payment management systems and sign up for JusticeGrants Updates emails from the COPS Office, OJP, and OVW.

Application Assistance

Grants.gov

- Provides technical assistance with submitting the **SF-424** and **SF-LLL**.
 - **Customer Support Hotline**
 - 800-518-4726 or 606-545-5035
 - Operates 24 hours a day, 7 days a week, except on federal holidays.
 - **Web and Email**
 - <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:**
 - 833-872-5175
 - Monday – Friday between 7:00 a.m. and 9:00 p.m. ET
 - Saturday, Sunday, and federal holidays from 9:00 a.m. – 5:00 p.m. ET
 - **Web and Email**
 - <https://justicegrants.usdoj.gov/user-support>
 - JustGrants.Support@usdoj.gov

Email Updates
Text OJP [your
email address] to
468-311 to
subscribe.
(Message and data
rates may apply.)



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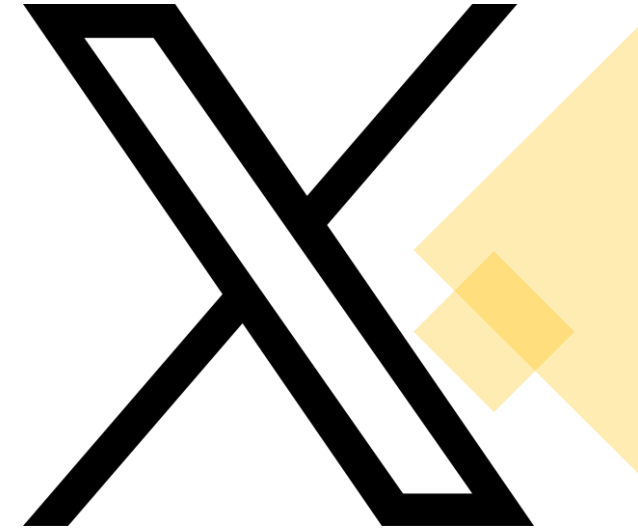
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 - [JUSTINFO](#), a twice-monthly email newsletter
 - [Funding News](#), a weekly notice of new grant opportunities and application tips
 - [JusticeGrants Update e-newsletter](#) for the latest information and updates on JustGrants, DOJ's grants management system
 - [OJP email newsletters](#) and topical messages available from OJP program offices (BJA, BJS, NIJ, OJJDP, OVC, and SMART)
- Sign up for [U.S. Department of Justice Email Updates](#)

<https://www.ojp.gov/subscribe>

Stay Connected!

- **Facebook:** <https://www.facebook.com/DOJBJA>
- **X:** <https://x.com/DOJBJA>
- **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.



Additional Questions?

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](https://www.Grants.gov).
- Step 2: Submit the full application, with attachments, at [JusticeGrants.usdoj.gov](https://www.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.