



Grant Proposal Notification

GPN Number: 023-25
(Completed by Finance Department)

Date of Notification: 09/22/2025
(MM/DD/YYYY)

Parent Committee Agenda Date: 10/07/2025
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 10/29/2025
(MM/DD/YYYY)

Name of Grant: FY25 Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

Name of Grantor: US Dept. of Justice - Bureau of Justice Assistance

Originating Entity: _____
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: DuPage County Forensic Science Center

Department Contact: Krysten Holley, Forensic Scientist, X2115
(Name, Title, and Extension)

Parent Committee: JPS

Grant Amount Requested: \$ 317,583.00

Type of Grant: Formula
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant: ☐ Yes ☒ No

Source of Grant: ☒ Federal ☐ State ☐ Private ☐ Corporate

If Federal, provide CFDA: 16.741 If State, provide CSFA: _____



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1. Justify the department's need for this grant.

The DuPage County Sheriff's Office Forensic Science Center has identified challenges in their pursuit to process casework samples for entry into CODIS with a reasonable turnaround time, keeping the backlog low. In order to ensure sustainability of capacity, it is necessary to purchase new equipment and to replace aging equipment. One challenge is securing the funding to do so. Furthermore, without grant funding, the laboratory would not be able to provide supplies to enable analysis of both violent and non-violent cases. Another challenge is keeping the lab adequately staffed. The analysis of casework data, preparing case notes and reports, and technically reviewing completed casework takes a large amount of time. Grant funding can address these challenges and will reduce or eliminate their negative impact on backlog and turnaround time.

2. Based on the County's Strategic Plan, which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

Safe Community: The grant will increase the capacity of the DNA section to conduct more casework and to reduce the backlog so that casework is completed more quickly. This will lead to solving more cases and the prompt resolution of these cases, making the citizens of DuPage safer.

Fiscal Responsibility: The grant will utilize federal funding to augment the local funding for DNA analyses.

Community Well-Being: The grant will improve access to county services because the DNA section will be able to conduct casework on more cases. For example, the grant allows us to analyze DNA left at property crimes, which typically have lower priority than crimes against people.

3. What is the period covered by the grant?

10/01/2025 to: 09/30/2027
(MM/DD/YYYY) (MM/DD/YYYY)

3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. _____ and _____
(MM/YY) (Duration)

4. Will the County provide "seed" or startup funding to initiate grant project? (Yes or No)

No

4.1. If yes, please identify the Company-Accounting Unit used for the funding

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront) ☐

5.2. After expenditure of costs (reimbursement-based) ☒

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6. Does the grant allow for Personnel Costs? (Yes or No) yes
- 6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.
- 6.1.1. Total salary \$1,006,824.67 Percentage covered by grant 1.0%
- 6.1.2. Total fringe benefits \$402,729.87 Percentage covered by grant 0.48%
- 6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): Yes
- 6.1.3.1. If yes, which ones are disallowed?
- Health insurance for full time employees working overtime utilizing grant funds
- 6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?
- 1000-4403
- 6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): No
- 6.2.1. If yes, how many new positions will be created?
- 6.2.1.1. Full-time _____ Part-time _____ Temporary _____
- 6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit? _____
- (Yes or No)
- 6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?

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6.3. Does the grant award require the positions to be retained beyond the grant term? (Yes or No)	No
6.3.1. If yes, please answer the following:	
6.3.1.1. How many years beyond the grant term?	_____
6.3.1.2. What Company-Accounting Unit(s) will be used?	_____
6.3.1.3. Total annual salary	_____
6.3.1.4. Total annual fringe benefits	_____
7. Does the grant allow for direct administrative costs? (Yes or No)	Yes
7.1. If yes, please answer the following:	
7.1.1. Total estimated direct administrative costs for project (this accounts only for DNA analysts' time and not 421 personnel)	\$11,001.12
7.1.2. Percentage of direct administrative costs covered by grant	4.8%
7.1.3. What percentage of the grant total is the portion covered by the grant	0.16%
8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost?	96%
9. Are matching funds required? (Yes or No):	No
9.1. If yes, please answer the following:	
9.1.1. What percentage of match funding is required by granting entity?	_____
9.1.2. What is the dollar amount of the County's match?	_____



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9.1.3. What Company-Accounting Unit(s) will provide the matching requirement? _____

10. What amount of funding is already allocated for the project? \$1,180,820.67

10.1. If allocated, in what Company-Accounting Unit are the funds located? 1000.4400, 1000.1160, 1300.4440

10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No): Yes
(but at a greatly reduced capacity)

11. What is the total project cost (Grant Award + Match + Other Allocated Funding)? \$1,324,194.67