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GRANT APPLICATION SUMMARY SHEET

Grant Name:	2024 DNA Capacity Enhancement Backlog Reduction (CEBR) Program 25-27
Department:	POLICE DEPARTMENT
Grantor:	U.S. DEPARTMENT OF JUSTICE
Pass-Through Grantor (If applicable):	
Total Applied For	$250,000.00
Metro Cash Match:	$0.00
Department Contact:	Lt. Jim Stephens 880-2850
Status:	CONTINUATION

Program Description:

The DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Grant will assist the MNPD Forensic Biology Unit to use the funding to outsource sexual assault kits to private vendors for forensic case sample analysis .

Plan for continuation of services upon grant expiration:

N/A

APPROVED AS TO AVAILABILITY OF FUNDS:

kevin.crumbo@nashville.gov 5/22/2024 | 2:56 PM CDT

Director of Finance **Date**

AP EF

APPROVED AS TO FORM AND LEGALITY:

Courtney Mohan 5/22/2024 | 4:25 PM CDT

Metropolitan Attorney **Date**

APPROVED AS TO RISK AND INSURANCE:

Balogun Cobb 5/22/2024 | 3:02 PM CDT

Director of Risk Management Services **Date**

Freddie O'Connell:mpw@nashville.gov 5/24/2024 | 4:33 PM C

Metropolitan Mayor Date

(This application is contingent upon approval of the application by the Metropolitan Council.)

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Grants Tracking Form

Part One

Pre-Application ○ Application ◉ Award Acceptance ○ Contract Amendment ○

Department	Dept. No.	Contact	Phone	Fax
POLICE DEPARTMENT	031	Lt. Jim Stephens	880-2850	

Grant Name:	2024 DNA Capacity Enhancement Backlog Reduction (CEBR) Program 25-27		
Grantor:	U.S. DEPARTMENT OF JUSTICE	**Other:**	
Grant Period From:	10/01/24	(applications only) **Anticipated Application Date:**	06/03/24
Grant Period To:	09/30/26	(applications only) **Application Deadline:**	06/03/24
Funding Type:	FED DIRECT	**Multi-Department Grant** ☐ → **If yes, list below.**	
Pass-Thru:		**Outside Consultant Project:** ☐	
Award Type:	FORMULA	**Total Award:**	$250,000.00
Status:	CONTINUATION	**Metro Cash Match:**	$0.00
Metro Category:	Est. Prior.	**Metro In-Kind Match:**	$0.00
CFDA #	16.036	**Is Council approval required?** ☑	
Project Description:		**Applic. Submitted Electronically?** ☑	

The DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Grant will assist the MNPD Forensic Biology Unit to use the funding to outsource sexual assault kits to private vendors for forensic case sample analysis .

Plan for continuation of service after expiration of grant/Budgetary Impact:

N/A

How is Match Determined?

Fixed Amount of $		or		**% of Grant**	**Other:** ☐

Explanation for "Other" means of determining match:

Program costs will be absorbed into the MNPD operating budget

For this Metro FY, how much of the required local Metro cash match:

Is already in department budget?		**Fund**	**Business Unit**
Is not budgeted?		**Proposed Source of Match:**	
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)			

Other:

Number of FTEs the grant will fund:	0.00	**Actual number of positions added:**	0.00	
Departmental Indirect Cost Rate	30.32%	**Indirect Cost of Grant to Metro:**	$75,800.00	
***Indirect Costs allowed?** ○ Yes ◉ No **% Allow.**	0.00%	**Ind. Cost Requested from Grantor:**	$0.00	**in budget**

*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)

Draw down allowable? ☑

Metro or Community-based Partners:

Part Two

Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY25	$125,000.00	$0.00	$0.00	$0.00		$0.00	$125,000.00	$37,900.00	$0.00
Yr 2	FY26	$125,000.00	$0.00	$0.00	$0.00		$0.00	$125,000.00	$37,900.00	$0.00
Yr 3	FY									$0.00
Yr 4	FY__									
Yr 5	FY__									
Total		$250,000.00	$0.00	$0.00	$0.00		$0.00	$250,000.00	$75,800.00	$0.00

Date Awarded:		**Tot. Awarded:**	**Contract#:** N/A
(or) **Date Denied:**		**Reason:**	
(or) **Date Withdrawn:**		**Reason:**	

Contact: juanita.paulsen@nashville.gov
vaughn.wilson@nashville.gov

Rev. 10/31/12
5838

GCP Received 05/20/2024

GCP Approved 05/20/2024

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OMB No. 1121-0329
Approval Expires 02/28/2027

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

Solicitation Title: BJA FY24 Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program
Assistance Listing Number 16.036
Grants.gov Opportunity Number: O-BJA-2024-172062
Solicitation Release Date: March 27, 2024
Step 1: Application Grants.gov Deadline: 8:59 p.m. Eastern Time on May 22, 2024
Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on June 3, 2024

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Synopsis

Program Description Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks applications for funding under the FY 2024 Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program. This program funds states and units of local government with existing crime laboratories that conduct DNA analysis to process, and/or to increase the capacity to process, more DNA samples for entry into the Combined DNA Index System (CODIS) by publicly funded forensic DNA and DNA database laboratories, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or to prevent a backlog of forensic and database DNA samples.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

This program is for **Formula** funding only. See the ***FY 2024 Competitive DNA Capacity Enhancement for Backlog Reduction (CEBR) Program*** for competitive funding.

Eligibility

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

Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or email grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. ET Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the "How To Apply" section, Experiencing Unforeseen Technical Issues.

For assistance with submitting the Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants

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Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the System for Award Management (SAM.gov).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the Submission Dates and Time section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at https://www.grants.gov/register and submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LLL). See the Submission Dates and Time section for application deadlines.

Step 2: The applicant must submit the **full application,** including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline. See the Submission Dates and Time section for application deadlines.

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Program Description

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With this solicitation, BJA seeks applications for funding under the FY 2024 Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program. This program funds states and units of local government with existing crime laboratories that conduct DNA analysis to process, and/or to increase the capacity to process, more DNA samples for entry into the Combined DNA Index System (CODIS) by publicly funded forensic DNA and DNA database laboratories, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or to prevent a backlog of forensic and database DNA samples.

Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by the Consolidated Appropriations Act, 2024. As of the writing of this solicitation, the Department of Justice is operating under a short-term Continuing Resolution with no full-year appropriation for the Department being enacted for FY 2024 currently.

Specific Information

Funding under this program supports the following purposes:

- To carry out, for inclusion in CODIS, DNA analysis of database samples collected under applicable legal authority.
- To carry out, for inclusion in CODIS, DNA analysis of forensic case (e.g., “crime scene”) samples.
- To increase the capacity of publicly funded forensic DNA and DNA database laboratories to conduct DNA analysis of database and crime scene samples for entry into CODIS.

NOTICE: At BJA, we recognize the importance of non-CODIS advances in DNA technology for the criminal justice field; however, because the purpose of the DNA CEBR Program is to process samples for CODIS and to increase the capacity of labs to process samples for CODIS, forensic genetic genealogical DNA analysis (FGG) expenses are not allowable under the DNA CEBR Program at this time. FGG is allowable under many other BJA forensic solicitations such as the Sexual Assault Kit Initiative (SAKI), Prosecuting Cold Cases Using DNA, and Postconviction Testing of DNA Evidence due to the nature of the goals and objectives of those programs. FGG expenses are also allowable under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Recipients using funds for FGG under those other programs must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching.

Attendance at BJA’s Forensics Programs Grantees Meeting (Virtual Event): Award recipients must register for and attend BJA’s annual “virtual” 2-day forensics grantees meeting. Up to three key personnel/representatives are allowed to participate in the meeting. The

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meeting will focus on the elements of a successful project and key issues regarding forensic DNA processing for NDIS-participating laboratories. Please review the archived 2023 event here for more information.

Definitions:

For the purposes of this solicitation, the following are defined:

- **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:** An analysis request for examination in one forensic investigation area (forensic biology/DNA for this purpose).
- **CODIS:** The Combined DNA Index System, the generic term used to describe the FBI's program of support for criminal justice DNA databases, as well as the software used to run these databases.
- **CODIS hit:** CODIS hits are tracked as either an offender hit (where the identity of a potential suspect is generated) or as a forensic hit (where the DNA profiles obtained from two or more crime scenes are linked but the source of these profiles remains unknown).
- **DNA analysis/analyses:** Activities conducted to facilitate processing and entry of forensic DNA samples into CODIS once the sample has been collected from a crime scene or a known individual; this may include screening (the location, assessment, identification, and characterization of body fluid(s) and other biological areas of interest), laboratory processing (e.g., extraction, quantitation, amplification), and/or issuing reports (e.g., fragment/sequence analysis, DNA profile evaluation and comparison, report writing and associated technical/administrative reviews of DNA reports).
- **LIMS:** Laboratory Information Management System is a software-based system that collects, creates, and stores all data related to forensic examinations in a crime laboratory. Key features include, but are not limited to, workflow and data tracking support, flexible architecture, and data exchange interfaces.
- **LIMS 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 vendor as the laboratory's current LIMS or a different one.
- **NDIS:** The National DNA Index System, and one part of CODIS, containing the DNA profiles contributed by federal, state, and local participating forensic laboratories. All 50 states, the District of Columbia, the federal government, the U.S. Army Criminal Investigation Laboratory, and Puerto Rico participate in NDIS.
- **Number of CEBR-funded DNA profiles from forensic analyses entered into CODIS for the DNA laboratory:** CEBR grant attribution that contributes to the uploading of a DNA profile to CODIS as a result of CEBR-funded overtime, CEBR-funded personnel, CEBR-funded analysis supplies, and/or CEBR-funded outsourcing.
- **Number of CEBR-funded forensic biology/DNA cases completed by the laboratory:** CEBR grant attribution that contributes to the testing of a case as a result of

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CEBR-funded overtime, CEBR-funded personnel, CEBR-funded analysis supplies, and/or CEBR-funded outsourcing.

- **Number of forensic biology/DNA cases submitted to the laboratory:** The number of forensic biology/DNA analysis requests submitted by agencies for testing in the laboratory.
- **Rapid DNA:** Otherwise known as 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. Any laboratory seeking to use funding for Rapid DNA analysis must adhere to the FBI's Quality Assurance Standards. See Rapid DNA-FBI and Quality Assurance Standards for Forensic DNA Testing Laboratories.
- **Ratio of backlog/cases completed per month:** This ratio is one method that can be used to normalize backlogs across laboratories of various sizes. It is calculated by taking the backlog of the laboratory and dividing it by the average number of cases the laboratory completes within a month.
- **Sexual assault kit (SAK):** A set of items used by medical personnel for the preservation of physical evidence collected from a person, living or deceased, following an allegation or suspicion of sexual assault.
- **Total number of CODIS hits from forensic analyses for the DNA laboratory:** The total amount of CODIS hits generated by the laboratory regardless of CEBR, local, or other agency funds.
- **Total number of DNA profiles from forensic analyses entered into CODIS for the DNA laboratory:** Laboratory attribution that contributes to the uploading of a DNA profile to CODIS regardless of CEBR, local, or other agency funds.
- **Total number of forensic DNA samples completed by the laboratory:** Total number of forensic DNA samples tested to completion by the laboratory regardless of CEBR, local, or other agency funds.
- **Total number of forensic biology/DNA cases completed by the laboratory:** Laboratory resource attribution that contributes to the testing of a case to completion regardless of CEBR, local, or other agency funds.
- **Turnaround time:** The average number of days from the date a laboratory receives a case to the date that the laboratory issues a final report for the case.

Solicitation Goals and Objectives

Goals

The goal of BJA's FY 2024 Formula DNA CEBR Program is to assist eligible states and units of local government with existing crime laboratories that conduct DNA analysis to process, and/or to increase the capacity to process, more DNA samples for entry into the Combined DNA Index System (CODIS) by publicly funded forensic DNA and DNA database laboratories.

Objectives

The Formula DNA CEBR Program awards funding to eligible entities with two main program objectives to help reduce backlogs:

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1. Increase the number of CODIS eligible samples analyzed in forensic DNA and DNA database laboratories.
2. Reduce the forensic case and DNA database sample turnaround times for CODIS entry.

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 laboratory procedures.
- Purchasing and upgrading 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 with private vendors for forensic case or DNA database sample analysis.
- Funding additional personnel to analyze forensic cases or DNA database samples.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the "How To Apply" section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards: 130
Anticipated Maximum Dollar Amount per Award: Up to $3,500,000
Period of Performance Start Date: October 1, 2024
Period of Performance Duration: 24 months
Anticipated Total Amount to Be Awarded Under This Solicitation: $97,116,613

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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.

The aggregate amount of FY24 Formula DNA CEBR Program 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 the criteria detailed below.

Estimated Aggregate Amount Available: $97,116,613

The formula for distribution of funds to each state is calculated based on the number of UCR Violent Crimes and UCR Property Crimes reported to the FBI and on the state's population. Any state falling below the minimum allocation of $600,000, which is calculated

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as 0.5 percent of the total amount appropriated in FY 2024 for this purpose, is increased such that each state is awarded at least this minimum value of $600,000.

The number of state and local applicants may also affect funding allocations. See Chart 1: Estimated Aggregate Amounts Available for Each State—FY 2024 for a chart that identifies the estimated aggregate amount available for each state to fund eligible public forensic DNA laboratories.

If there is more than one publicly funded DNA laboratory within a state, the publicly funded DNA laboratories MUST coordinate prior to application submission to ensure that the amounts requested by each entity's application do not exceed the total amount allocated for the state. Funds generally are expected to be allocated among eligible applicants on the basis of UCR Part 1 Violent Crimes, UCR Property Crimes, and the population size of the jurisdiction.

Type of Award

OJP expects to make awards under this funding opportunity as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the 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.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Eligibility Information

For eligibility information, see the Synopsis section.

For the purposes of this notice of funding opportunity, "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.

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.

In order to qualify for funding, an applicant for funds must submit the DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Eligibility Certification form.

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How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov "How To Apply for Grants"
2. OJP "How To Apply" section in the Application Resource Guide
3. JustGrants Application Submission Training

This solicitation (notice of funding opportunity) incorporates guidance provided in the OJP Grant Application Resource Guide (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the Application Resource Guide, the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the Application Resource Guide that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at https://www.grants.gov/register by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline**. If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as "submitted" or "agency tracking number assigned."

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

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in the system and add to or change the application as needed prior to hitting the "Submit" button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the "How To Apply" section in the Application Resource Guide and the DOJ Application Submission Checklist.

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by May 22, 2024, 8:59 p.m. ET.

The **full application** must be submitted in JustGrants by June 03, 2024, 8:59 p.m. ET.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the SAM.gov Help Desk (Federal Service Desk), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the Grants.gov Customer Support Hotline, 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

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If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.govwithin **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant's Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the Application Resource Guide.

Application and Submission Information

Content of the SF-424 in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the Application Resource Guide for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants.** JustGrants will use this information *(email address)* to assign the application to this user in JustGrants.

Intergovernmental Review: This funding opportunity **is** subject to Executive Order (E.O.) 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/2023/06/SPOC-list-as-of-2023.pdf. If the applicant's State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State's process under E.O. 12372. On 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 "Program is subject to E.O. 12372 but has not been selected by the State for review."

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Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the Application Resource Guide.

Standard Applicant Information

The "Standard Applicant Information" section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information). Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the Application Resource Guide for an example of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the Application Resource Guide: Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High Risk Status) for additional guidance on how to complete the form.

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 size font; have no less than 1-inch margins; and should not exceed 10 numbered pages. **Applicants may elect, but are not**

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required, to use this template to submit all elements of the Formula CEBR proposal narrative.

The Proposal Narrative must include the following sections:

a. Description of the Issue

Applicants should discuss the challenges their laboratory faces that hamper significant improvements in laboratory processing capacity or decreasing turnaround times for CODIS eligible samples.

b. Project Design and Implementation

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

- Describe the objectives that are proposed to meet the primary goals of the program: to increase the number of CODIS eligible samples analyzed in publicly funded forensic DNA and DNA database laboratories and/or increase the capacity of the laboratory to process forensic DNA and DNA database samples for CODIS entry.
- Include a detailed plan showing how the applicant intends to use DNA CEBR Program funds to meet the specified objectives listed in the previous bullet. The application's objectives should not be the purchase of items or a restating of the budget request, but they should address what processes, policy, or technology implementation this project will introduce to the agency to process and/or increase the capacity to process forensic DNA and/or DNA database samples for CODIS entry. Applicants may also discuss how the approach will 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—for example, for the procurement, validation, and implementation of any new equipment; for the implementation of new chemistries; for when personnel expenses (hiring and/or overtime) will start to accrue; and for the execution of contracts—to be completed within the project period.
- Applicants are encouraged to consider any observed and/or anticipated increases in DNA submissions (e.g., legislative changes, crime trends) that would be expected to significantly impact the DNA laboratory's backlog and/or capacity and explain how that may impact the project's expected results.

c. Capabilities and Competencies

The applicant must identify all project staff, including any and all individuals (and organizations) who will be significantly involved in substantive aspects of the project, and provide their qualifications and experience demonstrating their ability to manage the effort.

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

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The applicant should describe how the performance measures data will be derived, identify who will be responsible forcollecting the data, and affirm 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 measures data provided are accurate, are auditable, and correctly measure the impact the federal funds provided.

- The data collection plan should clearly describe both the method for the collection and tracking of performance measures data produced as a result of federal assistance provided under this solicitation and the method for reporting such data.
- The applicant should also provide its policy on **validating performance measures data**, including who is responsible for the process of collecting and calculating the data, who is responsible for qualitycontrol of the data, and how the data will be stored.

To assist BJA in determining baseline national backlogs, all applicants are encouraged to submit the baseline backlog data in the following list as an addendum to their proposal narrative.

Baseline Data Casework and Database Laboratories

- Number of approved (vacant and filled) full-time equivalents (FTEs) in the biology section as of December 31, 2023.
- Number of filled (non-vacant) FTEs in the biology section as of December 31, 2023.
- Staff Retention: Number of the FTEs identified in Question 2 that were in the biology section as of January 1, 2023.

Definitions:

Biology Section: The section, or sections, of the laboratory responsible for processing, analyzing, reporting and reviewing biological evidence and/or database samples (convicted offender, arrestee, etc.) for CODIS. This also includes serology testing within the laboratory.

Full-time Equivalent (FTE): A paid position, either grant funded or state/local budget, that works the agency definition of a full-time workweek. This does not include interns or contractors not housed at the agency (e.g. part-time Marshall technical review position for CODIS ownership of vendor data).

Vacant FTE: A paid position that is unfilled. An FTE on extended and/or family leave is not considered vacant.

Baseline Backlog Data Casework Laboratories

- Number of untested/not completed forensic biology/DNA cases on hand on January 1, 2023.

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- Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) on January 1, 2023.
- Please estimate the percentage of the backlogged cases that were from property crimes.
- Number of new cases for forensic biology/DNA received in 2023.
- Please estimate the percentage of these cases that were from property crimes.
- Total number of forensic biology/DNA cases completed in 2023.
- Please estimate the percentage of these cases that were property crimes.
- Forensic biology/DNA cases closed by administrative means in 2023.
- Number of untested/not completed forensic biology/DNA cases on hand on December 31, 2023.
- Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) on December 31, 2023.
- The average number of days needed to complete (including peer review and report) nonpriority forensic DNA cases for calendar year 2023. Please indicate violent crime time with a "V" and the nonviolent crime time with "NV." If the applicant cannot separate violent and nonviolent cases, give the number with no other markings.

Database Laboratories

Convicted Offender Samples

- The number of untested/not completed convicted offender samples on hand on January 1, 2023.
- The number of untested/not completed convicted offender samples more than 30 days old (backlogged) as of January 1, 2023.
- The number of new convicted offender samples received in 2023.
- The total number of convicted offender samples completed in 2023.
- Samples closed by administrative means (duplicates, nonauthorized samples, etc.) in 2023.
- Number of untested/not completed convicted offender samples on December 31, 2023.
- Number of untested/not completed convicted offender samples more than 30 days old (backlogged) on December 31, 2023.
- Average number of days to complete the processing of a convicted offender sample (including upload to CODIS) for calendar year 2023.

Arrestee Samples

- The number of untested/not completed arrestee samples on hand as of January 1, 2023.
- The number of untested/not completed arrestee samples more than 30 days old (backlogged) on January 1, 2023.
- The number of new arrestee samples received in 2023.
- The total number of arrestee samples completed in 2023.
- Samples closed by administrative means (duplicates, nonauthorized samples, etc.) in 2023.
- Number of untested/not completed arrestee samples on December 31, 2023.

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- Number of untested/not completed arrestee samples more than 30 days old (backlogged) on December 31, 2023.
- Average number of days to complete the processing of an arrestee sample (including upload to CODIS) for calendar year 2023.

The request is for backlog data for the database laboratory, regardless of whether federal funding assistance is being sought for the database operation.

See the Definitions Section for additional information on any specific terms or technical language.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "Goals and Objectives" section. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this program can be found at here. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

BJA will require award recipients to submit performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the OJP Grant Application Resource Guide.

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

The applicant will submit the project's goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the Application Submission Job Aid for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

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Deliverables Expected by Successful Applicants

Program objectives and deliverables should be included in one timeline. Deliverables for the BJA FY24 Formula CEBR Program include semi-annual reporting of specific Formula CEBR Performance Measures, as well as providing comprehensive updates on the status of all goals and objectives proposed in the approved project. This reporting must include a summary of activities carried out under the grant and an assessment of whether such activities are meeting the needs identified in the application. In addition, the awards recipients are asked to consider what other measures or metrics may be of use in demonstrating the successful outcome of the program/project.

Budget and Associated Documentation

- Budget Worksheet and Narrative (attachment)
- 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)
- Signed and completed ***Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Budget Breakdown Certification*** form. This form, to be filled out by the applicant, outlines the proportion of funding that is planned to be used for (1) processing database samples for CODIS, (2) processing crime scene samples for CODIS (shall be a minimum of 40% of the award) and (3) increasing the capacity of the laboratory to process crime scene and/or database samples for CODIS. Review this link for more information on how to complete the form.

Permissible Uses of Funds for Forensic DNA Laboratories and DNA Database Laboratories

Salary and Benefits for 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.

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.

Training (Limited)

Funds may be used to train forensic DNA laboratory and DNA database laboratory personnel on topics directly related to and relevant to their specific job functions (e.g., continuing education topics to satisfy the FBI's Quality Assurance Standards). For a list of topics that are not allowable, see "Expenses that are not Permitted" below.

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Travel (Limited)

Funds may be used for travel to conduct the required site visits of public or private accredited laboratories that willbe 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 be used to make one additional unannounced site visit.

Funds may also be used for travel associated with DNA training, as described in the "Training (Limited)" section.

Travel expenses must be reasonable and comply with the applicable provisions of the grant award terms and awardconditions, the DOJ Grants Financial Guide, the recipient's (and any subrecipient's) written policies, and DOJ regulations (Part 200 Uniform Requirements). Justification for the number of staff traveling and the benefit of their attendance at the annual event must be included, as well as justification why other forms of travel/training (e.g., webinars or review of journal articles) are not sufficient.

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 2024 program.

Requests for equipment must be adequately justified with demonstrated need and be associated with the solicitation's objectives. Computer hardware updates must be based on new technology and/or software upgrades to instrumentation.

Supplies

Justification 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 nolater than the end date of the award.

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).

Laboratory supplies for DNA sample analysis

Allowable supply expenses include laboratory supplies that can be directly attributed to the processing, recording, screening, and analysis of forensic DNA casework and/or DNA database samples for inclusion in CODIS.

Collection kits for database samples

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

Contracts

Contracts for analysis of forensic DNA casework samples or DNA database samples to publicor 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 a data review, enter eligible DNA profiles into CODIS, and, where applicable, upload to NDIS. All obligations properly incurred bythe end of the federal award must be liquidated no later than 120 days after the end date of the award.

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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 FBI, 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 Laboratories and/or the Quality Assurance Standards for DNA Database Laboratories established by the Director of the FBI.

As part of the decision whether to award a contract to a vendor for a DNA audit, an award recipient is expected to carefully examine any costs charged by the vendor, including auditor fees (refer to Consultant Rate section for more information) 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 the General Services Administration 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 Laboratories and/or the Quality Assurance Standards for DNA Database Laboratories.

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 Laboratories and/or the Quality Assurance Standards for DNA Database Laboratories.

Contracts for validation studies of 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 in this solicitation to laboratory personnel directly

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involved in the processing, recording, screening, and/or analysis of forensic DNA or DNA database samples. See "Training" for more information about allowable training expenses.

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.

Costs associated with and including accreditation

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

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 LIMS 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.

Laboratory Information Management System

New LIMS to upgrade or replace existing systems

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

Existing LIMS

Contracts may be established to purchase and add DNA modules to an existing LIMS, extra licenses for the DNA Unit users of an existing LIMS system, or software upgrades for an existing LIMS or DNA module. NOTE: See the definitions section of the solicitation for additional information.

Accessories for existing LIMS

Accessories for an 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.

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 an 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 to an existing building.

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Renovations may include electrical, plumbing, and construction of new walls within the "four walls" of the existing space. Examples may include expansion of the office space to accommodate additional analysts, reconfiguring an existing office space for analysts to allow for a more efficient layout, expansion of the laboratory space to accommodate additional equipment or additional workspaces, or reconfiguring the 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, and requests for one or more (if appropriate) phases must be completed in the 2-year timeframe of the DNA CEBR award.

Funding for this component must not exceed $200,000.

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 "Permissible Uses of Funds."
    a. 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.
3. Education that is of primary benefit to an individual (e.g., doctoral degree), personal development training (e.g., general human resources or staff retention trainings), or other trainings that are not directly related to the operation of a forensic DNA laboratory.
4. Trial testimony (e.g., hearings, jury/judge trials, depositions) and associated travel costs.
5. Construction, other than as discussed in "Renovations."
6. Direct administrative expenses that exceed 3 percent of the federal portion of the award.
7. Equipment:
    a. Only equipment directly related to DNA analysis (e.g., printers connected directly to genetic analyzers or CODIS terminals) is allowable under this award. Therefore, it is expected that the grantee provides standard office supplies to staff which includes, but is not limited to, computers, paper, pens, toner, printer cartridges, office/modular furniture, chairs, tables, floor mats, "basic supplies," etc.
    b. Purchase of equipment or technologies that have not been approved for use by the National DNA Index System, including personnel and supplies that would be needed to validate equipment or technologies not approved for use by NDIS. This includes Rapid DNA Analysis instruments or supplies proposed to be used in a way not compatible with the FBI's Addendum to the QAS for

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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 or supplies 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. See definitions section for additional information about Rapid DNA.

Funding Restrictions

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Budget Worksheet and Budget Narrative (Attachment)

The applicant will complete the budget worksheet attachment and submit it by uploading it as an attachment in JustGrants. See the OJP Grant Application Resource Guide for additional information.

For additional information about how to prepare a budget for federal funding, see the "Application Resource Guide" section on Budget Preparation and Submission Information and the technical steps to complete the budget form in JustGrants in the Complete the Application in JustGrants: Budget training.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the Application Resource Guide for information on prior approval, planning, and reporting of conference/meeting/training costs.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the Application Resource Guide for information on costs associated with language assistance.

Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

Budget/Financial Attachments

Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the "Costs Requiring Prior Approval" section in the DOJ Grants Financial Guide Post-Award Requirements for more information.

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Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the DOJ Financial Guide for additional information on Indirect Cost Rate Agreement.

Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the DOJ Grants Financial Guide for information on the consultant rates, which require prior approval from OJP.

Limitation on Use of Award Funds for Employee Compensation for Awards Over $250,000; Waiver (if applicable)

If an applicant proposes to hire employees with Federal award funds, for any award of more than $250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the Application Resource Guide for information on the "Limitation on Use of Award Funds for Employee Compensation for Awards over $250,000; Waiver."

Disclosure of Process Related to Executive Compensation (if applicable)

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this funding opportunity are not required to provide this disclosure.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Proof of DNA Laboratory Accreditation

Acceptable types of documentation of current accreditation include an electronic (scanned) copy of the currentaccreditation 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 documentthat contains key information on the type or scope of the accreditation, provide a copy of that supplemental documentation.

Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Eligibility Certification

Each applicant must submit a signed and completed DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Eligibility Certification form. This document further outlines requirements for a state or unit of local government to be eligible to receive a grant

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under the Formula DNA CEBR program. **The certification must be submitted on the template provided.**

Program Income Declaration
All applications submitted in response to this solicitation are to comply with the Program Income Policy for the FY 2024 DNA CEBR Program. Applicants should carefully read the updated policy to complete the FY 2024 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.

Applicants are to submit a Program Income Declaration with their grant applications. 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 below for the applicant in light of any proposed activities to be funded by a grant award.

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.

Potential Environmental Impact Coversheet and Checklist - National Environmental Policy Act (NEPA)
Each applicant is to submit a BJA Programmatic Coversheet and Checklist with their 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

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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.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the Application Resource Guide.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the Application Resource Guide for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the Application Resource Guide for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the Application Resource Guide for additional information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award 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; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the Application Resource Guide for additional information.

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.

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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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant entity 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 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, all final award decisions will be made by the Assistant Attorney General, who may consider not only BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the Application Resource Guide for information on award notifications and instructions.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the Application Resource Guide.

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the Application Resource Guide section entitled "Information Regarding Potential Evaluation of Programs and Activities."

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 the 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 Application Resource Guide.

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its

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program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards under the "Civil Rights Requirements" section, and additional resources are available from the OJP Office for Civil Rights.

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient's program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at https://www.lep.gov/language-access-planning. Additional resources are available at https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see http://www.ada.gov or contact OJP.

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. See the Application Resource Guide for additional information.

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the Application Resource Guide for more information.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in the "Program Description" section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. **Grantees are required to submit a final report that must, among other things, provide a summary of the activities carried out under the grant and an assessment of whether such activities are meeting the needs identified in the application.** Future awards and fund

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drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the Application Resource Guide for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)

See the Application Resource Guide for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Provide Feedback to OJP

See the Application Resource Guide for information on how to provide feedback to OJP.

Performance Measures

See the "Performance Measures" section in the Proposal Narrative, and use the following link for a list of measures: https://bja.ojp.gov/funding/performance-measures/CEBR-Measures.pdf.

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Application Checklist

BJA FY 2024 Formula DNA Capacity Enhancement for Backlog Reduction 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.

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the System for Award Management (SAM.gov) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see Application Resource Guide).

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see Application Resource Guide).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see Application Resource Guide).

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Access the funding opportunity and application package (see Step 7 in the Application Resource Guide).
- Sign up for Grants.gov email notifications (optional) (see Application Resource Guide)
- Read Important Notice: Applying for Grants in Grants.gov (about browser compatibility and special characters in file names).
- Read OJP policy and guidance on conference approval, planning, and reporting available at https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8 (see Application Resource Guide).

Review the Overview of Post-Award Legal Requirements

- Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards" in the OJP Funding Resource Center.

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of $3,500,000.

Review Eligibility Requirement

- Review "Eligibility" in the Synopsis section and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review (if applicable).

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

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- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov customer support, or support@grants.gov regarding technical difficulties (see "Application Resource Guide" section on Experiencing Unforeseen Technical Issues)

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

Application Step 2

Submit the following information in JustGrants:

Application Components

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract
- Data Requested with Application
- Proposal Narrative - Applicants may select, but are not required, to use this template to submit all elements of the proposal narrative.
- Application Goals, Objectives, Deliverables, and Timeline web-based form

Budget and Associated Documentation

- Budget Worksheet and Narrative attachment
- Financial Management and System of Internal Controls Questionnaire (see Application Resource Guide)
- Indirect Cost Rate Agreement (if applicable) (see Application Resource Guide)
- **Signed and completed Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Budget Breakdown Certification form**

Additional Application Components

- Research and Evaluation Independence and Integrity (see Application Resource Guide)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see Application Resource Guide)
- Proof of DNA Laboratory Accreditation
- **Signed and completed DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Eligibility Certification form**
- Program Income Declaration
- Potential Environmental Impact Coversheet and Checklist - National Environmental Policy Act (NEPA)

Disclosures and Assurances

- Disclosure of Lobbying Activities (SF-LLL) (see Application Resource Guide)
- Applicant Disclosure of Duplication in Cost Items (see Application Resource Guide)

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- DOJ Certified Standard Assurances (see Application Resource Guide)
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see Application Resource Guide)
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see Application Resource Guide)

Review, Certify, and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the "Certify and Submit" screen to submit the application. Access the Application Submission Validation Errors Quick Reference Guide for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the "bell" alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received—

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the Application Resource Guide for additional information.

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Standard Solicitation Resources

Application Resource Guide provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

DOJ Grants Financial Guide serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

JustGrants Resources Website is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the JustGrants Update e-newsletter.

JustGrants Application Submission Training page offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

Weekly Training Webinars are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.

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OMB Number: 4040-0004
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: 04/01/2024

4. Applicant Identifier: Metro Nashville Police

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Metropolitan Government of Nashville and Davidson County

* b. Employer/Taxpayer Identification Number (EIN/TIN): 65-0694743

* c. UEI: LGZLHP6ZHM55

d. Address:

* Street1: 1 Public Square
Street2:
* City: Nashville
County/Parish: Davidson County
* State: TN: Tennessee
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 37201-5007

e. Organizational Unit:

Department Name: Metro Nashville Police

Division Name: Strategic Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.
* First Name: Michael
Middle Name: Curt
* Last Name: Park
Suffix:

Title: Sergeant

Organizational Affiliation: Police Department

* Telephone Number: 615-862-7077
Fax Number:

* Email: michael.park@nashville.gov

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Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.036

CFDA Title:

Comprehensive Forensic DNA Analysis Grant Program

*** 12. Funding Opportunity Number:**

O-BJA-2024-172062

* Title:

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

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

1234-Population Document.docx | Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

2024 MNPD Formula DNA Capacity Enhancement for Backlog Reduction (CEBR)

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

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Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 05 * b. Program/Project: 05

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2024 * b. End Date: 09/30/2026

18. Estimated Funding ($):

* a. Federal	250,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	250,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. * First Name: Michael

Middle Name: Curt

* Last Name: Park

Suffix:

* Title: Sergeant

* Telephone Number: 615-862-7077 Fax Number:

* Email: michael.park@nashville.gov

* Signature of Authorized Representative: Michael C Park * Date Signed: 04/01/2024

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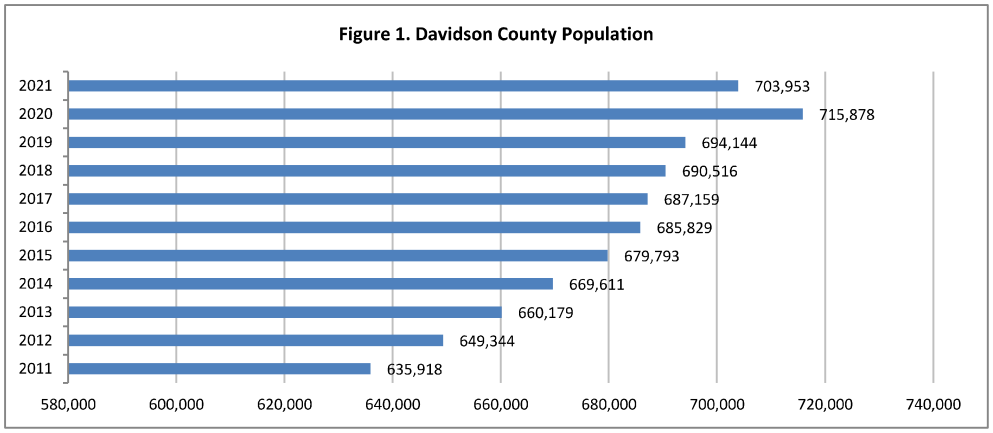
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Program Narrative

Description of Issue

The Metropolitan Nashville Police Department Crime Laboratory (MNPD-CL) provides services to all of Nashville and Davidson County. Encompassing 504.03 square miles, Davidson County had an estimated 703,953 residents in 2021, a 10.7% increase when compared to 635,918 residents in 2011 (Figure 1).[1]



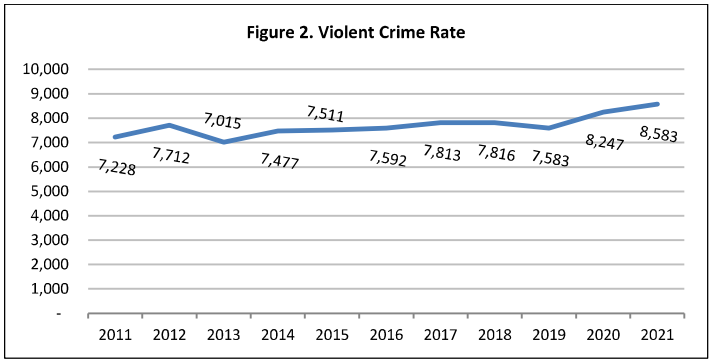
During this same period, violent crime increased by 18.8%, with homicides increasing by 100% and sexual assaults increasing by 39.9% (Figures 2, 3, and 4)[2] resulting in an increase in DNA service requests.

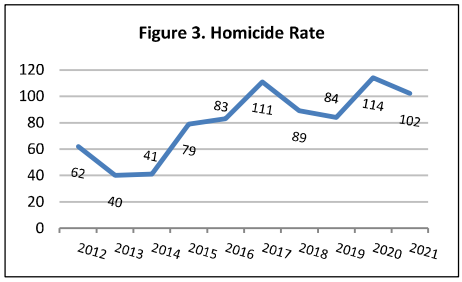
[1] https://www.census.gov/quickfacts/fact/table/davidsoncountytennessee/PST045223

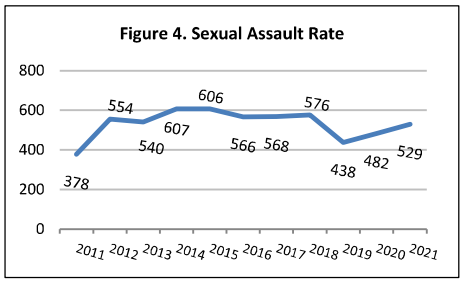
[2] https://www.nashville.gov/sites/default/files/2022-07/UCR1963-2021CriminalOffenses.pdf

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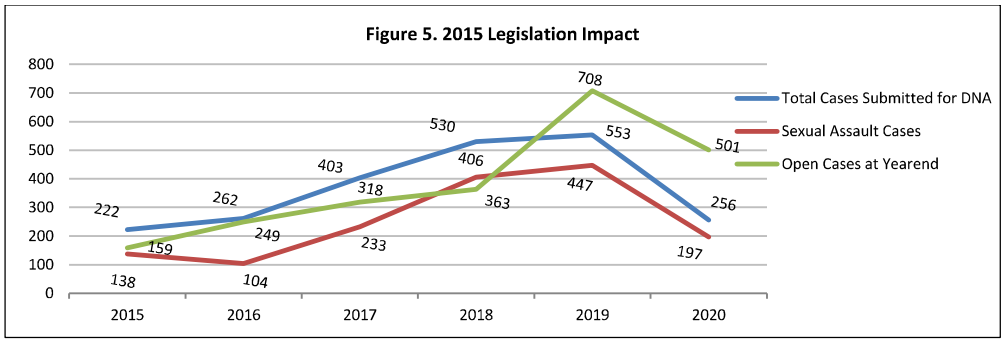
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In April 2015, Tennessee enacted legislation requiring 100% testing of sexual assault kits.[3] As a result, the volume of DNA testing service requests for sexual assault cases significantly increased, with the exception of 2020, likely due to the pandemic.



[3] https://openstates.org/tn/bills/109/HB1239/

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As the population of Nashville and Davidson County continues to grow, combined with testing legislation requirements, the MNPD-CL anticipates service requests for DNA testing will continue to rise.

Another contributing factor hindering turnaround time and backlog reduction is staffing. When the MNPD-CL began accepting cases in 2015, the Forensic Biology Unit (FBU) consisted of one (1) Supervisor who functioned as the DNA Technical Leader and CODIS Administrator, three (3) Forensic Scientists, and one (1) Forensic Technician. Since opening, the FBU has incrementally increased its staffing by 160%, consisting of one (1) Supervisor, one (1) DNA Technical Leader, eight (8) Forensic Scientists, and three (3) Forensic Technicians. Of the 13 total staff, there are five (5) in various stages of training. With staff turnover, length of training period, continual changes in technology, and number of staff needed to be at full capacity, the turnaround time and backlog will continue to increase.

Due to the increase in requests for service and the FBU staffing challenges, the bottleneck has been identified at the point when cases are assigned to analysts.

Project Design and Implementation

Goal

The goal of this project is to increase FBU's capacity to process more DNA cases, in so doing helping to reduce the turnaround time and backlog.

Plan

The FBU will enhance its capacity and reduce backlog by outsourcing sexual assault kits. The FBU has already identified suitable forensic DNA testing service providers, Bode Technology and DNA Labs International, that are accredited to ISO/IEC 17025:2017 and the

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FBI Quality Assurance Standards. Site visits have already been completed, records reviewed, and their technical capabilities evaluated by the DNA Technical Leader.

Sexual assault cases that are part of the backlog are easily identifiable using the Laboratory Information Management System (LIMS), which tracks the date of incident occurrence. Permission has been obtained from the customer to outsource. The MNPD-CL Forensic Biology Supervisor or designee will identify which cases will be outsourced and when they will be shipped. The MNPD-CL Evidence Receiving Unit (ERU) will be responsible for organizing shipments. Administrative tasks, such as sending out official customer notifications of outsourcing and filing shipment records, will be assigned to appropriate personnel.

During the life of the grant, the FBU will outsource 180 sexual assault kits to one of the identified private vendor laboratories above, with an estimated 90-day turnaround time. Once testing has been completed and work has been reviewed by the FBU, the customer will be notified, and the lab report provided.

Objective 1: Increase the number of samples analyzed

This objective will be achieved through outsourcing of sexual assault kits. This action will allow the FBU to dedicate qualified staff to assist in training of the current trainees to help bring the unit to full capacity.

Objective 2: Reduce forensic case turnaround time

This objective will be achieved through outsourcing of sexual assault kits. While training is in progress, the outsourcing of sexual assault kits will reduce forensic case sample turnaround time for sexual assault kits.

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Expectations

In the short-term, the ability to outsource alone will reduce FBU's backlog by 180 cases by the end of this grant period (see Milestones). Outsourcing will also allow for the FBU to complete the hiring and training of trainees without incurring a higher backlog.

The MNPD-CL is actively providing forensic testing services to the Metropolitan Nashville and Davidson County community. As such, service requests are continuously being submitted and accepted by the MNPD-CL. As forensic DNA testing becomes more necessary and forensic DNA services become more valuable, the MNPD-CL expects to see a continued increase in forensic DNA testing service requests that could negatively impact the DNA backlog.

Sustainability Plan

It is expected that by the completion of this grant period, the FBU will have achieved full staffing and completed training of all current employees, unless reasons beyond the control of the MNPD-CL were to occur. By achieving fully trained staff and utilizing the assistance of another accredited laboratory, the FBU will be in a better position to keep up with the increase demand of DNA testing requests.

Capabilities and Competencies

The MNPD-CL includes a FBU which provides DNA testing services. The evaluation of the cases eligible to be outsourced and the review of returned cases will be assigned to available personnel in the FBU (resumes/CVs included). The entire process from evaluation for shipment to disposition of any CODIS hits will be overseen and managed by the FBU DNA Technical Leader, Supervisor, and CODIS Administrator. The scope of this overall project proposal will be overseen by the FBU DNA Technical Leader and Supervisor with the full support of the MNPD-CL's Director and the Forensic Services Division (FSD) Director.

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The MNPD-CL is committed to continuous improvements to efficiency and has made every effort to obtain updated technology in automation, chemistries, and adequate staffing levels to meet the high demands of forensic DNA testing services. The FBU is equipped with automated extraction, quantification, amplification, and capillary electrophoresis instrumentation, software for data analysis, and chemistry kits that detect genetic markers approved by the FBI for entry into the CODIS database.

Plan for Collecting Performance Measure Data

Performance measure data will be derived from the current existing LIMS. The data will be inputted into the LIMS by appropriate personnel as each case is returned by the outsource laboratory, reviewed, and completed by FBU staff. LIMS will serve as the metrics collection and storage medium.

To calculate the percent increase in DNA analysis throughput for the FBU, the reduction in response time for requests (turnaround time), the percent decrease in the DNA backlog, and the percent of DNA profiles resulting in a CODIS match, Crystal reports written in the LIMS can collect and determine the sum of cases and samples submitted and completed, the average turnaround time, and the existing backlog during a reporting/grant period to be used for comparison to the baseline backlog data. The FBU will also differentiate between cases and samples completed by the FBU versus those completed by the outsourcing laboratory. CODIS hits are also tracked and reported. The combination of this data will provide the percent of CODIS matches.

The MNPD-CL relies on its staff to accurately enter samples analyzed, cases completed, and DNA profiles entered into CODIS. The data will therefore be able to measure the impact of the federal funds provided for this project. All data is auditable as the MNPD-CL retains all

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technical records from which the data is derived. All data entered and collected will be available for review for three (3) years from the date of submission of the final federal financial report under the award, or as otherwise required by law.

The system for metric collection has demonstrated its value and accuracy. These same metrics are used by the MNPD-CL to determine areas of needed improvement. Once the data has been exported out of the LIMS, the DNA Technical Leader will be responsible for calculating the data for reporting.

Outsourced cases will be appropriately marked in the LIMS and records of manifests will be maintained. Information tracked will include the date that the case was outsourced, the date that the cases were marked completed, and the total amounts expended for each shipment, organized by date in order to account for each reporting period.

Milestones

Milestone	Anticipated Completion Date
Outsourcing	
• Outsource 180 sexual assault kits	June 30th, 2026

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MEMORANDUM OF UNDERSTANDING
BETWEEN
TENNESSEE BUREAU OF INVESTIGATION AND
METRO NASHVILLE POLICE DEPARTMENT

WHEREAS, the **Tennessee Bureau of Investigation (TBI),** and **Metro Nashville Police Department (Metro PD) ("Parties")** acknowledge that both Parties have coordinated to set a minimum level of funding to include in each Party's individual application for the **FY2024 DNA Capacity Enhancement for Backlog Reduction Program (CEBR) formula grant ("Grant")** in the state of Tennessee ("State"); and

WHEREAS, Parties, as the only publicly funded DNA laboratories in the State, are the only two eligible applicants for this Grant; and

WHEREAS, the amount determined to be applied for by each Party is based on a calculation of the number of Uniform Crime Report (UCR) Part 1 violent crimes and property crimes reported to the FBI for 2022 and the population of the State or service area of each Party OR a minimum amount of $250,000 is awarded to each eligible Party within the State regardless of whether its proportion of available funding based on UCR Part 1 violent crimes, property crimes and population of the State reaches $250,000; and

WHEREAS, any of the Parties who do not want to take the minimum amount of $250,000.00 will officially commit to cede a portion of the minimum aggregate amount to the other Party eligible; and

WHEREAS, the Parties herein desire to enter into a Memorandum of Understanding ("MOU") setting forth the total amount of funds to be applied for by the Parties' combined applications at **$2,335,345** per the **FY2024 CEBR** solicitation for formula funding for Tennessee; and

WHEREAS, the separate applications will be prepared by each Party (including this MOU as an attachment) and submitted to the **U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance on or before the two mandatory deadlines for grants.gov on May 22, 2024 and JustGrants on June 3, 2024;**

NOW, THEREFORE, it is hereby agreed by and between the Parties on **April 15, 2024** as follows:

1) Based on the eligibility requirements, Metro PD is eligible for $250,000 and intends to apply for a total of **$250,000.00** which would include ceding **$0.00** to the TBI.
2) Based on the eligibility requirements, the TBI is eligible and intends to apply for the remaining state formula appropriations for this grant project which totals **$2,335,345.00** minus **$250,000.00** dollars to be applied for by the Metro PD. Therefore, the total TBI application will be for **$2,085,345.00.**

Mike Lyttle, Assistant Director
Forensic Services Division
Tennessee Bureau of Investigation

Amanda Sweet, Director
Crime Lab
Metro-Nashville Police Department

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The Bureau of Justice Assistance Grants Programs Checklist

Instructions:

1. Complete the following information below: Applicant Name, Point of Contact Name, POC signature, Date Submitted, Application/Grant Number, and Grant Program.
2. Complete the Grants Programs Checklist, starting on page 2.
3. Return this document in electronic format with your application.

Applicant Name: Metropolitan Government of Nashville and Davidson County, Metropolitan Nashville Police Department Crime Laboratory

Point of Contact Name: Heather Watson
Forensic Services Division Business Manager

POC signature:

Date Submitted: 5/9/24

Application/Grant Number: O-BJA-2024-172062

Grant Program: BJA FY24 Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program (Formula)

TCG Technical Recommendation:

BJA Approval:

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Bureau of Justice Assistance Grants Program Checklist			
Resource	**Concern**	**Yes or No**	**Comments**
Air Quality	Does the project comply with state air quality standards for all criteria pollutants?	Yes	
	Is the project located in an area designated by the EPA as in attainment for the seven criteria pollutants?	Yes	
	Would the action produce minimal emissions (100 tons per year or less for each of the seven criteria pollutants and/or does not exceed 10% of an area's total emissions)?	Yes	
	Would potential exposure to chemical emissions in a laboratory be controlled through the use of a biological hood?	Yes	
	Would the project only produce emissions that do not impede the area's conformity with the State Implementation Plan under the Clean Air Act?	Yes	
Significance Criteria			
An impact would be considered significant if pollutant emissions result in exposure of people, wildlife, or vegetation to ambient air that does not meet the standards established under the Clean Air Act, or interfere with state ambient air quality standards.			
Resource	**Concern**	**Yes or No**	**Comments**
Geology, Topography, Soils (includes Farmland Protection)	Would there be compliance with local soil erosion mitigation measures in construction and renovation projects?	Yes	
	Would the project avoid erosion and deposition, compacting soils in fragile environments, or altering the character of soils over a large area?	Yes	
	Would the project comply with the Farmland Protection Policy Act?	Yes	
Significance Criteria			
An action would cause a significant impact if soil erosion produced gullying, damage to vegetation, or a sustained increase in sedimentation in streams. This includes a substantial loss of soil, and/or a substantial decrease in soil stability and permeability. Also, significant impacts can occur when soils are substantially disrupted, displaced, compacted or covered over. An action would also constitute a significant impact if the action caused ground fracturing, folding, subsidence, or instability. Impacts associated with soil contamination would be significant if the affected area was no longer able to support its current function or vegetative cover.			

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Resource	Concern	Yes or No	Comments
Water Resources (Water Quality, Surface Water, Wetlands, Floodplains, Coastal Barrier Resources, Wild and Scenic Rivers)	Would project activities avoid contamination, sedimentation, or otherwise significantly affecting the water quality or hydrology of a nearby surface water body?	Yes	
	Would changes to surface water quality or hydrology be confined to the immediate project area?	Yes	
	Does the project ensure that local and state regulations concerning stormwater runoff are followed?	Yes	
	During construction activities, would all state, local, and tribal regulations concerning erosion controls, runoff abatement, and vegetation removal be followed?	Yes	
	During construction activities, would proper hazardous spill procedures be in place to minimize impacts of spills on water quality?	Yes	
	Would the project avoid affecting a designated Wild and Scenic River in any manner?	Yes	
	Would the project avoid affecting any portion of a 100-year or 500-year floodplain or jurisdictional wetland?	Yes	

Significance Criteria

Impacts on water resources would be considered significant if effluent or pollutant emissions result in exposure of people, wildlife, or vegetation to surface or ground waters that do not meet the standards established under the Clean Water Act, or interfere with state water quality standards.

An action would cause a significant impact on wetlands and floodplains if the soil structure, hydrology or the vegetation of more than ¼ acre (1/10 ha) of a wetland would be altered, or a floodplain area is altered enough to present a reasonable flood danger to the area, causes the degradation or loss of habitat for populations indigenous to the floodplain area, or prohibits farming activities.

Resource	Concern	Yes or No	Comments
Natural Environment (Wildlife, Wildlife Habitat, and Vegetation)	Would the project avoid causing more than a short-term change in the composition, structure, or density of vegetation?	Yes	
	Would the project avoid causing more than temporary disturbance or relocation of wildlife?	Yes	
	Would the project avoid impacting current or future wildlife or vegetation biodiversity or species composition?	Yes	

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	Would the project insure that the potential for the establishment of non-native plant species within disturbed areas created by this project would be minimal?	Yes	
	Would project construction occur in an area other than a unique or sensitive plant community?	Yes	
	Would the project avoid extirpating any plants or animals from the project area?	Yes	

Significance Criteria

An action would cause a significant impact if any changes to native vegetation extend beyond a small area and affect the viability of a plant species population or vegetation community. Full recovery would not occur in a reasonable time, considering the size of the project and the affected resource's natural state.

An action would cause a significant impact if any changes affect a large portion of a wildlife population and the viability of that population. Full recovery would not occur in a reasonable time, considering the size of the project and the affected species' natural state.

An action would cause a significant impact if the degradation or loss of habitat is sufficient to cause native wildlife populations to leave or avoid the area.

Resource	Concern	Yes or No	Comments
Endangered Species	Would the project avoid impacts on T&E species or critical habitat?	Yes	
	Is the project area free of any Federal or state listed T&E species or critical habitat, as determined by consultation with FWS or NMFS?	Yes	
	Would the project avoid impacting any areas in or adjacent to habitat for rare, threatened, or endangered species?	Yes	
	If the project is expected to adversely affect a listed species, would mitigation measures be employed that would successfully avoid such effects?	Yes	

Significance Criteria

Any effect to a federally listed species or its critical habitat would be so small that it would not be of any measurable or perceptible consequence to the protected individual or its population. This effect would equate to a "no effect" or "not likely to adversely affect" determination in U.S. Fish and Wildlife Service terms. Anything else would be considered significant.

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Resource	Concern	Yes or No	Comments
Historic Preservation	Is the project site free of any historic structures, archeological concerns, or other cultural resource issues, as determined by consultation with the SHPO?	Yes	
	Would the project avoid affecting any NRHP listed properties, or properties that are eligible for listing?	Yes	
	Would the project occur within an existing facility that is not considered historic, as determined by consultation with the SHPO?	Yes	
	If project activities are determined to impact cultural resources as defined by Section 106, would mitigation steps as outlined in Section 106 be followed?	Yes	
	Would renovation projects exclude historic buildings?	Yes	
Significance Criteria			
An impact would be significant if an effect occurs that may diminish the integrity of, cause a substantial adverse change in the significance of, or directly or indirectly destroy a cultural resource. This effect would equate to an "adverse effect" determination for purposes of Section 106.			
Resource	**Concern**	**Yes or No**	**Comments**
Land Use	Would the project comply with local zoning and development ordinances (apply for rezoning if needed)?	Yes	
	Would the project comply with local comprehensive and development plans?	Yes	
	Would the project obtain necessary building and occupancy permits from local authorities?	Yes	
Significance Criteria			
An impact would be significant if a proposed action conflicts with any Federal, regional, State, or local land use plans. If land use patterns are changed in the immediate project area due to a proposed action, the impact would also be considered significant.			
Resource	**Concern**	**Yes or No**	**Comments**
Human Population (Socioeconomics and Environmental Justice)	Would the project avoid appreciably changing the total population or demographics of the population, housing demand or employment levels, or property values?	Yes	
	Would the project avoid increasing human infrastructure requirements (i.e., new workers need housing and consume additional community resources such as water, electricity, roadways, open space, etc.)?	Yes	

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	Would the project avoid displacing existing residents or workers from their homes and communities?	Yes	
	Would the action avoid areas that have a high proportion of minority residents or residents living below the poverty level?	Yes	
	If it does occur in such an area, would the grantee ensure that low-income households are not adversely impacted by the project?	Yes	
	Would environmentally unsafe, unpleasant, or noxious conditions for nearby populations, including release of contaminants into air or water, increased levels of traffic or noise occur only during the period of construction?	Yes	

Significance Criteria

A change of more than 2 percent of the previously projected level of local employment, population, or gross domestic product would be considered a significant impact on socioeconomics. Also, if school populations decrease by more than 2 percent, revenues decrease by more than 2 percent, and if vacancy rate increases by more than 2 percent, that would constitute a significant impact.

A significant impact on environmental justice would occur if a disproportionate amount of minority and/or low-income populations were adversely affected by the project.

Resource	Concern	Yes or No	Comments
Noise	Would project activities avoid noise impacts to sensitive receptors?	Yes	
	If noise levels during construction projects exceed existing background sounds temporarily, would the project insure that they do not exceed applicable noise standards?	Yes	
	Would operation of a newly constructed facility avoid producing noise levels that would disturb people or displace wildlife?	Yes	

Significance Criteria

Sounds levels of 65 dBA are considered annoying to most individuals, while constant or repeated exposure to sounds of 90 dBA or higher can lead to significant impacts. Noise levels are significant if they exceed ambient noise level standards determined by the federal, state, and/or local governments. An impact would be considered significant if there is sustained exposure of sensitive receptors to a DNL of greater than 65 dBA.

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Resource	Concern	Yes or No	Comments
Energy	Would the demand on the region's energy supply be negligible (for projects occurring within existing facilities that may require additional energy)?	Yes	
	Would the project comply with regulations for electricity and gas provisions?	Yes	
	Would the project avoid the wasteful, inefficient and unnecessary consumption of energy?	Yes	
Significance Criteria			
Significant impacts to energy would occur if a proposed project were to create a substantial increase in the level of demand for energy supplies and/or use energy in a wasteful, inefficient, excessive or unnecessary manner.			
Resource	**Concern**	**Yes or No**	**Comments**
Solid Waste Management	Would any solid (or liquid) waste that is created by the project, including hazardous waste and construction debris, be disposed of properly?	Yes	
	Would laboratories maintain safe and adequate storage and disposal procedures for hazardous waste and chemicals?	Yes	
Significance Criteria			
An action would cause a significant impact if it would increase the generation of solid or hazardous waste beyond the capacity to safely handle and dispose of that waste.			
Resource	**Concern**	**Yes or No**	**Comments**
Transportation	Would the project avoid generating new traffic over the long-term?	Yes	
	Would the project avoid creating an additional need for parking?	Yes	
	Would the project avoid short- or long-term decreases in the level of service of a roadway?	Yes	
	Would the project ensure unrestrained movement of emergency vehicles?	Yes	
	Would the project avoid conflicts with planned transportation projects or adopted public transportation policies?	Yes	

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	Would the project avoid causing noticeable deterioration of local roadway surfaces?	Yes	

Significance Criteria

A significant impact to transportation would be a traffic increase which is predicted to upset the normal flow of traffic, create the need for major road repair as a result of the action, or generate traffic levels requiring the expansion of existing roadways or facilities.

Resource	Concern	Yes or No	Comments
State Environmental Policy Act	Would the project occur in states other than Arkansas, California, Connecticut, District of Columbia, Georgia, Guam, Hawaii, Indiana, Maryland, Massachusetts, Minnesota, Montana, Nevada, New Jersey, New York, North Carolina, Puerto Rico, South Dakota, Virginia, Washington, or Wisconsin? If so, the project would not require compliance with a state environmental policy act.	Yes	This project complies with TN State regulations
Intergovernmental Review and Other Federal Agency Reaction to the Project	Would grantees partnering with other federal agencies, or whose project may affect another federal agency consult and coordinate with that entity and conduct intergovernmental review as necessary?	Yes	
Cumulative Impacts	Would cumulative impacts be less than significant for all resources affected by the project?	Yes	

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DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Budget Breakdown

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE

FY 2024 Formula DNA CEBR

On behalf of the applicant agency named below, I certify the following to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice:

(A) That approximately 0 % 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 100 % [shall be a minimum of 40% of the award amount] portion of funding shall be used to carry out, for inclusion in CODIS, DNA analyses of samples from crime scenes.

(C) That approximately 0 % 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]

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and/or 34 U.S.C. §§ 10271-10273. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the Bureau of Justice Assistance).

Vanessa Martinucci
Signature of Certifying Official

Vanessa Martinucci
Printed Name of Certifying Official

Crime Laboratory Director
Title of Certifying Official

Metro Nashville Police Department (TN)
Name of Applicant Agency (including Name of State)

5/9/24
Date

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DNA Capacity Enhancement for Backlog Reduction (CEBR) Program Eligibility Certification

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE

FY 2024 DNA CEBR

On behalf of the applicant agency named below, I certify the following to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice:

(A) That the applicant entity
   a. Is a state[1] or unit of local government with an existing crime laboratory or laboratory systems that conduct forensic DNA and/or DNA database sample analysis;
   b. 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 (FBI);
   c. Is accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community;
   d. Participates in the National DNA Index System (NDIS), or has an agreement with an NDIS participating laboratory to upload their data;
   e. Enters all eligible DNA profiles obtained with funding from this program into the Combined DNA Index System (CODIS) and, where applicable, those profiles 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.
   f. Ensures 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.)
   g. Ensures 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);
   h. Prioritizes, to the extent practicable consistent with public safety considerations, DNA testing of samples from rape kits, samples from other sexual assault evidence, and samples taken in cases without an identified suspect.

(B) That the state or unit of local government has determined, by statute, rule, or regulation, those offenses under State law that shall be treated for purposes of this program as qualifying State offenses;

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[1] 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.

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(C) Assures 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 analysis of samples in accordance with the purposes of this program;
(D) Assures 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 consistent with public safety considerations, samples from homicides and sexual assaults.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and/or 34 U.S.C. §§ 10271-10273. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the Bureau of Justice Assistance).

Vanessa Martinucci
Signature of Certifying Official

Vanessa Martinucci
Printed Name of Certifying Official

Crime Laboratory Director
Title of Certifying Official

Metro Nashville Police Department (TN)
Name of Applicant Agency (including name of State)

5/9/24
Date

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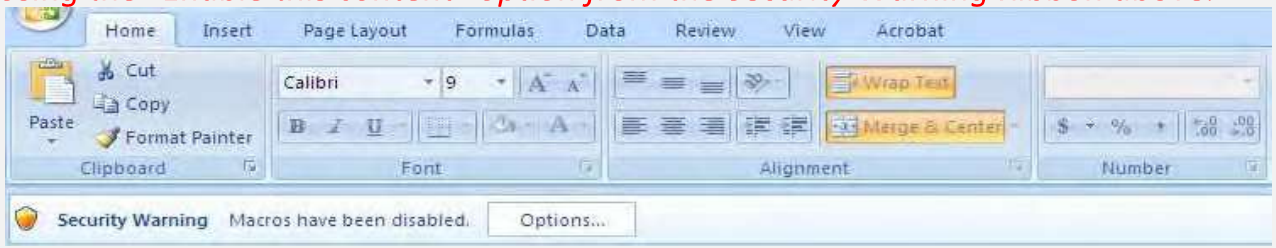
Budget Detail Worksheet

OMB Approval NO.: 1121-0329
Expires 11/30/2020

For a 508 compliant, accessible version of the Budget Detail Worksheet, use the following link:
https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet/BDW508.pdf

Worksheet Instructions

Note: This document requires macros be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above.



If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros,

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Budget Sheet Instructions



please close the document and reopen it with macros enabled.

Purpose:

The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal (match) amount in the appropriate category, if applicable.

How to use this Workbook:

The workbook includes several different worksheets. The first worksheet (this one) is an instruction sheet; the next worksheet includes the budget detail worksheet and narrative for year 1. There are duplicates of this worksheet for years 2-5 that can be completed as necessary. The last worksheet is a Budget Summary. It compiles all of the relevant budget information into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

Step by Step Usage:

1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
2. For each budget category, you can see a sample by viewing the 'Budget Detail Example Sheet'.
3. The 'Definitions' tab explains terms used in the instructions for the various budget categories.
4. **Record Retention:** In accordance with the requirements set forth in **2 CFR Part 200.333**, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
5. The information disclosed in this form is subject to the Freedom of Information Act under U.S.C. 55.2.

Budget Point of Contact Information:

Contact Name:	**Last:**	Watson		**First:**	Heather	**Middle:**	Lynn
Contact Phone:	615.880.1206	**Contact Fax:**	615.880.1210	**Contact Email:**	heather.watson@nashville.gov		

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Budget Sheet Instructions

Worksheet Index:	
Tab	
Budget Detail - Year 1	
Budget Detail - Year 2	
Budget Detail - Year 3	
Budget Detail - Year 4	
Budget Detail - Year 5	
Budget Summary	
Example - Budget Detail Sheet	
Definitions	
Budget Category Descriptions:	
Personnel	List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.
Fringe Benefits	Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.
Travel	Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. Note: Travel expenses for consultants should be included in the "Consultant Travel" data fields under the "Subawards (Subgrants)/Procurement Contracts" category.
Equipment	List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Subawards (Subgrants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.

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Budget Sheet Instructions

Supplies	List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than $5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget detail worksheet and budget narrative.
Construction	Provide a description of the construction project and an estimate of the costs. Minor repairs or renovations may be allowable and should be classified in the "Other" category. OJP does not currenly fund construction programs. Consult with the program office before budgeting funds in this category. All requested information must be included in the budget detail worksheet and budget narrative.
Subawards (Subgrants), Procurement Contracts, & Consultant Fees	**Subawards (see "Subaward" definition at 2 CFR 200.92):** Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category G. Subawards (Subgrants)/Procurement Contracts by including the label "(subaward)" with each subaward entry. **Procurement contracts (see "Contract" definition at 2 CFR 200.22):** Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at $150,000). **Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of the DOJ grant-making component's maximum rate for an 8-hour day (currently $650) require additional justification and prior approval from the respective DOJ grant-making component. All requested information must be included in the budget detail worksheet and budget narrative.
Other Costs	List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.

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Indirect Costs	Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) Narrative for any indirect costs should clearly state which direct costs the indirect cost agreement is being applied to. All requested information must be included in the budget detail worksheet and budget narrative. In order to use the "de minimis" indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant's eligibility (to use the "de minimis" rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.

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Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N (DOJ Financial Guide, Section 3.10)	

A. Personnel

Name *List each name, if known.*	**Position** *List each position, if known.*	**Computation** *Show annual salary rate & amount of time devoted to the project for each name/position.*						
		Salary	***Rate***	***Time Worked*** *(# of hours, days, months, years)*	***Percentage of Time***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total(s)	**$0**	**$0**	**$0**

Narrative

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B. Fringe Benefits					
Name *List each grant-supported position receiving fringe benefits.*	**Computation** *Show the basis for computation.*				
	Base	***Rate***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

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C. Travel										
Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Lodging, Meals, Etc.*	**Basis** *Per day, mile, trip, Etc.*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*						
				Cost	***Quantity***	***# of Staff***	***# of Trips***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			N/A					$0		$0
							Total(s)	**$0**	**$0**	**$0**
Narrative										

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D. Equipment					
Item *List and describe each item of equipment that will be purchased*	**Computation** *Compute the cost (e.g., the number of each item to be purchased X the cost per item)*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

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E. Supplies					
Supply Items *Provide a list of the types of items to be purchased with grant funds.*	**Computation** *Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

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Purpose Area #4

F. Construction						
Purpose *Provide the purpose of the construction*	**Description of Work** *Describe the construction project(s)*	**Computation** *Compute the costs (e.g., the number of each item to be purchased X the cost per item)*				
		# of Items	***Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
				$0		$0
			Total(s)	**$0**	**$0**	**$0**
Narrative						

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G. Subawards (Subgrants)					
Description *Provide a description of the activities to be carried out by subrecipients.*	**Purpose** *Describe the purpose of the subaward (subgrant)*	**Consultant?** *Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
					$0
		Total(s)	**$0**	**$0**	**$0**

Consultant Travel (if necessary)								
Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative	

H. Procurement Contracts			
Description	**Purpose**	**Consultant?**	

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Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently $150,000).	*Describe the purpose of the contract*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
Outsourcing	Outsourcing sexual assult kits	No	$125,000	$0	$125,000
		Total(s)	**$125,000**	**$0**	**$125,000**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative

The goal of this project is to increase the capacity of the MNPD Crime Lab's Forensic Biology Unit to 1) reduce the backlog of forensic DNA cases and samples awaiting analysis by increasing the number of samples analyzed and 2) to reduce forensic case and sample turnaround time, through outsourcing sexual assault cases to private vendors for forensic case sample analysis. Metro Nashville Government's procurement methods will be used.

I. Other Costs

Description *List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).*	**Computation** *Show the basis for computation*

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Purpose Area #4

	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					$0		$0
				Total(s)	$0	$0	$0

Narrative	

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J. Indirect Costs					
Description *Describe what the approved rate is and how it is applied.*	**Computation** *Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	***Indirect Cost Rate***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

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Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N (DOJ Financial Guide, Section 3.10)	

A. Personnel

Name *List each name, if known.*	Position *List each position, if known.*	Computation *Show annual salary rate & amount of time devoted to the project for each name/position.*						
		Salary	***Rate***	***Time Worked*** *(# of hours, days, months, years)*	***Percentage of Time***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total(s)	**$0**	**$0**	**$0**

Narrative

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B. Fringe Benefits					
Name *List each grant-supported position receiving fringe benefits.*	**Computation** *Show the basis for computation.*				
	Base	***Rate***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

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C. Travel										
Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Lodging, Meals, Etc.*	**Basis** *Per day, mile, trip, Etc.*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*						
				Cost	***Quantity***	***# of Staff***	***# of Trips***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			N/A					$0		$0
							Total(s)	**$0**	**$0**	**$0**
Narrative										

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D. Equipment					
Item *List and describe each item of equipment that will be purchased*	**Computation** *Compute the cost (e.g., the number of each item to be purchased X the cost per item)*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

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E. Supplies					
Supply Items *Provide a list of the types of items to be purchased with grant funds.*	**Computation** *Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

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Purpose Area #4

F. Construction						
Purpose *Provide the purpose of the construction*	**Description of Work** *Describe the construction project(s)*	**Computation** *Compute the costs (e.g., the number of each item to be purchased X the cost per item)*				
		# of Items	***Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
				$0		$0
			Total(s)	**$0**	**$0**	**$0**
Narrative						

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G. Subawards (Subgrants)					
Description *Provide a description of the activities to be carried out by subrecipients.*	**Purpose** *Describe the purpose of the subaward (subgrant)*	**Consultant?** *Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
					$0
		Total(s)	**$0**	**$0**	**$0**

Consultant Travel (if necessary)								
Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0
Narrative								

H. Procurement Contracts			
Description	**Purpose**	**Consultant?**	

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Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently $150,000).	*Describe the purpose of the contract*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
Outsourcing	Outsourcing sexual assult kits	No	$125,000	$0	$125,000
		Total(s)	**$125,000**	**$0**	**$125,000**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative

The goal of this project is to increase the capacity of the MNPD Crime Lab's Forensic Biology Unit to 1) reduce the backlog of forensic DNA cases and samples awaiting analysis by increasing the number of samples analyzed and 2) to reduce forensic case and sample turnaround time, through outsourcing sexual assault cases to private vendors for forensic case sample analysis. Metro Nashville Government's procurement methods will be used.

I. Other Costs

Description *List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).*	**Computation** *Show the basis for computation*

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Purpose Area #4

	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					$0		$0
				Total(s)	$0	$0	$0

Narrative	

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J. Indirect Costs					
Description *Describe what the approved rate is and how it is applied.*	**Computation** *Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	***Indirect Cost Rate***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

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Budget Summary

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

	Year 1		*Year 2 (if needed)*		*Year 3 (if needed)*		*Year 4 (if needed)*		*Year 5 (if needed)*		
Budget Category	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Total(s)
A. Personnel	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
B. Fringe Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
C. Travel	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
D. Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
E. Supplies	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
F. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
G. Subawards (Subgrants)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
H. Procurement Contracts	$125,000	$0	$125,000	$0	$0	$0	$0	$0	$0	$0	$250,000
I. Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Direct Costs	$125,000	$0	$125,000	$0	$0	$0	$0	$0	$0	$0	$250,000
J. Indirect Costs	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Project Costs	$125,000	$0	$125,000	$0	$0	$0	$0	$0	$0	$0	$250,000
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										No	

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ANAB
ANSI National Accreditation Board

October 11, 2023

Amanda Sweet
Metropolitan Nashville Police Department
Crime Laboratory
400 Myatt Drive, Suite 200
Madison, TN 37115

Dear Director Sweet,

Congratulations! On October 10, 2023, ANAB approved the continuation of your organization's accreditation based upon the results of your recent surveillance activity. Continuation of accreditation is a formal acknowledgement that your organization continues to operate in conformance with accreditation requirements. The report was provided to you during the assessment activity.

The provided ANAB accreditation symbol (Testing) may be used to convey your accredited status. An accreditation symbol must not be used in any way which implies accreditation in any area outside of the scope of accreditation. If appropriate, the accreditation symbol may be used on your organization's website, reports, letterhead, business cards, and other official documents. Please refer to PR 1018 Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status for all required information. This policy also provides information on your ability to use a combined mark that contains the ANAB accreditation symbol and the International Laboratory Accreditation Cooperation (ILAC) mark.

The next assessment activity is scheduled to be a Surveillance Assessment to occur the week of September 15th 2024.

Thank you for your ongoing commitment to quality and the accreditation process.

Sincerely,

Brad Putnam
Senior Director of Accreditation
ANSI National Accreditation Board

cc: Emily Bright, Quality Manager
ANAB Office

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ANAB
ANSI National Accreditation Board

CERTIFICATE OF ACCREDITATION

The ANSI National Accreditation Board

Hereby attests that

Metropolitan Nashville Police Department
Crime Laboratory

400 Myatt Drive, Suite 200, Madison, Tennessee 37115 USA

Fulfills the requirements of

ISO/IEC 17025:2017

Accreditation Requirements for Forensic Testing and Calibration (2023)

FBI Quality Assurance Standards for Forensic DNA Testing Laboratories:2020

In the field of

Forensic Testing

This certificate is valid only when accompanied by a current scope of accreditation document.
The current scope of accreditation can be verified at www.anab.org.

Pamela L. Sale, Vice President, Forensics

Expiry Date: 31 January 2027
Certificate Number: FT-0062



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ANAB
ANSI National Accreditation Board

SCOPE OF ACCREDITATION TO:
ISO/IEC 17025:2017
Accreditation Requirements for Forensic Testing and Calibration (2023)
FBI Quality Assurance Standards for Forensic DNA Testing Laboratories:2020

Metropolitan Nashville Police Department Crime Laboratory

400 Myatt Drive, Suite 200
Madison, Tennessee 37115 USA

FORENSIC TESTING

Expiry Date: 31 January 2027 Certificate Number: FT-0062

Discipline: Biology		
Component/Parameter	**Item**	**Key Equipment/Technology**
DNA Profile Determination	Short Tandem Repeat (STR)	Capillary Electrophoresis
Individual Characteristic Database	DNA Profile	National DNA Index System (NDIS)
Physical Comparison	DNA Profile	Software Program
Qualitative Determination	Body Fluid Epithelial Cell	Capillary Electrophoresis Chemical Fluorescence Spectroscopy General Microscopy Immunoassay

Discipline: Firearms and Toolmarks		
Component/Parameter	**Item**	**Key Equipment/Technology**
Distance Determination	Firearm Physical Item	Chemical General Microscopy Measuring Equipment
Function Evaluation	Firearm	Dead Weight Measuring Equipment Visual
Individual Characteristic Database	Ammunition	National Integrated Ballistic Information Network (NIBIN)

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414-501-5494
www.anab.org

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Physical Comparison	Ammunition Tool/Toolmark	General Microscopy Software Program Visual
Qualitative Determination	Ammunition Firearm Tool	General Microscopy Reference Collection
Serial Number Restoration	Physical Item	Chemical General Microscopy Magnetic Visual

Discipline: Friction Ridge		
Component/Parameter	**Item**	**Key Equipment/Technology**
Enhancement	Ridge Detail	Software Program
Individual Characteristic Database	Ridge Detail	Next Generation Identification System (NGI)
Physical Comparison	Ridge Detail	Software Program Visual

Discipline: Seized Drugs		
Component/Parameter	**Item**	**Key Equipment/Technology**
Qualitative Determination	Botanical Liquid Solid	Chemical Gas Chromatography General Microscopy Infrared Spectroscopy Liquid Chromatography Mass Spectrometry Thin-Layer Chromatography Ultraviolet Spectroscopy Visual
Quantitative Measurement	Botanical	Liquid Chromatography
Weight Measurement	Botanical Liquid Solid	Balance

Discipline: Toxicology – Testing		
Component/Parameter	**Item**	**Key Equipment/Technology**
Qualitative Determination (Volatiles)	Ante-Mortem Biological Item Liquid	Gas Chromatography Mass Spectrometry
Quantitative Measurement (Volatiles)	Ante-Mortem Biological Item Liquid	Gas Chromatography Mass Spectrometry

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Metropolitan Nashville Police Department
Crime Laboratory

FT-0062

When published on a forensic service provider's Scope of Accreditation, ANAB has confirmed the competence required to develop and validate methods and perform on-going quality assurance for accredited activities. For a listed component/parameter, the forensic service provider may add or modify methods for activities without formal notice to ANAB for items and key equipment/technology listed. Contact the forensic service provider for information on the method utilized for accredited work.

Pamela L. Sale
Vice President, Forensics

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METRO POLICE NASHVILLE DAVIDSON COUNTY

Freddie O'Connell, Mayor

John C. Drake
Chief of Police

METROPOLITAN POLICE DEPARTMENT
of Nashville and Davidson County

May 10, 2024

To whom it may concern,

The Metropolitan Nashville Police Department Crime Laboratory is an entity of the Metropolitan Government of Nashville & Davidson County and does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally-funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted to OJP as part of this application.

Vanessa Martinucci

Vanessa Martinucci
Crime Laboratory Director
Metropolitan Nashville Police Department

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2024 CEBR

Baseline Backlog Data Casework Laboratories

• Number of untested/not completed forensic biology/DNA cases on hand on January 1, 2023.

1,124 including cases in-house and at our outsourcing lab.

• Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) on January 1, 2023.

1,096

• Please estimate the percentage of the backlogged cases that were from property crimes.

7%

• Number of new cases for forensic biology/DNA received in 2023.

372

• Please estimate the percentage of these cases that were from property crimes.

4%

• Total number of forensic biology/DNA cases completed in 2023.

365 including cases completed internally and by outsourcing lab.

• Please estimate the percentage of these cases that were property crimes.

1%

• Forensic biology/DNA cases closed by administrative means in 2023.

23

• Number of untested/not completed forensic biology/DNA cases on hand on December 31, 2023.

1,131 including cases in-house and at the outsourcing lab.

• Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) on December 31, 2023.

1,109 including cases in-house and at the outsourcing lab.

• The average number of days needed to complete (including peer review and report) nonpriority forensic DNA cases for calendar year 2023. Please indicate violent crime time with a "V" and the nonviolent crime time with "NV." If the applicant cannot separate violent and nonviolent cases, give the number with no other markings.

177 days from assignment to completion

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DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action:
- [ ] a. contract
- [x] b. grant
- [ ] c. cooperative agreement
- [ ] d. loan
- [ ] e. loan guarantee
- [ ] f. loan insurance

2. * Status of Federal Action:
- [ ] a. bid/offer/application
- [x] b. initial award
- [ ] c. post-award

3. * Report Type:
- [x] a. initial filing
- [ ] b. material change

4. Name and Address of Reporting Entity:

[x] Prime [ ] SubAwardee

* Name: Metro Nashville Police Department
* Street 1: 600 Murfreesboro Road
Street 2:
* City: Nashville
State: TN: Tennessee
Zip: 37219-6399
Congressional District, if known: 05

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency:
U.S. Department of Justice

7. * Federal Program Name/Description:
Comprehensive Forensic DNA Analysis Grant Program
CFDA Number, *if applicable:* 16.036

8. Federal Action Number, *if known:*

9. Award Amount, *if known:*
$ 250,000.00

10. a. Name and Address of Lobbying Registrant:

Prefix: * First Name: N/A Middle Name: N/A
* Last Name: N/A Suffix:
* Street 1: N/A Street 2: N/A
* City: N/A State: Zip: N/A

b. Individual Performing Services (including address if different from No. 10a)

Prefix: * First Name: N/A Middle Name: N/A
* Last Name: N/A Suffix:
* Street 1: N/A Street 2: N/A
* City: N/A State: Zip:

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

* Signature: Michael C Park
*Name: Prefix: * First Name: Michael Middle Name: Curt
* Last Name: Park Suffix:
Title: Sergeant Telephone No.: 615-862-7077 Date: 04/01/2024

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Standard Form - LLL (Rev. 7-97)

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DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action:
- [ ] a. contract
- [x] b. grant
- [ ] c. cooperative agreement
- [ ] d. loan
- [ ] e. loan guarantee
- [ ] f. loan insurance

2. * Status of Federal Action:
- [ ] a. bid/offer/application
- [x] b. initial award
- [ ] c. post-award

3. * Report Type:
- [x] a. initial filing
- [ ] b. material change

4. Name and Address of Reporting Entity:

[x] Prime [ ] SubAwardee

* Name: Metro Nashville Police Department
* Street 1: 600 Murfreesboro Road
Street 2:
* City: Nashville
State: TN: Tennessee
Zip: 37219-6399
Congressional District, if known: 05

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency:
U.S. Department of Justice

7. * Federal Program Name/Description:
Comprehensive Forensic DNA Analysis Grant Program
CFDA Number, *if applicable:* 16.036

8. Federal Action Number, *if known:*

9. Award Amount, *if known:*
$ 250,000.00

10. a. Name and Address of Lobbying Registrant:

Prefix: * First Name: N/A Middle Name: N/A
* Last Name: N/A Suffix:
* Street 1: N/A Street 2: N/A
* City: N/A State: Zip: N/A

b. Individual Performing Services (including address if different from No. 10a)

Prefix: * First Name: N/A Middle Name: N/A
* Last Name: N/A Suffix:
* Street 1: N/A Street 2: N/A
* City: N/A State: Zip:

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

* Signature: Michael C Park
*Name: Prefix: * First Name: Michael Middle Name: Curt
* Last Name: Park Suffix:
Title: Sergeant Telephone No.: 615-862-7077 Date: 04/01/2024

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METROPOLITAN POLICE DEPARTMENT
of Nashville and Davidson County

Freddie O'Connell, Mayor

John C. Drake
Chief of Police

May 9, 2024

To whom it may concern,

The Metropolitan Nashville Police Department Crime Laboratory is an entity of the Metropolitan Government of Nashville & Davidson County that does not employ a fee-for-service model or otherwise accept compensation from external organizations or jurisdictions to conduct DNA sample testing.

Vanessa Martinucci

Vanessa Martinucci
Crime Laboratory Director
Metropolitan Nashville Police Department

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Areas Affected By Project

The Metropolitan Nashville Police Department Crime Laboratory (MNPD-CL) provides services to all of Nashville and Davidson County, which encompasses 504.03 square miles. According to 2019 census data, the Nashville and Davidson County Metropolitan area is home to an estimated 694,144 people. This is an increase of 67,463 people over the last nine years (7496 per year; 144 per week; totaling 1377 people per square mile). The rapid increase in population greatly increases demand for forensic Toxicology testing services as opioid abuse continues to increase in Tennessee and Davidson County.

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APPLICATION SIGNATURE PAGE
FOR THE APPLICATION OF THE
2024 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Director
Department of **Police Department**

5/20/24
Date

DocuSign

Certificate Of Completion

Envelope Id: 809D65B3FDF74465993D116B4E38F1B0
Status: Completed
Subject: Complete with DocuSign: Police FY24 DNACapacityEnhancement...Reduction 25-27App Council Mtg 06/18/24
Source Envelope:
Document Pages: 99
Signatures: 3
Certificate Pages: 15
Initials: 1
AutoNav: Enabled
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Time Zone: (UTC-06:00) Central Time (US & Canada)

Envelope Originator:
Vaughn Wislon
730 2nd Ave. South 1st Floor
Nashville, TN 37219
Vaughn.wilson@nashville.gov
IP Address: 170.190.198.185

Record Tracking

Status: Original
6/3/2024 10:26:44 AM
Security Appliance Status: Connected
Storage Appliance Status: Connected

Holder: Vaughn Wislon
Vaughn.wilson@nashville.gov
Pool: StateLocal
Pool: Metropolitan Government of Nashville and Davidson County

Location: DocuSign

Location: DocuSign

Signer Events	Signature	Timestamp
Ernest Franklin ernest.franklin@nashville.gov Security Level: Email, Account Authentication (None)	EF Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 6/3/2024 10:54:53 AM Viewed: 6/3/2024 11:12:22 AM Signed: 6/3/2024 11:12:45 AM
Electronic Record and Signature Disclosure: Accepted: 6/3/2024 11:12:22 AM ID: 4bb056bf-cace-4a5d-a9af-1ba0a5873784		
Aaron Pratt aaron.pratt@nashville.gov Security Level: Email, Account Authentication (None)	Aaron Pratt Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 6/3/2024 11:12:55 AM Viewed: 6/3/2024 11:21:31 AM Signed: 6/3/2024 11:21:36 AM
Electronic Record and Signature Disclosure: Accepted: 6/3/2024 11:21:31 AM ID: 7861ef21-940d-4612-96e5-568ff9b65cd3		
Kevin Crumbo/mjw maryjo.wiggins@nashville.gov Security Level: Email, Account Authentication (None)	kevin Crumbo/mjw Signature Adoption: Pre-selected Style Using IP Address: 174.212.107.185 Signed using mobile	Sent: 6/3/2024 11:21:47 AM Viewed: 6/3/2024 11:33:04 AM Signed: 6/3/2024 11:34:15 AM
Electronic Record and Signature Disclosure: Accepted: 6/3/2024 11:33:04 AM ID: 4fa1be98-6764-4701-8bf1-8ca6cace1b14		
Courtney Mohan courtney.mohan@nashville.gov Security Level: Email, Account Authentication (None)	Courtney Mohan Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.144	Sent: 6/3/2024 11:34:26 AM Viewed: 6/3/2024 1:39:31 PM Signed: 6/3/2024 2:35:35 PM

Signer Events	Signature	Timestamp
Electronic Record and Signature Disclosure: Accepted: 6/3/2024 1:39:31 PM ID: ef3302f6-9b63-4fc6-9da6-4691c6aafd55		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Danielle Godin danielle.godin@nashville.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/3/2024 2:35:44 PM Viewed: 6/3/2024 2:58:48 PM
Sally Palmer sally.palmer@nashville.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 6/3/2024 12:39:15 PM ID: 8cae3d07-032e-4a92-ba32-d9104099b726	COPIED	Sent: 6/3/2024 2:35:45 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/3/2024 10:54:53 AM
Certified Delivered	Security Checked	6/3/2024 1:39:31 PM
Signing Complete	Security Checked	6/3/2024 2:35:35 PM
Completed	Security Checked	6/3/2024 2:35:45 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure