



**PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT  
GRANTS PROGRAM (COVERDELL) - FORMULA  
FY 2019 APPLICATION FOR GRANT INSTRUCTIONS**

---

**APPLICATION DEADLINE: May 13, 2019 - 4:00 p.m.**

Applications must be received (not postmarked) by the above date. Late submissions will not be accepted. Fax or e-mail copies will not be accepted. Do not change the format of the Application for Grant template provided. The Paul Coverdell Forensic Science Improvement Grants Program (Coverdell) provides federal funding from the National Institute of Justice (NIJ) to help improve the quality and timeliness of forensic science and medical examiner/coroner's office services in State and local jurisdictions.

**Eligibility:** Applicants are limited to state and units of local government. Applications must be related to improving the quality and timeliness of forensic science and medical examiner/coroner's office services. *Applicants that are not accredited may receive priority when funding decisions are made.*

Coverdell law requires that, to request a grant, an Applicant for Coverdell funds must submit the following certifications:

- Certification as to Plan for Forensic Science Laboratories
- Certification as to Generally Accepted Laboratory Practices and Procedures
- Certification as to Forensic Science Laboratory System Accreditation
- Certification as to Use of Funds for New Facilities
- Certification as to External Investigations
- Attachment as to External Investigations naming the entity with appropriate process in place to conduct independent external investigations

Applications must use grant funding for one or more of the following grant purposes and identify them in the abstract section:

1. **Improve Quality and Timeliness:** To carry out all or a substantial part of a program intended to improve the quality and timeliness of forensic science or medical examiner/coroner's office services in the State, including those services provided by laboratories operated by the State and those operated by units of local government within the State.

2. **Eliminate Backlog:** To eliminate a backlog in the analysis of forensic science evidence, including, among other things, a backlog with respect to firearms examination, latent prints, impression evidence, toxicology, digital evidence, fire evidence, controlled substances, forensic pathology, questioned documents, and trace evidence.

3. **Train, Employ and Assist:** To train, employ, and assist forensic laboratory personnel and medicolegal death investigators as needed to eliminate such a backlog.

4. **Address Emerging Forensic Issues and Technology:** To address emerging forensic science issues (such as statistics, contextual bias, and uncertainty of measurement) and emerging forensic science technology (such as high throughput automation, statistical software, and new types of instrumentation).

5. **Educate and Train Pathologists:** To educate and train forensic pathologists.

6. **Medical examiner and coroner accreditation/certification:** To fund medicolegal death investigation systems to facilitate accreditation of medical examiner and coroner offices and certification of medicolegal death investigators.

**Match Requirement:** There is no match requirement for these funds.

**Length of Support:** Applicants may apply for a maximum of 12 months of funding.

**Funds Available:** Funds are anticipated to be available starting January 1, 2020. A total of \$88,677 is available for projects, of which \$50,250 is to be used for opioid related projects and \$38,427 is to be used for non-opioid related projects. **Project budgets shall not request less than \$25,000.**

**Base Funds:** The State is eligible for “base” (formula) funds. State and local units of government are able to apply for these funds by submitting an application to CPJAD. CPJAD then selects the project(s) for award through a competitive process to be submitted to NIJ with the State application for Coverdell base funds. The estimated base amount for FY 2019 in Hawaii is \$98,528, of which \$88,677 is to be used for opioid and non-opioid related projects.

**Minimum Award:** The Coverdell law sets a floor for the total amount an eligible applicant State will receive as its Coverdell grant. The minimum Coverdell grant to an eligible State will not be less than \$267,500. If the amount a State would otherwise receive as its total Coverdell grant (including both base funds and any competitive funds) is less than \$267,500, NIJ will increase that State’s total grant to \$267,500.

**Instructions and Forms:** Use the attached instructions and forms to complete your application packet. Instructions and forms are available online <http://ag.hawaii.gov/cpja/gp/coverdell/>. For additional information on the proposal including applicable requirements, allowable/unallowable costs and certification definitions and examples, please review the federal solicitation at: <https://nij.gov/funding/Documents/solicitations/NIJ-2019-15503.pdf>.

**Submit Applications to:** Department of the Attorney General  
Crime Prevention and Justice Assistance Division  
235 S. Beretania Street, Suite 401  
Honolulu, HI 96813

The application must be saved on Microsoft Word and submitted as an electronically on a CD or thumb drive. In addition, **submit one (1) original and two (2) hard copies of the application.** Printed applications shall be double sided. **Applications for Grant must be received in the office, as stated above, by 4 pm (not postmarked) with no exceptions.**

**Contact Information:** If you have any questions, please contact Dawn Martin at (808) 586-1164 or at [Dawn.M.Martin@hawaii.gov](mailto:Dawn.M.Martin@hawaii.gov).

**COVERDELL**  
**CHECKLIST FOR APPLICATION FOR GRANT**  
Department of the Attorney General

Parts I – IV of the Application for Grant must be submitted at the same time. Check that the following have been completed:

**Part I. Title Page** (Exhibit A)

- Items A to K are completed.

**Part II. Program Narrative**

- Abstract briefly describes the project and identifies at least one of the grant purposes to be addressed.
- The problem statement includes supporting data/facts and describes how funds will be used to carry out the State plan to improve the quality and/or timeliness of forensic or medical examiner/coroner's office services.
- Project goals, objectives, and activities are clearly defined; objectives are specific and measurable; and the activities demonstrate how objectives will be accomplished. A timeline of activities is included.
- The description of personnel defines who will manage and work on the project (includes brief biographies).
- Capabilities and competencies of the forensic laboratory or medical examiner/coroner's office services are described. Accreditation or plan for accreditation is addressed. Accepted laboratory practices and procedures are outlined.
- Performance Measures are linked to each goal and objective.
- Demonstrate a plan for the collection of performance measure data, including who will be collecting the data, timeline for data collection and tool used.
- A copy of your current agency laboratory accreditation certificate is attached.

**Part III. Budget Detail and Explanation**

- The Budget Detail and Explanation Worksheet were used to complete the detail and narrative.
- All items in the budget detail are outlined in the narrative. For example travel costs itemized by the number of trips and estimated cost per trip; equipment costs contain descriptions and costs of specific items; and overtime includes an estimate of the number of hours needed and the average salary per hour.

- Items A through H total the amount of the grant application.
- Budget clearly supports the project's objectives and activities, are allowable and reasonable, and are relevant to project activities.
- Calculations are correct.

#### **Part IV. Coverdell Statutory Certifications**

- Certification as to Plan for Forensic Science Laboratories (for State or Unit of Local Government)
- Certification as to Generally Accepted Laboratory Practices and Procedures
- Certification as to Forensic Science Laboratory System Accreditation
- Certification as to Use of Funds for New Facilities
- Certification as to External Investigations

#### **External Investigations Attachment**

- Provide, as an attachment, the name(s) of the existing "government entity" (or entities) that is the subject of the certification and has an appropriate process in place to conduct independent external investigations into allegations of serious negligence or misconduct.

#### **Application Completion**

- The Application is saved as an electronic file on a CD or thumb drive using Microsoft Word.
- In addition to the electronic version, submit **one (1) original and two (2) copies of the Application for Grant.**

## PART I. TITLE PAGE

The following instructions are for completing Part I. Title Page section of the application. A Microsoft Word template is available to complete the Title Page.

- A. **PROJECT TITLE.** Enter a brief descriptive title of no more than four words.
- B. **APPLICANT AGENCY.** Enter the official title of the State or County agency requesting the grant.
- C. **System for Award Management (SAM).** Registration with the System for Award Management (SAM) is a requirement of the Coverdell Grants Program and hence, is a mandatory requirement for all applying State and County government agencies.

The SAM is the official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is no cost to registrants for registering on the SAM website, <http://www.sam.gov>. Check to see if your agency is already registered with SAM.

If your agency is registered with SAM, then check “Yes.” Please note that Applicants must update or renew their SAM registration annually to maintain an active status. Information about registration procedures can be accessed at SAM website. If your agency has not registered, then check “No.”

*Note: If your application is selected for an award, all Applicants must have an active SAM registration in order to contract.*

**DUNS Number.** Having a DUNS Number is a requirement of the Coverdell Grants Program and hence, is a mandatory requirement for all applying State and County government agencies.

The DUNS number provided in your application **must match** the number in the SAM.

A Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. Enter the DUNS number. Check with your fiscal or administrative office as to whether your agency/county has a DUNS number. For more information on the DUNS number, go to <http://fedgov.dnb.com/webform/displayHomePage.do>.

*Note: Applicants must provide the Agency’s DUNS number at the time the application is submitted to the Department of the Attorney General.*

- D. **ADDRESS.** Enter the mailing address of applicant agency. Enter zip code, including the 4 digit extension.
- E. **PROJECT PERIOD.** Enter the expected starting and ending dates of the project. Duration of a project is not to exceed 12 months of funding.

F. **GRANT PURPOSE.** Select one of the following grant purposes:

- Improve Quality and Timeliness
- Eliminate Backlog
- Train, Employ, and Assist
- Address Emerging Forensic Issues and Technology
- Educate and Train Pathologists
- Medical Examiner and Coroner Accreditation/Certification

G. **ACCREDITATION.** If the forensic laboratory or medical examiner's office/coroner's office is already accredited, then check "Yes" and attach a copy of the accreditation to your application. Acceptable types of documentation of current accreditation include: an electronic (scanned) copy of the current accreditation certificate(s), a digital photograph of the current accreditation certificate(s), or a letter from the accrediting body that includes the certificate number. Funds will not be made available to applicant agencies that fail to provide the necessary information.

If the forensic laboratory or medical examiner's office/coroner's office is not yet accredited, then check "No" and provide an anticipated date when accreditation will be applied for.

*Note: An applicant that proposes to use any portion of the grant amount to fund a forensic science laboratory system that is not accredited will be required to use a portion of the grant amount for accreditation purposes and will need to apply for accreditation not more than two (2) years after the date on which a grant is awarded under the FY 2019 Paul Coverdell Forensic Science Improvement Grants Program. **Applicants that are not accredited may receive priority when funding decisions are made.***

H. **TOTAL PROJECT AMOUNT.** Enter the total grant cost that the Applicant is applying for and round to the nearest dollar. Application requests should not exceed a total of \$50,250 for opioid related projects and \$38,427 for non-opioid related projects, and shall not request less than \$25,000.

I. **OTHER FUNDING SOURCES.** Indicate whether an application has been or will be submitted to other funding sources. Provide the name of the source agency and the amount applying for or receiving.

J. **PROJECT DIRECTOR.** Enter the name, title, address, telephone, and e-mail address of the person who will be directly responsible for administering the project.

K. **FINANCIAL OFFICER.** Enter the name, title, address, telephone, and e-mail address of the person who will be responsible for the fiscal matters of the project. The Financial Officer should be someone other than the Project Director.

## PART II. PROGRAM NARRATIVE

The required format for the Program Narrative section of the application is as follows:

Font	Times New Roman
Font size	12 point
Margins	1-inch
Spacing	Double

This section is the most important part of the application because it not only describes what will be done and who will do it, but it also justifies the need for the project. The information requested in sections A – H must be described in detail. Please follow this order in describing the project. A Microsoft Word template is available to complete the Program Narrative.

The program narrative must specifically describe the manner in which grant funds will be used to carry out the State plan to improve the quality and/or timeliness of forensic science or medical examiner/coroner's office services over current operations.

If grant funds are requested for costs of a new facility, the program narrative must specifically describe the new facility to be constructed and the estimated costs of that facility.

If grant funds are requested for accreditation, the program narrative must describe accreditation activities and plans and, as applicable, the projected schedule for preparation for and application for accreditation. Under the Coverdell program, any forensic science laboratory system that is not accredited (as set out in the Coverdell Law) and that will receive a portion of the grant amount must use a portion of the grant amount to prepare and apply for accreditation not more than two (2) years after the date of the grant award.

### A. ABSTRACT

Briefly describe the project in 250 words or less. The abstract should be written for a general public audience. Identify at least one of the following grant purposes:

- **Improve Quality and Timeliness:** To carry out all or a substantial part of a program intended to improve the quality and timeliness of forensic science or medical examiner/coroner's office services in the State, including those services provided by laboratories operated by the State and those operated by units of local government within the State.
- **Eliminate Backlog:** To eliminate a backlog<sup>1</sup> in the analysis of forensic science evidence, including, among other things, a backlog with respect to firearms examination, latent prints, impression evidence, toxicology, digital evidence, fire evidence, controlled substances, forensic pathology, questioned documents, and trace evidence.
- **Train, Employ and Assist:** To train, assist, and employ forensic laboratory personnel and medicolegal death investigators as needed to eliminate such a backlog.

---

<sup>1</sup> A backlog in the analysis of forensic science evidence exists if forensic evidence has been stored in a laboratory, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility; and has not been subjected to all appropriate forensic testing because of lack of resources or personnel.



- **Address Emerging Forensic Issues and Technology:** To address emerging forensic science issues (such as statistics, contextual bias, and uncertainty of measurement) and emerging forensic science technology (such as high throughput automation, statistical software, and new types of instrumentation).
- **Educate and Train Pathologists:** To educate and train forensic pathologists.
- **Medical Examiner and Coroner Accreditation/Certification:** To fund medicolegal death investigation systems to facilitate accreditation of medical examiner and coroner offices and certification of medicolegal death investigators.

## **B. THE PROBLEM**

The problem statement describes what the project is seeking to address and what has been attempted to address it in the past. Describe the nature and scope of the existing problem, including supporting data. This section should clearly justify the reasons why the project is needed. This section should include a description as to how the Coverdell grant funds will be used to carry out the State plan to improve the quality and/or timeliness of forensic or medical examiner/coroner's office services.

If this is a continuation project, describe results of previous project period.

The following outline may be used as a guide:

1. What specific problem(s) will the project address?  
  
Example: An increasing backlog of sex assault kits, or an increasing number of backlogged drug analysis cases.
2. Who is the target population – who will the project impact?
3. What is the scope of the problem?
  - a. Geographical
    - Is the problem concentrated in one location or in several with similar characteristics?
    - Is the problem countywide?
    - Is the problem statewide?
  - b. Forensic Science Services
    - What segments of the forensic science serves are affected by this problem?
4. What is the magnitude of the problem?
  - a. Your description should be based on a thorough understanding of the problem or issue that is derived from data analysis. Data can validate that the problem is truly a problem and not simply a symptom of another problem.

Include all available pertinent data (e.g., number of arrests, number of agency referrals, caseloads, clearance rates, etc.) as well as any other indicators that further define the problem or need.

- b. How many people are currently affected by the problem or need?
5. How have County or State laboratories dealt with this problem in the past? What were the limitations in that approach?
6. If this is a continuation project, include a brief statement discussing the current problems in light of previous years' accomplishments.
7. Why is it important that the problem be addressed at this time?

### **C. GOALS AND OBJECTIVES**

This section should be limited to a precise statement of the specific project goals and objectives that will help to solve or overcome the problem/need described above.

1. A **GOAL** is a general statement of overall purpose of the project. Avoid using multiple sentences or a paragraph to describe the goal of the project. Effective grant proposals summarize the goal into one sentence that describes the foundational purpose for addressing the problem/need. Begin a goal statement with the word "To", which implies that an action is going to occur.
  - a. To become an accredited forensic lab for the County.
  - b. To address the backlog in the analysis of latent prints.
2. An **OBJECTIVE** is a specific statement of measurable results to be achieved within a stated period of time. Objectives are specific, measurable, achievable, realistic, and time-sensitive (SMART). Objectives are reflections of the goal statement and tells the application reviewer what the project intends to accomplish.
  - a. To improve the quality and timeliness of forensic science services by increasing the number of certified criminalists from four (4) to ten (10) by the end of the project period.
  - b. Reduce the current backlog of latent prints (current backlog is 188) by 60% by the end of March 2019 (expected backlog 75.2).

### **D. PROJECT ACTIVITIES**

Project activities are detailed descriptions of specific actions that are expected to produce results, which meet the stated goals and objectives. They highlight the actions you plan to implement in your project. Each objective should have at least one activity to describe

how and when it will be addressed during the project. The type of information should include the following:

1. A description of the **strategy** or method to achieve your objectives and the reasons for selecting the particular approach.
2. A description of any **training or technical assistance** which will be required to complete the actual work, including the manner in which this training/technical assistance is to be utilized.
3. A description of **equipment** to be purchased, including a justification of the need for equipment and an explanation of its proposed use.
4. A project **schedule and timeline** detailing what will be accomplished at each phase, including the estimated time intervals involved, and when purchases for goods and services will be conducted.
5. An outline of **available resources**.
6. A description of the specific gains, benefits, improvements, increased efficiencies, changes or other planned **impact** on the existing problem area, operating system or criminal justice system that are expected to occur as a result of the project.
7. A description of **expected results and outcomes** illustrating improvement over current operations in the quality and/or timeliness of forensic science or medical examiner/coroner's office services. Reduction of forensic analysis backlogs is considered an improvement in timeliness of services.

#### **E. PERSONNEL**

Define the agency's personnel that will manage and work on the project, as well as the project organization and management.

1. Outline who will be the Project Director and Financial Officer, how long they have worked with the agency, and brief biographies of experience. Describe the proposed duties and responsibilities of the Project Director and Financial Officer.
2. A description of the personnel, including brief biographies, who will be working on the project and their role in the project. If the project requires the employment of full- or part-time personnel, indicate the positions to be filled and the duties or responsibilities of each.
3. A description of how the project will be managed and organized. Indicate to whom the Project Director reports and the manner in which project accountability will be maintained.

#### **F. CAPABILITES AND COMPETENCIES**

Describe the capabilities and competencies of the forensic laboratory or medical examiner/coroner's office services. This includes areas of accreditation, specialty, and

scope. If the forensic laboratory or medical examiner/coroner's office is not accredited, then describe what services the forensic laboratory or medical examiner/coroner's office can currently provide. Accepted laboratory practices and procedures should be outlined here. Non-accredited labs shall provide a detailed plan on how they will prepare and apply for accreditation within 2 years after FY 2019 Coverdell Award date.

## **G. PERFORMANCE MEASURES**

Performance indicators are explicit measures of output/outcome measures that are expected from the performance of the activities. Indicators should specify how the project accomplishments will be documented and overall project performance will be measured, assessed, and evaluated. Each objective should have at least one performance indicator. Performance indicators do not provide a numerical value, rather it is a description of what numerical data you need to collect to evaluate the impact the project is making.

### **Sample Objective**

To improve the quality and timeliness of forensic science services by increasing the number of certified criminalists from four (4) to ten (10) by the end of the project period.

### **Activities linked to Objective**

The County Forensic Unit will be fully staffed with ten (10) criminalists by January 1, 2019. Criminalists in the unit will attend specialized training to obtain certification in 3 forensic science areas (ballistics, latent print, and toxicology). All of the unit criminalists will provide a copy of their training certificates. Planned trainings will take place in May, July, and September.

### **Performance Measures**

As linked to training activities:

- Number of criminalists received training.
- Type of training received/dates/location/trainer.
- Number of training certificates received.
- Number of criminalists certified in ballistics, latent print, and toxicology.

**The following data is required by NIJ and will need to be described in the semi-annual report.** This should be outlined in the Performance Measure section of the application:

- Average number of days to process a sample at the beginning of the grant period.
- Average number of days to process a sample at the end of the grant period.
- Number of backlogged cases at the beginning of the grant period.
- Number of backlogged cases at the end of the grant period.
- Number of forensic science personnel attending training.
- Number of medical examiner/coroner's office personnel attending training programs.
- Number of analysts.

- Number of analysts certified.
- Number of analysts seeking certification with FY 19 Coverdell funds.

### **Reporting Requirements**

By submitting an application, the Applicant agrees to participate and comply with all reporting requirements. Applicant will participate in a data collection process, measuring project outputs and outcomes through the Office of Justice Programs (OJP) Performance Measurement Platform (PMT) on a quarterly basis and CPJAD Semi-Annual Progress Report on a semi-annual basis.

## **H. PLAN FOR COLLECTING THE DATA FOR PERFORMANCE MEASURES**

Describe a plan for the collection of performance measure data. Identify the individual(s) responsible for the data collection and analysis, frequency of data collection, and the tool used for collecting data.

### PART III. BUDGET DETAIL AND EXPLANATION

The budget specifies the estimated costs of the project and the specific dollar amount requested. The budget section includes an inventory of projected costs as well as a narrative that explains and justifies those costs. The project narrative outlined above through the project effectiveness model, paints a picture of what the project will accomplish programmatically; the budget paints the picture of what the project will accomplish fiscally.

A **budget detail** is a detailed cost outline for specific budget categories needed to successfully implement your project. A **budget explanation** is a comprehensive explanation for each cost category item in the budget detail. The explanation should not be a regurgitation of the budget detail, rather an explanation of how you came up with the costs. Round off all budgeted amounts to the nearest dollar. All budget items must fit in one of the eight budget categories and link to the project description outlined above. A Microsoft Word template is available to complete Part III. Budget Detail and Explanation (AG/CPJAD #1(b)). For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <https://ojp.gov/financialguide/DOJ/>.

#### A. **SALARIES AND WAGES**

Funds may be used for forensic science or medical examiner/coroner's office personnel, overtime, fellowships, visiting scientists, interns, consultants, or contracted staff. List each position, indicating the monthly salary of each, and the percentage or ratio of time that they will be compensated. Overtime and standby cost can be listed here.

NOTE: Overtime cost cannot exceed 30% of the total project budget. An individual shall not incur overtime with project funds in excess of 10% of the individual's gross annual salary.

#### B. **FRINGE BENEFITS**

Show employee benefits and list the percentage breakdown of the employee benefits on a separate sheet. The fringe benefit rate can only include allowable items as approved by the Department of the Attorney General. The allowable fringe benefits include:

- Pension Accumulation
- Pension Administration
- Retiree Health Insurance
- Employees' Health Fund
- Workers' Compensation
- Unemployment Compensation
- Social Security
- Medicare
- Other Post-Employment Benefits

List the fringe benefit cost per position(s).

Fringe benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

**C. CONSULTANT SERVICES/CONTRACTS**

List the name or type of consultant services/contract to be procured, total estimated costs, and length of the service on the budget detail. Explain the details of the estimated cost in the budget explanation, to include: the name and brief biography of the consultant services/contracting agency, duties and responsibilities, topic of the training/conference/service they will provide, and daily/hourly consultant fee. If available, attach the quote from the consultant/contracting agency.

Itemize the consultant services/contract travel costs on the budget detail. If a consultant or contractor has travel costs associated with the consultant services/contract fee, you must outline this as a separate item as indicated on the budget detail. This cost is not included in the scope of consultant services/contract estimated cost. This can include airfare, mileage, per diem (meals and lodging), vehicle rental, parking fees, etc.

Applicants are encouraged to promote free and open competition in awarding contracts.

**Consultant Rates:** Consultant services cannot exceed a rate of \$650 (excluding travel and subsistence costs) for an 8-hour day, or \$81.25/hour, without written PRIOR APPROVAL from the Department of the Attorney General, Crime Prevention and Justice Assistance Division. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. Justification for exceeding the established maximum rate may be included where a rate is established through a competitive bidding process.

Funds can be used to prepare for laboratory accreditation by the ASCLD/LAB, FQS, NAME, A2LA, IAC&ME, or other appropriate accrediting bodies. Funds can also be used for application and maintenance fees charged by appropriate accrediting bodies.

**D. TRANSPORTATION AND SUBSISTENCE**

This section is used to detail any travel costs associated with project staff (as outlined under Part II. Section D. Project Organization and Management). Itemize the travel costs for airfare, ground transportation, vehicle rental, per diem, luggage costs, etc. separately.

Applicants should use the lowest cost for transportation. Vehicle rental for interisland travel is allowable, however for mainland travel, local transportation tends to be the lowest cost (i.e. taxi, shuttle, hotel shuttle, etc.). If you include vehicle rental for mainland travel, you must justify the need and cost comparison in the budget explanation.

Show travel costs by estimating the unit cost, multiplied by the number of people traveling and the number of days in the budget detail. Explain the proposed purpose (training or conference), destination, and timeline of the travel in the budget explanation. Prior approval by the Department of the Attorney General is required before all out-of-state travel and Applicants must follow the State or County established travel rates for intra-state and out-of-state travel. Your agency travel policy should be described in the budget explanation.

**E. SUPPLIES**

Supplies are expendable or consumed during the course of the project, such as postage, printing, or copying that are outlined in Part II. Section C. Project Activities. Provide the quantity needed and estimated cost by unit in the budget detail. In the budget explanation, describe what the supplies will be used for and the need to accomplish your stated goals, objectives, and activities.

**NOTE:** To help ensure compliance with the National Environmental Police Act (NEPA) and Department of Justice regulations, Coverdell awardees that intend to use funds for activities involving the use or purchase of chemicals will be required to submit additional information.

**F. EQUIPMENT**

Equipment is non-expendable items to be purchase that are outlined in Part II. Section C. Project Activities. Non-expendable equipment is tangible property having a useful life of more than two years, such as computers, desk, and technology systems. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Itemize the equipment, quantity needed and estimated cost by unit in the budget detail.

**G. OTHER COSTS**

List and describe any other costs not covered by cost elements listed above such as conference fees, registration fees, or online classes. In the budget explanation section, provide the basis of the computation.

**H. INDIRECT COSTS**

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. Such costs are generally identified with the organization's overall operation and are further described in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200 as adopted and supplemented by the Department of Justice in 2 C.F.R. Part 2800 (the "part 200 Uniform Requirement"). Examples of indirect costs include the cost of operating and maintaining facilities, depreciation, and administrative salaries.

Indirect costs are allowed only under the following circumstances:

1. Applicant has a current, federally approved indirect cost rate. Applicants who elect to utilize their indirect cost rate must attach a copy of the federally approved indirect cost rate agreement to the Application for Grant.

**OR**

2. Applicant is eligible to use and elects to use the De Minimis Indirect Cost Rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f). In order to use the De Minimis Indirect Cost Rate, Applicants must submit a signed Certification (post award) of 10% De Minimis Indirect Cost Rate (AG/CPJAD #32). 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.



If an applying agency chooses to use the “De Minimis” Indirect Cost Rate, then it must be used consistently for all federal awards until such time as the Applicant chooses to negotiate a federally approved indirect cost rate. A breakdown of the Applicant’s Modified Total Direct Costs (MTDC) must be included and submitted with the proposed budget. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). The MTDC will exclude equipment, capital expenditures, rental costs, and the portion of each subaward in excess of \$25,000.

Applicants that do not have a federally approved rate may request one through their 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 cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the DOJ Grants Financial Guide. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

## **TOTAL PROJECT COSTS**

Total budgeted amounts from items A to H.

## **BUDGET EXPLANATION**

The budget explanation should follow the budget detail on a separate page. Each cost category A to H in the budget detail should also have a budget explanation for the calculations and need. The cost of each item in the detail should be reasonable and necessary for the execution and completion of the activities listed in Part II. Description of the Project.

Example: The Salary and Fringe Benefits will support the 2.5 FTE required to staff the project. The annual salary reflects the current starting rate of a Criminalist II position, SR 21, Step C. The fringe rate being used is the current state rate (see attached).

The balance and drying cabinet will be used to ensure accurate testing of drugs and drying of evidence.

## **FY 2019 Coverdell RESOURCES**

Department of the Attorney General

The following are some helpful resources to use when developing your Application for Grant.

### **Crime Prevention and Justice Assistance Division (CPJAD) – Grants & Planning**

**website:** <http://ag.hawaii.gov/cpja/gp/>

**Coverdell Grant Manual** which outlines requirements for Coverdell sub-grantees and can be found on the CPJAD website: <https://ag.hawaii.gov/cpja/files/2017/06/Coverdell-Grant-Manual.pdf>. The Grant Manual provides background information, award procedures, and administrative and fiscal requirements (e.g., reporting requirements, monitoring, allowable/unallowable costs, project activities, use of funds, etc.) specific to Coverdell. The manual includes financial forms, certificates and assurances, miscellaneous CPJAD forms, Frequently Asked Questions (FAQs) and Answers section and is a useful guide when developing a budget. Certain budgeted items may require additional certification, documentation, and/or approval by CPJAD before it can be purchased.

**Effective Grant Writing = Effective Projects Training** is a recorded training available on the CPJAD website at <http://ag.hawaii.gov/cpja/gp/> under **Resources for Grantees**. This training outlines the basics to grant writing and project planning for solicitations CPJAD, Grants & Planning Branch.

**DOJ Grants Financial Guide** at <http://ojp.gov/financialguide/DOJ/> for information on allowable/unallowable cost.

**FY 2019 Paul Coverdell Forensic Science Improvement Grants Program – Formula Federal Solicitation** can be found at: <https://nij.gov/funding/Documents/solicitations/NIJ-2019-15503.pdf>

The following are common **unallowable costs**, but is not an exhausted list. Please refer to this when developing your budget.

- Tips on food or taxi
- Payment for Unused Accrued Vacation
- Purchase of any food and/or beverage for any meeting, conference, training, or other event prizes, lei, trinkets
- Land acquisition and construction
- Fundraising
- Lobbying
- Costs Incurred Outside the Project Period

## **PART IV. COVERDELL STATUTORY CERTIFICATIONS**

The Coverdell Law provides that, to request a grant, each Applicant must submit five (5) certifications specific to the Coverdell Program. A certification may only be completed by an official familiar with its requirements and authorized to certify on behalf of the applicant agency. Templates for the statutory certifications are provided. All five certifications must be completed using these templates.

The five (5) required Coverdell statutory certifications are as follows:

- Certification as to Plan for Forensic Science Laboratories – Application from a State
- Certification as to Generally Accepted Laboratory Practices and Procedures
- Certification as to Forensic Science Laboratory System Accreditation
- Certification as to Use of Funds for New Facilities
- Certification as to External Investigations

### **EXTERNAL INVESTIGATIONS ATTACHMENT**

Provide, as an attachment, the name(s) of the existing “government entity” (or entities) that is the subject of the certification and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct.

The subject of the certification reads that a government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct substantially affecting the integrity of the forensic results committed by employees or contractors of any forensic laboratory system, medical examiner’s office, coroner’s office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant amount.

The template that must be used to provide the information is provided.

### **ACCREDITATION CERTIFICATE**

If your agency is an accredited laboratory, submit a copy of your accreditation certificate.

**FY 2019 COVERDELL SCORING**  
Department of the Attorney General

Applications will be scored according to the following:

Abstract.....	4 points
Program Narrative .....	25 points
The program narrative includes:	
• Problem Statement	
• Goals & Objectives	
• Project Activities	
• Personnel	
• Capabilities & Competencies	
• Performance Measures	
External Investigations Attachment .....	4 points
Budget Detail and Explanation .....	8 points
Plan for Collecting the Data for Performance Measures.....	4 points
Coverdell Statutory Certifications .....	<u>5 points</u>
<b>Total Points</b>	<b>50 points</b>

*\* Applicants that are not accredited may receive priority when funding decisions are made.*

**Application Scoring Sheet**  
**FY 2019 Paul Coverdell Forensic Science Improvement Grants Program**

**Project Title:** \_\_\_\_\_

**Applicant Agency:** \_\_\_\_\_ **Application No.** \_\_\_\_\_

<b>Abstract:</b>	<b>Total = 4</b>	<b>Score =</b>
<i>Not to exceed 250 words            Provides summary of the application with Goals/Objectives            Proposal includes at least one of the six grant purposes</i>		
<i>Strengths:</i>		
<i>Weaknesses:</i>		
<b>Program Narrative:</b>	<b>Total = 25</b>	<b>Score =</b>
<i>Problem Statement            Project Goals &amp; Objectives            Project Activities            Description of Personnel            Capabilities and Competencies            Performance Measures</i>		
<i>Strengths:</i>		
<i>Weaknesses:</i>		
<b>Data Collection Plan:</b>	<b>Total = 4</b>	<b>Score=</b>
<i>Applicant indicated an understanding of the data collection requirements.            Specifies how the applicant will gather the required data.</i>		
<i>Strengths:</i>		

<i>Weaknesses:</i>		
<b>Budget:</b>	<b>Total = 8</b>	<b>Score=</b>
<i>Detail Worksheet. Budget Narrative. Reasonable costs? Allowable costs? Budget items relevant to, necessary for the activities? Sufficient budget detail/explanation has been provided? Computations correct?</i>		
<i>Strengths:</i>		
<i>Weaknesses:</i>		
<b>Coverdell Statutory Certifications:</b>	<b>Total = 5</b>	<b>Score=</b>
<i>Must include all 5 certifications to receive full points.</i>		
<b>External Investigation:</b>	<b>Total= 4</b>	<b>Score=</b>
<i>All applicants are to provide as an attachment the name(s) of the existing "government entity" (or entities) that is the subject of the certification.</i>		

## POST AWARD INFORMATION

The following attachments are not required at this time. In the event the application is selected to receive an award, then the applicable certificates will need to be signed and submitted. These attachments will be included as part of the contract.

### For all grant recipients:

- A. ACCEPTANCE OF CONDITIONS (AG/CPJAD #14)
- B. ACCEPTANCE OF PAUL COVERDELL SPECIAL CONDITIONS (AG/CPJAD #26)
- C. CERTIFICATION OF NON-SUPPLANTING (AG/CPJAD #3)
- D. CERTIFICATION OF NON-DISCRIMINATION (AG/CPJAD #15)
- E. CERTIFICATION (EQUAL EMPLOYMENT OPPORTUNITY PROGRAM)  
(OCR form; expiration date: 5/31/2014)
- F. CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY,  
AND VOLUNTARY EXCLUSION (OJP Form 4061/1)
- G. CERTIFICATION OF NON-DISCRIMINATION COMPLAINT PROCEDURES  
(AG/CPJAD #30)

### Special Certifications (to be submitted ONLY if applicable to your agency):

- A. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENT  
(AG/CPJAD #16)  
Required only for State agencies.
- B. CONFIDENTIAL FUNDS CERTIFICATION (AG/CPJAD #18)  
Required only for law enforcement projects with budgeted confidential funds.
- C. CERTIFICATION REGARDING LOBBYING (AG/CPJAD #22)  
Required only for awards of \$100,000 or more.
- D. CERTIFICATE OF 10% DE MINIMIS INDIRECT COST RATE (AG/CPJAD #37)  
Required for eligible projects who elect to charge indirect cost rates and who do not have a federally approved indirect rate.