



## Notice of Funding Opportunity (NOFO)

### Part 1. Overview Information

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<b>Participating Organization:</b>	Louisiana Commission on Law Enforcement and Administration of Criminal Justice <a href="http://www.lcle.la.gov">www.lcle.la.gov</a>
<b>Funding Opportunity Title:</b>	2022 BJA DNA Capacity Enhancement for Backlog Reduction (CEBR) Program
<b>Announcement Type:</b>	CEBR New
<b>Catalog of Federal Domestic Assistance (CFDA) Number:</b>	16.741
<b>Federal Award Identification Number (FAIN):</b>	TBD
<b>Federal Award:</b>	TBD - All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed.
<b>Period of Performance:</b>	<b>Twelve to eighteen months</b>
<b>Funding Opportunity Purpose:</b>	<p>The Louisiana Commission on Law Enforcement and Administration of Criminal Justice announces the Notice of Funding Opportunity (NOFO) for the DNA Capacity Enhancement for Backlog Reduction (CEBR) Program.</p> <p>The CEBR program is authorized Department of Justice Appropriations Act, 2022, Pub. L. 116-260, 134 Stat 1182, 1258. This program provides funding to states and units of local government with existing crime laboratories to increase the capacity of publicly funded forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or prevent a backlog of forensic and database DNA samples.</p>
<b>Due Dates:</b>	June 24, 2022

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**Proposal:**

- Submit proposal to LCLE CEBR Program Manager for view and selection.
- If selected to continue application process, applicant will receive an invitation to apply.
- Applicants that do not comply may be delayed or not accepted for review.

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**Part 2. Full Text of the Announcement**

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**A. Program Description**

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BJA's FY 2022 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program provides funding to states and units of local government with existing crime laboratories to increase the capacity of publicly funded forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or prevent a backlog of forensic and database DNA samples.

**Program-Specific Information**

This solicitation seeks applications for funding to support the following purposes:

1. To carry out, for inclusion in the Combined DNA Index System, DNA analyses of database samples collected under applicable legal authority.
2. To carry out, for inclusion in the Combined DNA Index System, DNA analyses of forensic case (e.g., “crime scene”) samples.
3. To increase the capacity of publicly funded forensic DNA and DNA database laboratories.

The following requirements apply to all DNA analyses conducted under this program:

1. Applicants must ensure that all eligible DNA profiles obtained with funding from this program are entered into the Combined DNA Index System (CODIS) and, where applicable, 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.
2. Applicants must ensure 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.)
3. Applicants must ensure 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).

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**B. AWARD INFORMATION**

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**Funding Instrument:**

The Louisiana Commission on Law Enforcement will issue grant awards.

**Application Types Accepted:**

Continuations, Renewals, and New applicants/applications

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**Funds Available:**

Contact CEBR Program Manager – Kelly Parks

**Award Project Period:**

All projects are funded for a maximum of eighteen (18) months, and continued funding cannot be guaranteed. Any project funded for **more or less** than the 18<sup>th</sup> - month time period must be approved by the Commission.

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**Financial Management and System of Internal Controls:**

If selected for funding, the award recipient must:

- Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- Take reasonable measures to safeguard protected personally identifiable information.

**C. ELIGIBILITY INFORMATION**

Criminal Records Reports (if applicable)

- The applicant certifies that all systems developed or purchased shall meet all specifications for Louisiana Information Based Reporting System (LIBRS) Criminal History System reporting as are in effect at the time of sub grant award.

Supplanting/Non-Supplanting

- Federal funds must be used to supplement (add to), enhance or expand existing services for program activities and not replace those funds that have been appropriated for the same purpose.
- A grant recipient may not use Federal grant funds to defray any costs that the recipient already is obligated to pay.
- The possibility of supplanting will be the subject of careful application review, possible pre-award review, post-award monitoring, and audit of any finding.
- If any additional information, assistance with definition, or examples of supplanting is needed, please contact the LCLE CEBR Program Manager.

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

Under this program, in general, eligible applicants are given the opportunity, based on their individual needs, to determine what portion of their anticipated funding should be used for capacity-building purposes and what portion should be used for analysis of forensic DNA and/or DNA database samples.

**1. Salary and benefits of 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.

## **2. 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.

## **3. 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.

## **4. Travel (Limited)**

Funds may be used for travel to conduct required site visits to public or private accredited laboratories that will be 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 also be used to make one additional unannounced site visit. Funds may be used for travel associated with DNA training, described in item 3 "Training," above. Travel expenses must be reasonable and comply with the applicable provisions of the grant award terms and special conditions, the DOJ Grants Financial Guide, the recipient's (and any subrecipient's) written policies, and DOJ regulations (Part 200 Uniform Requirements). Justifications for the number of staff traveling and the benefit of their attendance at the event must be included as well as justification as to why other forms of travel/training (e.g., webinars or review of journal articles) are not sufficient.

## **5. 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 2022 program. Requests for equipment must adequately be justified with the demonstrated need and be associated with the solicitation's objectives. Computer hardware updates must be based on new technology or software upgrades to instrumentation.

## **6. Supplies**

Expense 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 no later than the end date of the award.

a. 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).

b. 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, to include mtDNA, Y-STR, or any other NDIS-approved analysis platform used to analyze challenging samples such as unidentified human remains.

c. Collection kits for database samples

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

## **7. Contracts**

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

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 Federal Bureau of Investigation, and must be accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community.

### ***a. 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 and DNA Database Laboratories established by the Director of the Federal Bureau of Investigation.

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 (costs should not exceed \$650 per auditor for each day on site) 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 and/or DNA Database Laboratories and, additionally, must reside outside the state where the laboratory to be audited operates. The same auditors cannot be used in consecutive audits, and all auditors must sign a conflict of interest and nondisclosure form prior to performing any work.

***c. 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*.

***d. Warranty, service, or maintenance contracts for equipment***

Contracts may be established to provide warranty, service, or maintenance contracts for laboratory equipment.

***e. 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 and DNA Database Laboratories. The most recent version in use at the time of the release of this solicitation can be found at <https://www.fbi.gov/file-repository/qas-audit-for-forensic-dna-testing-laboratories.pdf/view>.

***f. Contracts for validation studies for 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.

***g. 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 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.

**8. Costs associated with and including accreditation**

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

**9. 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 Laboratory Information Management Systems (LIMS) for 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.

## **10. Laboratory Information Management Systems (LIMS)**

### ***a. New LIMS to upgrade or replace existing systems.***

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

### ***b. Existing Laboratory Information Systems***

Contracts may be established to purchase and install DNA modules to existing LIMS, extra licenses for the DNA unit users to 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.

### ***c. Accessories for existing LIMS***

Accessories for 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.

### ***d. 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.

## **Definitions for the purposes of this solicitation:**

**LIMS** — a software-based laboratory and information management system with features that support a modern laboratory's operations. Key features include, but are not limited to, workflow and data tracking support, flexible architecture, and data exchange interfaces.

**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 or a different vendor as the laboratory's current LIMS.

## **14. 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 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. 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 work spaces, 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 can 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.” 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 “Permissible Uses of Funds,” above, under “Renovations.”
6. 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 supply costs 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 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.

## **PART 3. Funding Determination Process**

### **A. Project Proposal**

Applicants will submit a project narrative and a CEBR budget detail worksheet (worksheet is available at [www.lcle.la.gov](http://www.lcle.la.gov)) via email to the Louisiana Commission on Law Enforcement (LCLE) CEBR Program Manager at [Kelly.Parks@lcle.la.gov](mailto:Kelly.Parks@lcle.la.gov). The LCLE review committee will review and determine projects to move forward to the application process. Applicants will receive an invitation to submit the full application on the Louisiana Commission on Law Enforcement’s E-grants system.

## **Required Documents:**

- Completed Proposal (please use last year’s submission as a guide).
- Program Narrative
- Budget Narrative (Microsoft Word document).
- Budget Detail Worksheet (<https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet/>)
- Conflict of Interest Disclosure Form (form available at [www.lcle.la.gov](http://www.lcle.la.gov))
- Cover letter on Agency Letterhead and signed by the authorized official.
- Accreditation (**Certificate and Scope of Accreditation**)
- DUNS number and proof of an active CCR registration with current information.
- Eligibility Statement stating that the applicant is eligible and will do the following:
  1. Information or documentation that any crime laboratory that would receive funding under this program (1) is an existing crime laboratory or laboratory system that conducts analysis of DNA samples and, if applicable, a state-designated existing crime laboratory that conducts analysis of DNA database samples; (2) is accredited by a nonprofit professional organization actively involved in forensic science that is nationally recognized within the forensic science community; and (3) 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.
  2. Statement or documentation that all eligible DNA profiles obtained with funding from this program will be entered into CODIS and, where applicable, uploaded to NDIS.
  3. Statement acknowledging that any crime laboratory that would receive funding under this program (1) participates in the National DNA Index System or has an agreement with an NDIS participating laboratory to upload its data; and (2) must follow NDIS DNA Data Acceptance Standards for all profiles uploaded to NDIS.
  4. Statement that all DNA analysis performed under this program will be maintained under applicable federal privacy requirements.
- Program Income Declaration stating one of the following options at applicable to the applicant organization:
  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)

Please read the Programmatic Environmental Assessment

(<https://bj.a.ojp.gov/sites/g/files/xyckuh186/files/media/document/bja-programmatic-ea.pdf> )

Fill out the National Institute of Justice Grants Program Checklist for Potential Environmental Impacts (<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/bja-grant-program-checklist-nepa.pdf>)

All documents must be submitted at one time and must be submitted by the due date. No extensions will be granted beyond the due date nor will any documents be accepted after that time. Please note that we will not be sending out any requests for additional information. If we don't receive all of your information by the due date, your application will be denied. No Exceptions.

Also, your proposal must be in proposal format and feel free to use the provided solicitation as a guide. Please email all proposals to [Kelly.Parks@lcle.la.gov](mailto:Kelly.Parks@lcle.la.gov) and [Linda.Gautier@lcle.la.gov](mailto:Linda.Gautier@lcle.la.gov).

## **Proposal and Submission Information**

### **What a Proposal Should Include**

#### **1. Program Narrative**

Applicants must submit a narrative that addresses the project objectives, the expected results, and the implementation approach.

##### **a. Description of the Issue Page**

- Applicants should discuss identified bottlenecks in the DNA analysis process.
- Applicants should discuss the challenges their laboratory faces that hamper significant improvements in laboratory processing capacity or decreasing turnaround times. The primary objective should be to increase the capacity of publicly funded forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or prevent a backlog of forensic and database DNA samples. All proposed activities must have an identified nexus with the goals of this solicitation and how the activities relate to achieving the expected results within the proposal.

##### **b. Project Design and Implementation**

- This section should address the goals, objectives, and expected results of the applicant's proposal.
- A detailed plan showing how the applicant intends to use FY 2022 DNA CEBR Program funds to meet the programmatic goals of this solicitation: increasing the capacity of the forensic DNA laboratory and DNA database laboratory if applicable, and thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis and/or prevent a backlog of forensic DNA and DNA database samples. The goals and/or objectives of the application should not be the purchase of cost items or a restating of the budget request, but should be what processes, policy, or technology implementation this project will introduce to the agency to 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 (e.g., for the procurement, validation, and implementation of any new equipment; for the implementation of new chemistries; for the implementation of personnel costs [hiring and/or overtime]; for the execution of contracts).

- Applicants should discuss how they intend to address bottlenecks in the DNA analysis process.
- Applicants should also provide descriptions of any observed and/or anticipated increases in DNA submissions that would be expected to significantly impact the DNA laboratory's backlog and/or capacity that may negatively impact the project's expected results.
- iii. Applicants seeking funds for processing, recording, screening, and analysis of forensic DNA cases and/or DNA database samples must make a statement of the estimated number of forensic DNA cases and/or DNA database samples that can be processed, recorded, screened, and analyzed within the 24-month project period.
- iv. Applicants should include a sustainability plan in their application for all activities proposed to be funded under this program. For example, how does the applicant plan to maintain its proposed capacity-building efforts should it not receive later federal funding?

c. Capabilities and Competencies

- The applicant must identify proposed project staff, including any and all individuals (and organizations), who will be significantly involved in substantive aspects of the proposal and provide their qualifications and experience.
- The applicant organization must demonstrate its ability to manage the effort.
- The applicant must also show the relationship between the capabilities/competencies of the proposed staff (including the applicant organization) and the scope of the proposed project.

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

- The applicant should describe how the performance measure data will be derived, state who will be responsible for collecting the data, and state 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 measure data provided are accurate, auditable, and correctly measure the impact of the federal funds provided.
- The data collection plan should clearly describe both the method for the collection and tracking of performance measure 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 measure data at the applicant level, including who is responsible for the process of collecting and calculating the data, who is responsible for quality control of the data, and how the data will be stored.

**2. Demonstrated plan for collection of the performance measure data as described in the solicitation.** Please see attachment for BJA performance measures template.

[DNA Capacity Enhancement and Backlog Reduction \(ojp.gov\)](http://www.ojp.gov)

**3. Budget Detail Worksheet and Budget Narrative**

**a. Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.lcle.la.gov](http://www.lcle.la.gov).

**b. Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are to be complete, cost effective, and allowable (e.g.,

reasonable, allocable, and necessary for project activities). Applicants should demonstrate in their Budget Narratives how they will maximize cost effectiveness of grant expenditures. Budget Narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a Budget Narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

1. Total cost of the project relative to the perceived benefit.
2. Use of existing resources to conserve costs.
3. Cost-effectiveness of proposed activities applicable to backlog reduction and/or timeliness of forensic science or medical examiner/coroner's office services.
4. Cost-effectiveness of proposed activities applicable to improvement in the quality of forensic science or medical examiner/coroner's office services.
5. Cost-effectiveness of education and training as related to quality and/or timeliness of forensic science or medical examiner/coroner's office services.

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#### **4. LCLE Proposal Review Information**

##### **A. LCLE Application Approval Process**

After receipt of proposals, the CEBR Program Manager will conduct the risk assessment, provide the scoring criteria and prepare the proposal for the Grant Review Committee. Once a proposal has been approved by the Grant Review Committee it is then presented to the Commission on Law Enforcement for final approval. Both the Grant Review Committee and the Commission can make recommendations for approval, denial, deferment or table in addition to lacing additional special conditions that require compliance.

##### **B. LCLE Award Process**

Proposals approved by the Commission are then issued an Award Letter by LCLE Staff. These Award Letters are then forwarded directly to the applicant agency in a Subgrant Award Packet. The applicant agency is responsible for signing the original award in blue ink and returning the original to LCLE, keeping a copy of the award in their agency file.

### **C. LCLE Application Approval Process**

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### **D. LCLE Award Process**

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### **E. Proposal Review Information Criteria**

Criteria: Each application will be evaluated and scored on the Narrative and Budget Components using a 100-point scale by the Grant Review Committee.

1. *Project Summary and Strategy (30 points)*

This Section should be a succinct summary containing the description of the problem this project seeds to address the project's purpose, the program description, and expected results. Propose a clear and realistic implementation plan to comprehensively address objectives of this Notice of Funding Opportunity. It should also outline the relevant and appropriate main activities.

2. *Goals (15 points)*

This section should outline the Program Goals and Expected Results for the project.

3. *Objectives and Timeline (15 points)*

This section should state clearly defined and quantitatively measurable objectives that support programmatic progress. Please present a brief, timeline including target dates for activities, which reflects the overall program approach and its objectives.

4. *Organizational Capacity and Past Performance (20 points)*

This section of the application provides information about the applicant organization and any proposed key partners. It provides evidence that the applicant has the ability to successfully carry out the program activities of the grant. Provide a description of the applicant organization --- including its general purpose, goals, annual budget (including funding sources), and major past and current Activities and projects undertaken. Include a description of all key partners for this project and of the proposed working relationship with them.

## **PART 4. LCLE and Program Staff Information**

Kelly Parks, Program Manager

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