



**PAUL COVERDELL FORENSIC SCIENCE
IMPROVEMENT GRANTS PROGRAM (FORMULA)
FY 2021 APPLICATION FOR GRANT INSTRUCTIONS**

**APPLICATION DEADLINE
FEBRUARY 25, 2022, at 4:00 P.M.**

The Department of the Attorney General (“Department”) is soliciting applications from eligible applicants for Paul Coverdell Forensic Science Improvement Grants Program (“Coverdell”) funding.

Eligibility: Applicants are limited to state and units of local government. Applicants that are not accredited may receive priority when funding decisions are made. Applicants may submit more than one application. The Department may make multiple awards to the same applicant.

Match Requirement: N/A; there is no match requirement for Coverdell funding.

Length of Support: Maximum of 12 months
Funds are anticipated to be available on or around July 1, 2022.

Funds Available: A total of \$267,270 is available for projects, of which at least \$169,271 is allocated for opioid-related projects.

Funding Range: Project funding shall be not less than \$65,000 and not more than \$150,000 per project.

Use of Funds: Applications must be related to improving the quality and timeliness of forensic science and medical examiner/coroner’s office services. An application must fall within at least one of the Coverdell purpose areas. Refer to section I.F. of the attached instructions for a description of the six purpose areas.

Allowable Costs: Please refer to Part III and Appendix B of the attached instructions. For additional information regarding allowable and unallowable costs, please review the federal solicitation at: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/O-BJA-2021-109004.pdf>.

**Required Parts
for Application:**

The Coverdell Application for Grant consists of five parts:

- Part I. Title Page
- Part II. Description of Project
(including Accreditation Certificate, if applicable)
- Part III. Budget Detail and Explanation
- Part IV. Coverdell Statutory Certifications [Mandatory]
- Part V. External Investigations Attachment [Mandatory]

Applications without the required forms for Part IV and Part V will be incomplete.

The attached instructions detail the requirements of each part.

Applicants should ensure that the required elements are in the correct section. Applicant will not receive points for information contained in the incorrect part.

For your convenience, a checklist is attached to the instructions as Appendix A. However, it is the Applicant's responsibility to ensure that the required elements have been included in the application.

**Use of Required
Word Templates:**

Applicants must use the Word templates to complete Part I (Title Page), Part II (Description of Project), and Part III (Budget Detail and Explanation) of the Application for Grant. The link to the templates is provided in Appendix F.

Required Copies:

For an Application for Grant to be complete, the following must be submitted to the Department by the application deadline:

- One (1) original copy of Parts I-V;
- Two (2) paper copies of Parts I-V;
- One (1) PDF electronic version of Parts I-V; and
- Microsoft Word versions for Part I (Title Page), Part II (Description of Project), and Part III (Budget Detail and Explanation).

The printed copies of Parts I-V (one original and two copies) must be double-sided.

The PDF document (Parts I-V) and Microsoft Word documents (Parts I-III) must be submitted to the Department on a thumb drive or CD.

Applicant should label the thumb drive or CD with its name.

**Submit
Applications to:**

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

Contact Information: If you have any questions, please contact Jayna Reynon, (808) 586-1164, jayna.a.reynon@hawaii.gov

Application Deadline: February 25, 2022, at 4:00 p.m.

**PAUL COVERDELL FORENSIC SCIENCE
IMPROVEMENT GRANTS PROGRAM (FORMULA)
FY 2021 APPLICATION FOR GRANT INSTRUCTIONS**

**APPLICATION DEADLINE
FEBRUARY 25, 2022, at 4:00 P.M.**

The following instructions are for completing the FY 2021 Coverdell Application for Grant. If a template or form is required to complete a part, the link to the template or form is provided in Appendix F.

A checklist for the Application for Grant is included as Appendix A. A list of helpful resources is attached as Appendix B. It is the Applicant’s responsibility to ensure that all required elements detailed in these instructions have been included in the Application for Grant.

Applicants should ensure that the required elements are in the correct part of the Application for Grant. Applicant will not receive points for information contained in the incorrect part.

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PART I. TITLE PAGE

The following instructions are for completing Part I. Title Page of the Application for Grant. The required template for the Title Page is included in Appendix F.

A. PROJECT TITLE

Enter a brief descriptive title of no more than four words.

B. APPLICANT AGENCY

Enter the official name of the State or County agency requesting the grant.

C. SYSTEM FOR AWARD MANAGEMENT AND UNIQUE ENTITY IDENTIFIER

All applying State and County government agencies are required to (a) register with the System for Award Management; and (b) have a Unique Entity Identifier.

- **System for Award Management (SAM)**

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 the SAM website.
- If your agency has not registered, then check “No.” If your application is selected for an award, your agency must have an active SAM registration.

- **Unique Entity Identifier (UEI)**

On April 4, 2022, the federal government will stop using the Dun & Bradstreet Data Universal Number System (DUNS Number) and will move to the UEI as the primary means of identifying an entity for federal awards government-wide in SAM. The UEI is a 12-character alpha-numeric value. Once issued, the SAM UEI will not change. All DUNS Numbers will be removed from SAM.gov after April 4, 2022. SAM registration will continue to require annual renewal. For more information on SAM UEI, go to <https://sam.gov>.

D. ADDRESS

Enter the mailing address of applicant agency. Enter zip code, including the 4-digit extension.

E. PROJECT PERIOD

Select the expected start and end dates of the project. Projects must not begin earlier than July 1, 2022, and the duration of a project cannot exceed 12 months of funding. The project end date cannot be later than August 31, 2023.

F. GRANT PURPOSES

Select 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 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.

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.

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

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.

G. ACCREDITATION

Accredited applicants and applicants that are not accredited may submit an Application for Grant.

- If Applicant is a forensic laboratory, medical examiner’s office, or coroner’s office that is accredited, check “yes.”

Applicant must attach a copy of the accreditation to the 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 Applicant is a forensic laboratory, medical examiner’s office, or coroner’s office that is not accredited, check “no” and provide an anticipated date when accreditation will be applied for.

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 2021 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. Round to the nearest dollar. Requests shall be not less than \$65,000 and not more than \$150,000 per project.

I. OTHER FUNDING SOURCES

Indicate whether an application has been or will be submitted to other funding sources. Provide the name of the funding source agency or grant program 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. DESCRIPTION OF PROJECT

The following instructions are for completing Part II. Description of Project of the Application for Grant. The template for the Description of Project is included in Appendix F.

The Description of Project should adhere to the following format requirements:

- Font Times New Roman, 12-point
- Margins 1-inch
- Spacing Double
- Printing Double-sided copies

The Description of Project justifies the need for the project. Specifically, this part describes: (1) what will be done; (2) who will perform the activities and oversight; and (3) how the grant funds will be used to carry out the Statewide Forensic Science Strategic Plan to improve the quality and/or timeliness of forensic science or medical examiner/coroner's office services over current operations. The Strategic Plan is found at <https://ag.hawaii.gov/cpja/gp/coverdell/>.

Each section in the Description of Project (sections A-H) must be described in detail. The sections of the Description of Project must follow the order set out in these instructions.

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

If grant funds are requested for accreditation, the Description of Project must describe its accreditation activities/plans and the projected schedule for preparation and application for accreditation. Under Coverdell, an awardee that is not accredited (as set out in the Coverdell statute) 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

This abstract must describe the project in 250 words or less and be written for a general public audience.

The abstract must identify at least 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; and/or
- Medical Examiner and Coroner Accreditation/Certification.

See Part I.F. of these instructions for a description of the grant purposes.

B. PROBLEM STATEMENT

The Problem Statement describes what the project is seeking to address and what has been attempted to address it in the past. Specifically, this section must:

1. Describe the nature and scope of the existing problem, including supporting data;
2. Justify the reasons why the project is needed;
3. Detail 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; and
4. If this is a continuation project, describe results of previous project period.

A sample outline is included in Appendix C as a guide for the completion of this section.

C. GOALS AND OBJECTIVES

This section details the specific project goals and objectives that will help to alleviate, solve, or overcome the problem/need described in section B.

1. **Goal:**
A general statement of overall purpose of the project. Effective grant proposals summarize the goal into one sentence that describes the foundational purpose for addressing the problem/need. Avoid using multiple sentences or a paragraph to describe the goal of the project. Begin a goal statement with the word "To", which implies that an action is going to occur.

For example:

- To become an accredited forensic lab for the County.
- To address the backlog in the analysis of latent prints.

2. **Objective**

A specific statement of measurable results to be achieved within a stated time frame. Each goal must have at least one objective.

Objectives are what the project intends to accomplish to meet a goal. Objectives must be specific, measurable, achievable, realistic, and time-sensitive.

For example:

- 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.
- Reduce the current backlog of latent prints (current backlog is 188) by 60% by the end of March (expected backlog 75.2).

D. PROJECT ACTIVITIES

This section contains detailed descriptions of the project activities. Each objective should have at least one activity.

Project activities are specific actions the Applicant plans to take; the results of the project activities will help the Applicant meet the project's goals and objectives.

This section must describe how and when the activities will take place by including:

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. If applicable, 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. A description of **available resources** (proposed or existing) necessary to implement proposed project activities.
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

This section identifies the agency's personnel that will manage and work on the project and the project organization and management. Specifically, this section must:

1. Identify the Project Director and Financial Officer, describe how long they have worked with the agency, provide brief biographies of their experience, and describe the proposed duties and responsibilities of the Project Director and Financial Officer;

2. Identify the personnel who will be working on the project, provide brief biographies of their experience, indicate whether the personnel will be full- or part-time personnel, and describe their roles/duties/responsibilities in the project; and
3. Describe how the project will be managed and organized, including to whom the Project Director reports and how project accountability will be maintained.

F. CAPABILITES AND COMPETENCIES

This section describes the capabilities and competencies of the forensic laboratory or medical examiner/coroner's office services. Specifically, this section must describe:

1. Areas of accreditation, specialty, and scope (including its National Accreditation Certificate, if applicable);
2. Accepted laboratory practices and procedures; and
3. For forensic laboratory or medical examiner/coroner's office that is not accredited: (a) a description of the services the forensic laboratory or medical examiner/coroner's office currently provides; and (b) a detailed plan on how they will prepare and apply for accreditation within 2 years after the FY 2021 Coverdell award date.

G. PERFORMANCE MEASURES

Performance measures specify how the project accomplishments will be documented and overall project performance will be measured, assessed, and evaluated. Each objective should have performance indicator(s).

Performance measures are explicit measures of output/outcome measures that are expected from the performance of the activities, but they do not provide a numerical value. Rather, performance indicators describe the numerical data that will be collected to evaluate the project's impact.

Applicants should keep in mind that Coverdell has mandatory performance measures and reporting requirements:

1. **Mandatory Performance Measures**
The following data is required by BJA and should be outlined in the Performance Measures 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 2021 Coverdell funds.

2. **Reporting Requirements**

Recipients of Coverdell funding must participate and comply with all reporting requirements, including but not limited to:

- A Semi-Annual Progress Report of the project's progress and the Mandatory Performance Measures identified in Part II.G.1.

An example of the relationship between objectives, activities, and performance measures that may serve as a helpful guide is included as Appendix C.

H. PLAN FOR COLLECTING THE DATA FOR PERFORMANCE MEASURES

Applicant must demonstrate an understanding of its data collection requirements and specify how it will gather the required data, including:

1. A description of its plan for the collection of performance measure data;
2. The individual(s) responsible for the data collection and analysis;
3. Frequency of data collection; and
4. The tool and/or methodology used for collecting data.

PART III. BUDGET DETAIL AND EXPLANATION

The following instructions are for completing Part III. Budget Detail and Explanation of the Application for Grant. The required template for the Budget Detail and Explanation is included in Appendix F.

The required budget for the Coverdell Application for Grant, which specifies the estimated costs of the project and the specific dollar amount requested, consists of two sections:

- **Budget Detail:**
A detailed cost outline (with each budgeted amount rounded to the nearest dollar) for specific budget categories needed to successfully implement the project; and
- **Budget Explanation:**
A comprehensive explanation of how the applicant calculated the costs for each budget item in the budget detail and how the applicant justifies the costs.
 - Budget Explanation Example 1: “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).”
 - Budget Explanation Example 2: “The balance and drying cabinet will be used to ensure accurate testing of drugs and drying of evidence.”

Unlike the Description of Project in Part II, which describes what the project will accomplish programmatically, the budget demonstrates what the project will accomplish fiscally.

All budget items must fit into one of the following eight budget categories: Salaries and Wages, Fringe Benefits, Consultant Services, Transportation and Subsistence, Supplies, Equipment, Other Costs, and Indirect Costs.

The budget should include a grand total of all the budgeted amounts from items A to H and the Applicant should ensure that that the total budget falls within the Coverdell project range.

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 in this budget category may be used for forensic science or medical examiner/coroner’s office personnel, overtime, fellowships, visiting scientists, or interns.

1. Budget Detail:

- The budget detail should provide a detailed computation by listing each position and indicating the monthly salary (or hourly rate and number of hours) of each position.
- Overtime can be listed in this budget category. 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.
- Standby cost can be listed in this budget category

2. Budget Explanation:

The budget explanation must: (1) provide a thorough and clear description of the cost items in the budget category; (2) detail how the applicant estimated and calculated all costs; and (3) explain how those costs are reasonable and necessary for the execution and completion of the proposed project.

- If funds are being used to pay for less than 1.00 FTE of a position, provide the percentage or ratio of the time that will be compensated.

B. FRINGE BENEFITS

Funds in this budget category show employee benefits.

1. Budget Detail:

- List the fringe benefit cost per position(s).
- The fringe benefit rate can only include allowable items as approved by the Department of Budget and Finance:
 - Pension Accumulation
 - Pension Administration
 - Retiree Health Insurance
 - Employees' Health Fund
 - Workers' Compensation
 - Unemployment Compensation
 - Social Security
 - Medicare
 - Other Post-Employment Benefits
- Fringe benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

- NOTE: Vacation payout is not an allowable fringe benefit.

2. Budget Explanation:

The budget explanation must: (1) provide thorough and clear description of the cost items in the budget category; (2) detail how the applicant estimated and calculated all costs; and (3) explain how those costs are reasonable and necessary for the execution and completion of the proposed project.

Additionally, the budget explanation must include the percentage breakdown of the employee benefits.

C. CONSULTANT SERVICES/CONTRACTS

1. Budget Detail:

- List the name or type of consultant services/contract to be procured, total estimated costs, and length of the service on the budget detail.
- Consultant or contractor travel costs associated with the consultant services/contract fee, must be listed as a separate item 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.
- 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.

2. Budget Explanation:

The budget explanation must: (1) provide a thorough and clear description of the cost items in the budget category; (2) detail how the applicant estimated and calculated all costs; and (3) explain how those costs are reasonable and necessary for the execution and completion of the proposed project.

Specifically, the budget explanation must include:

- Estimated cost in the budget explanation;

- Name and brief biography of the consultant/agency;
 - Duties and responsibilities of the consultant/agency;
 - Topic of the training/conference/service consultant/agency will provide;
 - The daily or hourly consultant fee;
 - If available, attach the quote from the consultant/contracting agency; and
 - If the consultant rate exceeds the established maximum rate:
 - An explanation for the need for the increased rate;
 - Documentation of the current market value for the service, including a market analysis and justification for the proposed rate; and
 - Credentials of the proposed consultant.
3. Applicants are encouraged to promote free and open competition in awarding contracts.
 4. Applicants should note that additional justification may be required prior to the hiring of consultants.

D. TRANSPORTATION AND SUBSISTENCE

This budget category details the travel costs associated with project staff.

1. Budget Detail:
 - Applicants should use the lowest cost for transportation.
 - Itemize the travel costs for airfare, ground transportation, vehicle rental, per diem, luggage costs, etc. separately. Show travel costs by estimating the unit cost, multiplied by the number of people traveling and the number of days in the budget detail.
 - Vehicle Rental: 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.).
2. Budget Explanation:

The budget explanation must: (1) provide a thorough and clear description of the cost items in the budget category; (2) detail how the applicant estimated and calculated all costs; and (3) explain how those costs are reasonable and necessary for the execution and completion of the proposed project.

Specifically, the budget explanation must:

- Describe your agency travel policy, including the State or County established travel rates for intra-state and out-of-state travel that Applicants must follow;
- Explain the proposed purpose (training or conference), destination, and timeline of the travel in the budget explanation;
- If vehicle rental for mainland travel is included, justify the need and cost comparison in the budget explanation.

E. SUPPLIES

Supplies are expendable or consumed during the project, such as postage, printing, or copying necessary to complete the project activities detailed in Part II.D. of the Application for Grant.

1. Budget Detail:

- Provide the quantity needed and estimated cost by unit of the supplies.
- Purchase of chemicals:
To help ensure compliance with the National Environmental Policy 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.

2. Budget Explanation:

The narrative should (1) provide a thorough and clear description of the cost items in the budget category; (2) detail how the applicant estimated and calculated all costs; and (3) explain how those costs are reasonable and necessary for the execution and completion of the proposed project. Specifically, the budget explanation must describe what the supplies will be used for and the need to accomplish your stated goals, objectives, and activities.

F. EQUIPMENT

Equipment are non-expendable items to be purchased that are necessary to complete the project activities detailed in Part II.D. of the Application for Grant. Non-expendable equipment is tangible property having a useful life of more than two years, such as computers, desks, and technology systems.

1. Budget Detail:

Itemize the equipment, quantity needed and estimated cost by unit.

2. **Budget Explanation:**
The narrative should (1) provide a thorough and clear description of the cost items in the budget category; (2) detail how the applicant estimated and calculated all costs; and (3) explain how those costs are reasonable and necessary for the execution and completion of the proposed project.
 - Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items, and those subject to rapid technical advances.

G. OTHER COSTS

1. **Budget Detail:**
List and describe any other costs not covered by cost elements listed above such as conference fees, registration fees, or online classes.
 - 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.
2. **Budget Explanation:**
The narrative should (1) provide a thorough and clear description of the cost items in the budget category; (2) detail how the applicant estimated and calculated all costs; and (3) explain how those costs are reasonable and necessary for the execution and completion of the proposed project.

H. INDIRECT COSTS

1. Indirect 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").
2. 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 indirect costs include the cost of operating and maintaining facilities, depreciation, and administrative salaries.

3. Indirect costs are allowed only under the following circumstances:
- 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**
- 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 #37).
 - 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.
4. 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.

5. Budget Detail and Explanation:
- 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 should complete the Indirect Cost Worksheet located on the Department’s website at https://ag.hawaii.gov/cpja/files/2021/03/AG_CPJAD-40-Indirect-Cost-Worksheet-03.2021.xls.

PART IV. COVERDELL STATUTORY CERTIFICATIONS

The Coverdell statute provides that, to request a grant, each Applicant must submit five (5) certifications specific to the Coverdell Program:

- Certification as to Plan for Forensic Science Laboratories – Application from a State or Unit of Local Government, as applicable
- 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

An Application for Grant will be incomplete if it does not include all five certifications.

A certification may only be completed by an official familiar with its requirements and authorized to certify on behalf of the applicant agency.

A link to the statutory certification forms is provided in Appendix F. All five certifications must be completed using these forms.

PART V. EXTERNAL INVESTIGATIONS ATTACHMENT

The applicant must 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.

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.

Applicant may complete and use the External Investigations Attachment included in Appendix F to satisfy Part V.

APPLICATION EVALUATION & SCORING

Applications will be scored as follows:

Part I. Title Page	0 points
Part II. Description of Project	
Abstract	4 points
Problem Statement	5 points
Goals and Objectives	6 points
Project Activities	6 points
Personnel	6 points
Capabilities and Competencies	4 points
Performance Measures	6 points
Plan for Collecting Data for Performance Measures	5 points
Part III. Budget Detail and Explanation	8 points
Part IV. Coverdell Statutory Certifications	0 points
[An Application for Grant will be incomplete if it does not include all the required completed and signed certifications.]	
Part V. External Investigations Attachment	0 points
[An Application for Grant will be incomplete if it does not include a completed External Investigations Attachment.]	
TOTAL	50 points

APPENDIX A.
FY 2021 COVERDELL CHECKLIST FOR APPLICATION FOR GRANT
Department of the Attorney General

Part I. Title Page

- Items A to K are completed.

Part II. Description of Project

- 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 (see link for plan - <https://ag.hawaii.gov/cpja/files/2018/02/Statewide-Forensic-Science-Strategic-Plan-for-Hawaii-.pdf>).
- 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 offices 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.
- If applicable, a copy of your current agency laboratory accreditation certificate is attached.

Part III. Budget Detail and Explanation

- The Budget Detail and Explanation Worksheet are complete.
- All items in the budget detail are itemized in the budget explanation. 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 and are allowable and reasonable.
- 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

Part V. 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

- Paper copies submitted to CPJAD: **One (1) original and two (2) copies of the Application for Grant.**
- A PDF version of the Application for Grant is submitted to CPJAD on a thumb drive or CD.
- Microsoft Word versions of Part I (Title Page), Part II (Description of Project), and Part III (Budget Detail and Explanation) is submitted to the CPJAD on the same thumb drive or CD as the electronic PDF version of the Application for Grant.

APPENDIX B.
FY 2021 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 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.

NOTE: The Coverdell Grant Manual is currently under revision. Grant awardees will be subject to the administrative and fiscal requirements in place at the time of contract execution.

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 released by CPJAD, Grants & Planning Branch.

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

FY 2021 Paul Coverdell Forensic Science Improvement Grants Program – Formula Federal Solicitation can be found at: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/O-BJA-2021-109004.pdf>

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

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

APPENDIX C.
EXAMPLES FOR PART II. OF DESCRIPTION OF PROJECT
Department of the Attorney General

PART II.B. (PROBLEM STATEMENT) – SAMPLE OUTLINE

The following outline may be useful as a guide to complete Part II.B. (Problem Statement) of the Description of Project:

- Specific problem(s) or need(s) the project will address
(Example: An increasing backlog of sex assault kits, or an increasing backlog of drug analysis cases)
- Target population:
Who will the project impact?
- Scope of the problem
- Geographic scope:
Is the problem concentrated in one location or in several with similar characteristics? Is the problem countywide? Is the problem statewide?
- Forensic science services affected:
What segments of the forensic science services are affected by this problem?
- Magnitude of the problem:
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.
- Relevant Data:
Include all available pertinent data as well as any other indicators that further define the problem or need. How many people are currently affected by the problem or need?
- Prior/Continuing Approach:
How have County or State laboratories dealt with this problem in the past? What were the limitations in that approach? If this is a continuation project, include a brief statement discussing the current problems considering previous years' accomplishments.
- Immediacy:
Why is it important that the problem be addressed at this time?

PART II.G. (PERFORMANCE MEASURES) - EXAMPLE

The following example may be useful as a guide to complete Part II.G. (Performance Measures section) of the Description of Project:

Sample Project 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, 2021.
- 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.

APPENDIX D.
FY 2021 COVERDELL APPLICATION EVALUATION SCORING SHEET (SAMPLE)
 Department of the Attorney General

Application Evaluation Scoring Sheet		
FY 2021 Paul Coverdell Forensic Science Improvement Grants Program		
Project Title: _____		
Applicant Agency: _____ Application No. _____		
Part I. Title Page		
Part II. Description of Project	Total = 42	Score =
<i>Abstract</i> <i>Problem Statement</i> <i>Project Goals & Objectives</i> <i>Project Activities</i> <i>Description of Personnel</i> <i>Capabilities and Competencies</i> <i>Performance Measures</i> <i>Data Collection Plan</i>		
<i>Strengths:</i>		
<i>Weaknesses:</i>		
Part III. Budget	Total = 8	Score=
<i>Detail Worksheet.</i> <i>Budget Narrative.</i> <i>Reasonable costs?</i> <i>Allowable costs?</i> <i>Budget items relevant to, necessary for the activities?</i> <i>Sufficient budget detail/explanation has been provided?</i> <i>Computations correct?</i>		
<i>Strengths:</i>		
<i>Weaknesses:</i>		

Part IV. Coverdell Statutory Certifications	Attached	
<p><i>Did Application for Grant include all 5 certifications?</i></p> <p><i>To be deemed a complete Application for Grant, it must include all 5 certifications.</i></p>	Y/N	
Part V. External Investigation Attachment	Attached	
<p><i>Did Application for Grant include the External Investigation Attachment?</i></p> <p><i>To be deemed a complete Application for Grant, it must include the External Investigation Attachment.</i></p> <p><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 and has an appropriate process in place to conduct independent external investigations into allegation of serious negligence or misconduct.</i></p>	Y/N	

APPENDIX E.
FY 2021 COVERDELL POST-AWARD INFORMATION
Department of the Attorney General

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 agreement.

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)
(OMB Control No. 1121-0340 expiration date 12/31/2015)
- F. CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY,
AND VOLUNTARY EXCLUSION (OJP Form 4061/1)
- G. CERTIFICATION OF NON-DISCRIMINATION COMPLAINT PROCEDURES
(AG/CPJAD #30)

For grant recipients (as applicable):

- A. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENT
(AG/CPJAD #16)
Required only for State agencies.
- B. CERTIFICATION REGARDING LOBBYING (AG/CPJAD #22)
Required only for awards of \$100,000 or more.
- C. CERTIFICATION 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.

APPENDIX F.
BLANK TEMPLATES, CERTIFICATIONS, AND ATTACHMENTS
Department of the Attorney General

The following templates, forms, certifications, and attachments may be downloaded from the Department of the Attorney General Crime, Prevention and Justice Assistance Division, Grants and Planning Branch (<https://ag.hawaii.gov/cpja/gp>):

- Word templates for Parts I-III:
 - Part I. Title Page
 - Part II. Description of Project
 - Part III. Budget Detail and Explanation

- The five (5) required Coverdell statutory certifications for Part IV:
 - Certification as to Plan for Forensic Science Laboratories – Application from a State or Unit of Local Government, as applicable
 - 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 for Part V