



**PAUL COVERDELL FORENSIC SCIENCE
IMPROVEMENT GRANTS PROGRAM (FORMULA)
FY 2022 APPLICATION FOR GRANT INSTRUCTIONS**

APPLICATION DEADLINE:

April 14, 2023 - 4:00 p.m.

Applications must be received (not postmarked) by the above date. Applications submitted by fax or email will not be accepted.

ATTENTION: THE FY 2022 COVERDELL APPLICATION HAS A NEW FORMAT.

New requirements are in the instructions. Application forms and templates have changed.

The Department of the Attorney General (“Department”) is soliciting applications from eligible applicants for FY 2022 Paul Coverdell Forensic Science Improvement Grants Program (“Coverdell”) funding.

Eligibility:

Applicants are limited to State and County government agencies. 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:

There is no match requirement for Coverdell funding.

Awards:

Award funding shall not be less than \$50,000 per project. Applicants may request up to the full amount of available funding for a project.

Of the \$277,699 in Coverdell funding (subject to availability), \$170,494 is allocated to specifically target the challenges that opioid and synthetic drugs have brought to the forensic science community.

Length of Support:

Applicants may apply for a maximum of 12 months of funding.

Availability of Funds:

Funds are anticipated to be available starting July 1, 2023.

Project Implementation:

Awardees should begin implementing the project within 30 days after the agreement execution date. Failure to implement the project and document project activities may result in a reduction of award funds.

Use of Funds:

Funds cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

Funds must be used to supplement existing programs and/or pilot new initiatives related to improving the criminal justice system response to crime.

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 part I.F. of the attached instructions for a description of the six purpose areas.

Templates/Forms: Applicants shall use the templates for the Application for Grant, which are available online <http://ag.hawaii.gov/cpja/gp/> (see also Appendix A).

Submission Requirements: The Application for Grant consists of an abstract and six parts:

Abstract

- Part I. Title Page
- Part II. Description of Project
(including Accreditation Certificate, if applicable)
- Part III. Budget Detail, Budget Narrative, and Budget Summary
- Part IV. Coverdell Statutory Certifications [Mandatory]
- Part V. External Investigations Attachment [Mandatory]
- Part VI. National Environmental Policy Act (NEPA) Checklist [Mandatory]

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

Applicants shall submit the following number of copies as part of its application:

- One (1) original application (printed);
- Two (2) copies of the application (printed); and
- An electronic version of the application saved on a thumb drive or CD.

The original application and copies should include all parts of the application. The electronic version of the application should include Microsoft Word versions of the Abstract, Part I, Part II, and all required charts; the Microsoft Excel version of Part III; and PDF copies of the documents for Parts IV, V, and VI.

Failure to submit an application that contains all of the specified elements may negatively affect the review of the application.

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: April 14, 2023, at 4:00 p.m.

APPLICATION INSTRUCTIONS

REQUIRED FORMAT:

Font: Times New Roman
Font Size: 12-point
Margins: 1-inch
Spacing: Single
Printing: Double-sided copies

ABSTRACT (250-Word Limit)

The applicant shall include a project Abstract (no more than 250 words) summarizing the proposed project. The abstract shall include:

- The project title;
- The overall goal(s) and objective(s);
- Brief description of project activities; and
- Summary of proposed budgeted costs.

A Microsoft Word template is available at <http://ag.hawaii.gov/cpja/gp/>.

PART I. TITLE PAGE

The following instructions are for the Application for Grant, Part I. Title Page. Applicants must use the Title Page (AG/CPJAD #1) template, which is available at <http://ag.hawaii.gov/cpja/gp/>.

A. PROJECT TITLE.

Enter a brief descriptive title of *no more than four words*. An application for a second or subsequent year of funding must retain the same title as the initial application.

B. APPLICANT AGENCY.

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

C. SYSTEM FOR AWARD MANAGEMENT (SAM) AND UNIQUE ENTITY IDENTIFIER (UEI).

Registration with the System for Award Management (SAM) and having a UEI are requirements of the Coverdell program and hence, are mandatory requirements for all applying State and County government agencies.

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.

UEI: On April 4, 2022, the federal government stopped using the Dun & Bradstreet Data Universal Number System (DUNS Number) and moved to the new Unique Entity Identifier (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 are being removed from SAM.gov. SAM registration will continue to require annual renewal. For more information on SAM UEI, go to <http://www.sam.gov>.

D. ADDRESS.

Enter the mailing address and the primary place of performance of applicant agency. Enter only one City, State and Zip Code, **including the 4 digits after the zip code**, of the primary location.

E. PROJECT PERIOD.

Select the expected start and end date of the project. The duration of a project is not to exceed 12 months of funding. The project start date shall be July 1, 2023, or later.

F. GRANT PURPOSE.

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 unaccredited applicants may apply.

- **Accredited applicants:** 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.

- **Unaccredited applicants:** If Applicant is a forensic laboratory, medical examiner's office, or coroner's office that is not accredited, check "no."

Applicant must state the date by which it intends to apply for accreditation.

Unaccredited applicants that receive Coverdell funding are required to use a portion of the grant amount to prepare and apply for accreditation. Applicants must seek accreditation no more than two (2) years after the date after it is awarded FY 2022 Coverdell funding. Priority may be given to unaccredited applicants when funding decisions are made.

H. TOTAL PROJECT AMOUNT.

Enter the total grant amount that the applicant is applying for, rounded to the nearest dollar. Applications for funding shall be \$50,000 or greater.

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 number, 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 number, 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 the Application for Grant, Part II. Description of Project. The information requested in Sections A. to H. below must be described in detail. Applicants must use Part II. Description of Project (AG/CPJAD #1(a)) template, which is available at <http://ag.hawaii.gov/cpja/gp/>.

This section is the most important part of the application because it describes what will be done, who will do it, and justifies the need for the project. Part II. Description of Project follows the Project Effectiveness Model.¹

¹ The model provides a framework for developing a complete project with the ability to evaluate the project's effectiveness. Every section flows from one to the next and is designed to provide feedback on the status of the project. For more information on the Project Effectiveness Model and Effective Grant Writing go to <http://ag.hawaii.gov/cpja/gp/effective-grant-writing-training/>.

A. PROBLEM STATEMENT

This section details the problem that is driving the need for the project. The problem statement should demonstrate a thorough understanding of the need or issue and include data and/or empirically-based evidence. This section should NOT be used to describe the project design (goals, objectives, activities, performance measures, etc.).

The problem statement describes the issue(s) or need(s) addressed by the proposed project by detailing:

1. The nature and/or context of the problem(s) to be addressed.
2. The scope of the problem(s), including the number of people affected by the problem(s), demonstrated by quantitative and/or qualitative data.

The problem statement should include all available pertinent data (i.e., average wait time, specific safety issues, number of arrests, number of agency referrals, caseloads, clearance rates, recidivism rates, etc.) and other indicators that define the problem or need.

3. Current and prior efforts by the applicant and/or other criminal justice agencies to address the problem(s), the limitations of those efforts, and how the proposed project differs from the current and prior efforts.
4. A description of the population affected by the problem(s) and/or the segments of the criminal justice system affected by the problem(s).
5. The geographic scope of the problem(s), i.e., specific counties/locations versus statewide.
6. A rationale for the importance of addressing the problem(s) now, including a projection of what might happen if the project's proposed intervention is not implemented.
7. Projects seeking continued Coverdell funding must provide the following:
 - A description of accomplishments resulting from the prior Coverdell award;
 - An explanation of the need for continued support;
 - Data to support the project's accomplishments; and
 - Data to support the need for continued Coverdell funding.

B. 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. The following may serve as a guide regarding definition of terms.

1. **Goal(s):** 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.

Examples:

- *To reduce the sales and distribution of controlled substances in the County.*
- *To improve the delivery of substance abuse treatment services to criminal justice clients.*

2. **Objective(s):** An objective is a specific statement of measurable results to be achieved within a stated period of time. Objectives are reflections of the goal statement and tells the application reviewer what the project intends to accomplish.

An objective has the following characteristics:

- Specific (identifies the result to be achieved)
- Measurable (quantifies how the result it to be measured)
- Achievable (demonstrates/implies that the results are possible)
- Realistic (demonstrates/implies that the results are possible under the constraints faced by the applicant or within the project period)
- Time-Sensitive (specifies deadline to reach the result)

Every goal must have at least one objective.

Examples:

- *To increase the number of prescription forgeries detected during the project period by 20% compared to the previous year.*
- *Eighty percent of the project participants who receive substance abuse treatment will not be rearrested during the project period.*

C. PROJECT ACTIVITIES

Applicants shall provide a clear detailed description of the proposed project activities. Project activities are descriptions of specific actions/steps that the project needs to complete to produce results and to accomplish its stated goal(s) and objective(s).

Activities should be broken down into phases or tasks.

Each objective should have at least one activity to describe how and when it will be addressed during the project.

Depending on the project design, this section should include:

- A detailed description of the **strategy** or method(s) to be implemented to achieve the project’s goal(s) and objective(s).
- A description of proposed or existing **Resources** necessary to implement proposed project activities.
- If applicable, a description of any **training or technical assistance** which will be required to complete the work, including the manner in which this training/technical assistance is to be utilized.
- If applicable, a description of **equipment and/or supplies** to be purchased, including a justification of the need for equipment/supplies and an explanation of its proposed use.

Project Activities and Timeline

Applicants must complete the “**Project Activities and Timeline**” **Chart**, which is available at <http://ag.hawaii.gov/cpja/gp/>. The completed chart shall be attached to the application.

The Project Activities and Timeline is a tool for applicants to demonstrate how and when proposed activities will be accomplished. The Project Activities and Timeline should:

- Describe major phases and/or milestones to occur during the project period;
- Provide a listing of project activities needed to reach each milestone;
- Identify the individual(s) responsible for implementing the activity; and
- Identify the anticipated quarter(s) the activity is expected to be completed.

A sample timeline is provided as Appendix B.

D. PROJECT ORGANIZATION AND MANAGEMENT

Applicants shall describe the proposed duties and responsibilities of the Project Director and Financial Officer. Indicate to whom the Project Director and Financial Officer reports to and describe how project accountability will be maintained.

E. PERSONNEL

If the proposed project supports full- or part-time personnel (including overtime), applicants shall list all position(s) and shall describe the duties or responsibilities of each proposed position or attach the position description(s).

Additionally, applicants shall also provide:

- The name(s) of staff for each grant funded position to be filled, if already known, and
- Include a brief resume or biography for each person. If the position is vacant, applicants shall indicate that the resume will be submitted upon hire.

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:

- Areas of accreditation, specialty, and scope (including its National Accreditation Certificate, if applicable);
- Accepted laboratory practices and procedures; and
- 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 2022 Coverdell award date.

G. PERFORMANCE INDICATORS AND REPORTING

The applicant shall describe the performance indicators that the project will use. Additionally, applicants must complete the chart entitled "**Logic Model – Performance Indicators**", which is available at <http://ag.hawaii.gov/cpja/gp/>. The completed chart shall be attached to application.

A sample chart is provided as Appendix C.

Performance indicators are explicit measures of an output or an outcome measure that is 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.

Identify the individual(s) responsible for the data collection and describe how they will be gathering and reporting data.

Examples:

Output Measure is data showing your accomplishments towards objectives:

- *Number of participants accepted to the substance abuse treatment program.*
 - *Collected through intake packet paperwork.*
- *Number of participants that are arrested.*
 - *Collected through the Internal Re-arrest System (IRS) data outputs.*
- *Number of treatment staff receiving training.*
 - *Collected through training sign in sheets.*
- *Type of training received/dates/location/trainer.*
 - *Collected through training agenda programs and a training binder will be developed.*
- *Number of participants completing treatment services.*
 - *Collected through treatment logs.*

Outcome Measure is part of the evaluation or outcome of your efforts:

- *Percent of project participants who report a reduction in their criminal thinking based on the quarterly criminogenic survey.*
 - *Collected through the Agency Quality Assurance Department Customer Satisfaction Survey provided to participants every other month and data results are entered on an Excel workbook.*
- *Percent of project participants that score lower on their criminogenic need assessment in each section.*
 - *Collected through the Criminogenic Needs Assessment completed every other month and data is entered on the participant's treatment plan.*
- *Percent of participants re-arrested who completed treatment services as compared to those who did not complete treatment services.*
 - *Collected through re-arrest data on participants with comparison of treatment logs.*

Note: Post-Award Reporting Requirements:

In addition to the project-specific performance indicators/outcome measures, if an application is selected for funding, the awarded Recipient/Applicant will be required to comply with U.S. Department of Justice (DOJ) and Department of the Attorney General, Crime Prevention and Justice Assistance Division (CPJAD) reporting requirements.

CPJAD’s Semi-Annual Progress Report incorporates the performance measures required by DOJ. A copy of the updated Semi-Annual Progress Report form, with the DOJ’s most recent performance measures, is attached as Appendix D.

H. PROBABILITY TO IMPROVE THE CRIMINAL JUSTICE SYSTEM AND SUSTAINABILITY PLAN

1) Probability to Improve the Criminal Justice System:

The purpose of this section is to describe the specific gains, benefits, improvements, increased efficiencies, changes, or other planned **impact** on the existing problem area/system that are expected to occur as a result of the project. The applicant must explain how the project anticipates improving the criminal justice system (benefits to the community).

Example: This project intends to reduce recidivism by assisting participants in the identification of criminogenic needs, outpatient substance abuse treatment, support services, and transitional plans. This will give participants the ability to make better decisions and break the cycle of generational participation in the criminal justice system. This project will arm clients with the tools needed to reduce their criminal thinking and accelerate their pro-social thinking and behaviors. The outcome of reaching these participants will help reduce the potentially related crimes by these individuals, which would negatively affect their families and community. To this end, the project is intended to improve overall quality of life of the County and safer surrounding communities.

2) Sustainability Plan:

A sustainability plan identifies how the project will continue after grant funding is exhausted. The applicant must describe its plan to continue the project once Coverdell funding can no longer be used.

Example: It will cost an estimated \$40,000 a year to continue this project. The Applicant is committed to continuing this effort through our annual strategic planning approach. We will likely use funding sources such as \$30,000 from County discretionary funds and \$10,000 from a formula grant.

PART III. BUDGET DETAIL AND NARRATIVE

The following instructions are for the Application for Grant, Part III. Budget Detail and Part III. Budget Narrative. The budget detail and narrative should be submitted using the Excel spreadsheet template (AG/CPJAD #1(b) (Rev. 01/2023)), which is available at <http://ag.hawaii.gov/cpja/gp/>.

All requested information must be included in the budget detail and budget narrative worksheets. All proposed budget items must fit in one of the twelve budget categories. There are tabs on the Excel worksheets labeled “Budget Detail,” “Budget Narrative,” and “Budget Summary.”

In general, funds under this solicitation may be used to support overtime costs, provide additional personnel, equipment, supplies, contractual support, training, technical assistance, conferences*, and travel expenses for criminal justice agencies.

The Budget Detail shall include computations to clearly show how the costs were derived. The Budget Narrative shall explain how the cost of the budgeted items are reasonable and necessary for the execution and completion of the project. An applicant may include documentation to support the cost or line item.

For details on allowable and unallowable usage of Coverdell funds, refer to the most current edition of the [DOJ Financial Guide](https://www.ojp.gov/doj-financial-guide-2022), <https://www.ojp.gov/doj-financial-guide-2022>, and the FY 2022 Coverdell formula solicitation, <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/O-BJA-2022-171343.pdf>

A. SALARIES AND WAGES

The purpose of this section is to identify the position(s) or employee(s) to be supported by the project. Overtime and standby costs should also be listed in this section.

Budget Detail: List the title of the position(s), name of employee (if available), salary, salary rate (i.e., hourly, monthly, or yearly), the time worked (i.e., number of hours, number of months, or year), and the percentage of time to be devoted to the project.

Budget Narrative: Describe the project-related duties of each position/employee and why the position/employee is necessary for the execution and completion of the project.

Restrictions and Notes:

- 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.

* All conferences (defined broadly to include meetings, retreats, seminars, symposiums, events, and group training activity) conducted by Applicant must be held in compliance with conference cost thresholds and limitations for meeting/room audio visual services, logistical planner and programmatic planner limitations. Please refer to the DOJ Grants Financial Guide, Policy and Guidance for Conference Approval, Planning and Reporting, provided in the Resources section of these instructions when planning these types of events. If budget includes conference costs, then the various components to host a conference should be allocated across applicable budget categories (i.e., cost for trainer should be budgeted under ‘Subawards/Procurement Contracts’, facility and audio visual fees under ‘Other’ costs, etc.)

- Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

B. FRINGE BENEFITS

The purpose of this section is to detail the fringe benefit cost per position(s) to be supported by grant funds.

Budget Detail: List the title of the position(s), name of employee, if available, salary base, and fringe benefit rate.

Budget Narrative: List the composition of the fringe benefit package in the budget narrative or include as an attachment.

Restrictions and Notes:

- The fringe benefit rate can only include allowable items as approved by the Department of Budget and Finance. 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
- Fringe benefits on overtime hours are limited to FICA, Workers’ Compensation, and Unemployment Compensation.
- Vacation payout is not an allowable fringe benefit.

C. TRAVEL

The purpose of this section is to detail travel costs to be supported with grant funds.

Budget Detail: Describe the purpose of each travel expenditure as outlined in [Part II. Section C. Project Activities](#), identify the location of travel, if known; or if unknown, indicate “location to be determined”, and show the basis of computation separately (i.e., transportation, per diem, mileage, local travel, other). Applicants should use the lowest cost for transportation. Travel costs are calculated by estimating unit cost multiplied by quantity (i.e., units, days of per diem), number of staff traveling, and number of trips.

Budget Narrative: Explain how the costs were estimated and why the travel is necessary for the execution and completion of the project. Proposed travel costs must be reasonable and in accordance with the applying Agency’s established written travel policy. Your agency’s travel policy should be described in the budget narrative. If no policy exists, then the Federal Travel Regulations are to be followed.

Restrictions and Notes:

- Prior approval by the Department of the Attorney General is required for all out-of-state travel.
- Travel expenses associated with subawards, procurement contracts, and/or consultants should be included in the “Consultant Travel” section of the “Subawards (Subgrants)” or Procurement Contracts” cost category, as applicable.
- 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 vehicle rental for mainland travel is included, justify the need and cost comparison in the budget narrative. Identify the location of travel, if known; or if unknown, indicate “location to be determined.”

D. EQUIPMENT

The purpose of this section is to itemize the equipment (i.e., non-expendable items) to be purchased as outlined in [Part II. Section C. Project Activities](#).

Equipment is tangible property having a useful life of more than two years, such as computers, desks, and technology systems. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technological advances.

Budget Detail: Itemize the equipment, quantity to be purchased, and estimated unit cost.

Budget Narrative: Explain how the costs were estimated for each equipment item and why the equipment is necessary for the execution and completion of the project.

Restrictions and Notes:

- Rented or leased equipment costs should be listed in the “Contracts” cost category.

E. SUPPLIES

The purpose of this section is to itemize the supplies (i.e., expendable items) to be purchased as outlined in [Part II. Section C. Project Activities](#).

Supplies are items that are consumed (i.e., are expended or cannot be reused) during the course of the project, such as office supplies, postage, printing, or copy paper.

Budget Detail: Itemize the supply, quantity and estimated unit cost.

Budget Narrative: Explain how the costs were estimated for each supply and why the supply is necessary for the execution and completion of the project.

F. **SUBAWARDS (Subgrants)**

The purpose of this section is to describe subawards/subgrants to be supported by the project. See “subaward” definition at 2 CFR 200.92.

Consultants may be characterized as either subawards or procurement contracts. Please refer to the definition of subaward or procurement contract to determine the appropriate placement of consultants within your budget.

Applicants are encouraged to promote free and open competition in awarding subawards. Applicants must follow their Agency’s procurement/purchasing policies and procedures.

Budget Detail: Identify the subaward recipient’s name (if known), describe the purpose of the subgrant, identify the activities to be carried out by any subrecipient, indicate whether the subaward recipient is a consultant, and provide the estimated cost.² The estimated cost should be listed per subrecipient, to the extent known prior to the application submission. Expenses related to consultant travel must be listed separately (see Restrictions and Notes below).

Budget Narrative: Explain the purpose of the subawards, how the estimated costs were generated, and why the subaward is necessary for the execution and completion of the project. The budget narrative shall also include the name and brief biography of the subaward recipient, the subaward recipient’s duties and responsibilities, the length of the subaward, and a breakdown of the daily/hourly fees and rates.

If a training/conference/service will be provided as part of the subaward, the narrative should identify the topic and provide relevant details.

If available, the applicant should attach the quote from the subaward recipient.

Restrictions and Notes:

- For restrictions on consultant rates, see footnote 2.
- **Consultant Travel:** Expenses related to travel must be listed separately. Itemize the travel costs on the budget detail. Explain the travel purpose, identify the travel destination, and show the basis of computation separately (i.e., transportation, per diem, mileage, local travel, other).

² **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, CPJAD. 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.

G. PROCUREMENT CONTRACTS

The purpose of this section is to describe procurement contracts to be supported by the project. See “contract” definition at 2 CFR 200.22.

Consultants may be characterized as either subawards or procurement contracts. Please refer to the definition of subaward or procurement contract to determine the appropriate placement of consultants within your budget.

Applicants are encouraged to promote free and open competition in awarding contracts. Applicants must follow their Agency’s procurement/purchasing policies and procedures.

Budget Detail: Identify the contractor’s name (if known), describe the purpose of the procurement contract, identify the activities to be carried out by any contractor, indicate whether the contract recipient is a consultant, and provide the estimated cost. (See footnote 2 regarding consultant rates). The estimated cost should be listed per contractor, to the extent known prior to the application submission. Expenses related to consultant travel must be listed separately (see Restrictions and Notes below).

Budget Narrative: Explain the purpose of the procurement contract, how the estimated costs were generated, and why the procurement contract is necessary for the execution and completion of the project. The budget narrative shall also include the name and brief biography of the procurement contract recipient, the procurement contract recipient’s duties and responsibilities, the length of the procurement contract, and a breakdown of the daily/hourly fees and rates.

If a training/conference/service will be provided as part of the procurement contract, the narrative should identify the topic and provide relevant details.

If available, the applicant should attach the quote from the contractor.

Restrictions and Notes:

- For restrictions on consultant rates, see footnote 2.
- **Consultant Travel:** Expenses related to travel must be listed separately. Itemize the travel costs on the budget detail. Explain the travel purpose, identify the travel destination, and show the basis of computation separately (i.e., transportation, per diem, mileage, local travel, other).

H. INSURANCE

The purpose of this section is to itemize and describe insurance costs to be supported with grant funds.

Budget Detail: Describe the insurance policy and/or vendor and specify the quantity of insurance policies (by policy type or vendor), basis of the cost or rate (i.e., per square

foot, per FTE allocated to the program, hourly, daily, monthly, yearly), cost and length of time of grant support.

Budget Narrative: Describe the methodology used to allocate insurance costs to the project (i.e., square footage or full-time equivalents), the basis of the computation, and why the cost is necessary for the execution and completion of the project.

I. LEASE/RENTAL OF SPACE

The purpose of this section is to itemize and describe the lease/rental of space to be supported with grant funds.

Budget Detail: Describe the property/space to be leased or rented and specify the number/quantity of spaces to be leased or rented, the basis of the cost or rate (i.e., per square foot, per FTE allocated to the program, hourly, daily, monthly, yearly), cost, and length of time of grant support.

Budget Narrative: Describe of the methodology used to allocate lease/rental costs to the project (i.e., square footage or full-time equivalents), the basis of the computation, and why the cost is necessary for the execution and completion of the project.

J. UTILITIES/TELECOMMUNICATIONS

The purpose of this section is to itemize and describe utilities/telecommunication expenses to be supported with grant funds.

Budget Detail: Describe the utility or telecommunication item to be purchased or rented and specify the quantity of utilities/telecommunications units to be purchased or rented, the basis of the cost or rate (i.e., per square foot, per FTE allocated to the program, hourly, daily, monthly, yearly), cost, and length of time of grant support.

Budget Narrative: Describe the methodology used to allocate the costs to the project (i.e., square footage or full-time equivalents), the basis of the computation, and why the is necessary for the execution and completion of the project.

K. INDIRECT COSTS

The purpose of this section is to describe the calculation and composition of the indirect cost, to be supported by the project.

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 Requirements").

Examples of indirect costs include the cost of operating and maintaining facilities, depreciation, and administrative salaries.

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.

Budget Detail: Specify whether the indirect cost is based on current, federally-approved indirect cost rate or the de minimis indirect cost rate (see Restrictions and Notes below), the cost base, and applicant's the indirect cost rate.

Budget Narrative: Reiterate the circumstance under which the applicant falls that will allow it to use an indirect cost rate (see Restrictions and Notes below) and detail the computation of the cost base.

Restrictions and Notes:

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 #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.

Note: 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 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 to help determine chargeable costs.

L. **OTHER COSTS**

The purpose of this section is to itemize and describe costs not covered by any other budget detail category (i.e., confidential funds or conference registration costs).

Budget Detail: Describe the cost item, quantity to be purchased, basis for the cost or rate (i.e., each/unit, per square foot), cost, and length of time of grant support.

Budget Narrative: Describe the methodology used to allocate the costs to the project, the basis of the computation, and why the cost item is necessary for the execution and completion of the project.

M. **BUDGET NARRATIVE**

Each cost item listed in the budget detail must have an associated entry in the budget narrative to explain why the cost item is necessary for the execution and completion of the project.

The budget narrative should not restate the information on the budget detail (i.e., 2 items @ \$300/item). Instead, the purpose of the budget narrative is to explain/identify:

- The purpose of each expense (i.e., why the expense is necessary for the execution and completion of the activities listed in Part II. Description of the Project);
- How the estimated costs in the budget detail were generated; and
- The policies/procedures that will be followed to purchase/procure the line item expense (if applicable).

Examples of Budget Narrative Entries:

- Salaries and Wages:
 - John Smith, Counselor, will provide individualized substance abuse counseling, group therapy and support group sessions, and treatment services to program participants. Services include focusing on strengthening protective factors, relapse prevention strategies and management, vocational skills, improving coping strategies and stress management, etc. The percentage of time devoted to this grant for the project period is 100%. The

annual salary reflects the current starting rate of a Substance Abuse Counselor position, SR 21, Step C.

- Vacant, Office Assistant III, will provide clerical support to the program. The percentage of time devoted to this grant for the project period is 50%. The annual salary reflects the current starting rate of an Office Assistant III position, SR 10, Step C.
- Fringe Benefits:
The fringe rate being used is the current state rate at 50.65% (see attached for breakdown of covered items).
- Equipment:
The digital recorder and DVD player will be used to document behavioral and attitude changes in participant’s criminogenic needs. Participants will be videotaped and the tapes will help to refine skills learned. The videos taken with the digital recorder will also help with staff training and development. Confidentiality rules and policies will be followed.

N. BUDGET SUMMARY

The Budget Summary will auto-calculate based on the entries on the Budget Detail. The Budget Summary provides the Total Project Costs.

PART IV. COVERDELL CERTIFICATIONS

The 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 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 A. All 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 A to satisfy Part V. An Application for Grant will be incomplete if it does not include this Attachment.

PART VI. NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) CHECKLIST

The applicant must submit ta BJA Programmatic Coversheet and checklist with its application to assist in assessing the potential environmental impacts of the activities proposed by the project. Specifically, the applicant is expected to:

- Carefully read the Programmatic Environmental Assessment (<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/bja-programmatic-ea.pdf>);
- Complete the Bureau of Justice Assistance Grants Program Checklist [National Environmental Policy Act (NEPA) checklist]; and
- Attach the completed NEPA Checklist to the application.

A link to the Bureau of Justice Assistance Grants Program Checklist (NEPA checklist) is provided in Appendix A. An Application for Grant will be incomplete if it does not include this checklist.

For more information about NEPA and BJA’s NEPA’s Process, please to go to <https://bja.ojp.gov/national-environmental-policy-act-nepa-guidance>.

APPENDIX A
BLANK TEMPLATES, CERTIFICATIONS, ATTACHMENTS, AND FORMS
Department of the Attorney General

The following templates, certifications, attachments, and forms 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/Excel templates for Parts I-III:
 - Abstract
 - Part I. Title Page
 - Part II. Description of Project (including Activities/Timeline and Logic Model charts)
 - Part III. Budget Detail, Budget Narrative, and Budget Summary

- 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

- BJA Programmatic Coversheet and Checklist (NEPA Checklist) for Part VI

**APPENDIX B
EXAMPLE -- PROJECT ACTIVITIES AND TIMELINE**

Adjust this template to account for the number of project objectives and activities.

To add more activities, add rows to the applicable table.

To add more objectives, copy and paste the entire table.

OBJECTIVE #:1.1

To increase the number of prescription forgeries detected during the project period by 20% compared to the previous year.

Activity Number	Description of Activity	Responsible Individual(s)	Anticipated Completion (X)			
			Jul – Sept Q1	Oct – Dec Q2	Jan – Mar Q3	Apr – Jun Q4
1	Identify and obtain contact information for pharmacies in defined geographic area	Project Director	X			
2	Establish secure method to transmit prescription information	IT/Tech Contractor & Program Manager		X		
3	Conduct calls with referring pharmacist for explanation (ongoing monthly)	Program Manager		X	X	X
4	Conduct calls with pharmacist consultants to examine referred prescriptions (ongoing monthly)	Program Manager		X	X	X
5	Record number of referred, actionable, and declined prescriptions (ongoing monthly)	Program Manager		X	X	X

APPENDIX C
EXAMPLE -- LOGIC MODEL – PERFORMANCE INDICATORS

*Adjust this template to account for the number of project objectives and performance measures
 To add more performance indicators/data to be collected, add rows to the applicable table.
 To add more objectives, copy and paste the entire table.*

OBJECTIVE #1.1

To increase the number of prescription forgeries detected during the project period by 20% compared to the previous year.

Description of Performance Indicator/ Data to be Collected	Select One (X)		Baseline	Source of Data/Where Data Will be Collected From	Individual(s) Responsible for Data Collection
	Output	Outcome			
Total number and percentage of participating pharmacies within the geographic area	X		Total Number = 5 Percentage =10 %	Agreements to participate	Project Director
Total number and percentage of prescriptions referred as suspected fraudulent prescriptions	X		Total Number = 30 Percentage = 2%	Database of referrals	Data collection clerk
Total number and percentage of prescriptions identified as fraudulent	X		Total Number = 2 Percentage =7%	Investigation case management system	Data collection clerk
Total volume of controlled substances withheld as a result of prescriptions identified as fraudulent (quantitative)		X	Volume: 1000 mg Oxycodone 500 mg Ambien	Investigation case management system	Data collection clerk
Reduction in amount of illegal controlled substances circulating within the county and safety of the community (qualitative)		X	Baseline to be determined within 3 months of initiation of project	Stakeholder survey	Program Manager

**APPENDIX D
DRAFT COVERDELL PROGRESS REPORT**

AWARD ADMIN QUESTIONS

1. Is this the last reporting period for which the award will have data to report?
2. Was there grant activity during the reporting period?

PERFORMANCE METRICS

1. Timeliness of Test Results

Questions:	Start of Grant	Report 1	Report 2
What is the average number of days between submission of evidence to a forensic lab or medical examiner's/coroner's office funded under this award and delivery of test results to a requesting office or agency...			
... As of the first day of the reporting period,? [Carry forward this baseline]			
... As of the last day of this reporting period?			

2. Controlled Substances/Seized Drugs

Questions	Start of Grant	Report 1	Report 2
Does your laboratory have the capability to test, process, and conclusively identify the presence of a controlled substance in evidence tested?			
What is the average number of days between submission of evidence to be tested for the presence of a controlled substance and the delivery of test results...			
... Prior to the start of the award? [Carry forward this baseline]			
... As of the last day of this reporting period?			
Of the cases completed during the reporting period, how many were sent for testing to identify any possible seized drugs.			
Of those sent to identify any possible seized drugs, how many identified the presence of controlled substances?			

3. Grant-Funded Forensic Personnel

Questions:	Start of Grant	Report 1	Report 2
As of the last day of the reporting period what is the total number of forensic personnel...			
... Working in the lab			
... Using this grant funding from to seek certification?			

Questions:	Start of Grant	Report 1	Report 2
As of the last day of the reporting period what is the total number of forensic personnel...			
... Receiving funding from this grant?			
... That are currently certified AND are receiving funding from this grant?			
... That has initiated certification using funding from this grant?			
... That has completed certification using funding from this grant?			

4. Grant-Funded Medicolegal Death Investigators/Coroner

Questions:	Start of Grant	Report 1	Report 2
As of the last day of this reporting period, what is the total number of medicolegal death investigators that ...			
... Received funding from this grant?			
... Are currently certified medicolegal death investigators AND are receiving funding from this grant?			
... Used funding from this grant to seek certification?			
... Initiated certification using funding from this grant?			
... Completed certification using funding from this grant?			

5. Implementation of New Technology

Questions	Start of Grant	Report 1	Report 2
As of the last day of the reporting period, did you implement new technology or equipment using Coverdell funding?			

6. Case Backlog

Questions:	Start of Grant	Report 1	Report 2
What is the total number of backlogged cases...			
... As of the first day of this reporting period? [Carry forward this baseline]			
... As of the last day of this reporting period?			
... That were analyzed with Coverdell funds during the reporting period?			

7. Training – Forensic Personnel

Questions	Start of Grant	Report 1	Report 2
As of the last day of the reporting period, how many forensic personnel attended training			
As of the last day of the reporting period, how many hours of training were completed in total?			

Questions	Start of Grant	Report 1	Report 2
What training topics were covered (check all that apply)?	<input type="checkbox"/> Accreditation <input type="checkbox"/> Anthropology <input type="checkbox"/> Computer forensics <input type="checkbox"/> Crime scene <input type="checkbox"/> Digital forensics <input type="checkbox"/> DNA <input type="checkbox"/> Firearms <input type="checkbox"/> General forensics <input type="checkbox"/> Latent prints <input type="checkbox"/> Medical examiner/MDI <input type="checkbox"/> Pathology <input type="checkbox"/> Seized drugs <input type="checkbox"/> Toxicology <input type="checkbox"/> Trace evidence	<input type="checkbox"/> Accreditation <input type="checkbox"/> Anthropology <input type="checkbox"/> Computer forensics <input type="checkbox"/> Crime scene <input type="checkbox"/> Digital forensics <input type="checkbox"/> DNA <input type="checkbox"/> Firearms <input type="checkbox"/> General forensics <input type="checkbox"/> Latent prints <input type="checkbox"/> Medical examiner/MDI <input type="checkbox"/> Pathology <input type="checkbox"/> Seized drugs <input type="checkbox"/> Toxicology <input type="checkbox"/> Trace evidence	<input type="checkbox"/> Accreditation <input type="checkbox"/> Anthropology <input type="checkbox"/> Computer forensics <input type="checkbox"/> Crime scene <input type="checkbox"/> Digital forensics <input type="checkbox"/> DNA <input type="checkbox"/> Firearms <input type="checkbox"/> General forensics <input type="checkbox"/> Latent prints <input type="checkbox"/> Medical examiner/MDI <input type="checkbox"/> Pathology <input type="checkbox"/> Seized drugs <input type="checkbox"/> Toxicology <input type="checkbox"/> Trace evidence

8. Implementation/Revision of Processes

Question	Start of Grant	Report 1	Report 2
During the reporting period, were there any processes implemented or revised? (If yes, describe the processes that were implemented or revised in the appropriate box or boxes below.)			

9. Medical Examiner/Coroner/Forensic Pathologist Training

Questions:	Start of Grant	Report 1	Report 2
As of the last day of the reporting period, how many...			
... Medical examiners/coroners attended training?			
... Hours of training were completed in total? (Medical Examiner/ Coroner)			
... Forensic pathologists attended training?			
... Hours of training were completed in total?(Forensic Pathologists)			

10. Newly Hired Personnel

Questions:	Start of Grant	Report 1	Report 2
During the reporting period, how many...			
... Forensic science personnel were hired with grant funds?			
... Medical examiners/coroners were hired with grant funds?			
... Forensic pathologists were hired with grant funds?			

11. Accreditation

Questions	Start of Grant	Report 1	Report 2
Is your agency/organization currently accredited?			
Is your agency/organization currently accredited in the discipline(s) for which it is receiving grant funding?			
Is your agency/organization applying for initial accreditation with FY 2021 Coverdell funding?			
Which agency are you using for accreditation? / Indicate the accrediting agency			
Has your office applied for accreditation with an appropriate accrediting agency during the reporting period?			
Was accreditation obtained from an appropriate accrediting agency using Coverdell funding during the reporting period? (If so, attach accreditation documentation to this report.)			
Is your agency/organization using FY 2021 Coverdell funding for fees to maintain accreditation?			
Has there been any change to your accreditation status since the last report?			
If there was a change in accreditation status during the reporting period, indicate the type of change. (If a new accreditation was obtained, attach documentation of accreditation. If other, describe below.)	<input type="checkbox"/> Obtained one or more accreditation <input type="checkbox"/> Lost one or more accreditation <input type="checkbox"/> Other	<input type="checkbox"/> Obtained one or more accreditation <input type="checkbox"/> Lost one or more accreditation <input type="checkbox"/> Other	<input type="checkbox"/> Obtained one or more accreditation <input type="checkbox"/> Lost one or more accreditation <input type="checkbox"/> Other

12. FGG/FGGS Questions

Question	Start of Grant	Report 1	Report 2
Please indicate if you used, or plan to use, funds to conduct forensic genetic genealogical DNA analysis FGG and/or forensic genetic genealogical DNA analysis and searching FGGS.			
Since the beginning of the grant program...			
... What was the amount of federal funding used to conduct FGG/FGGS?			
... How many new forensic samples were subjected to FGG?			
... How many new reference samples were subjected to FGG?			
... How many investigations began utilizing grant funds for FGG/FGGS?			
... How many cases resulted in searchable profiles obtained from FGG?			
... How many investigations were initiated?			
... How many investigations resulted in a new arrest that relied, in part, on the use of FGG/FGGS?			
... How many suspects identified through the use of FGG/FGGS were prosecuted?			
... How many cases were closed or cleared by exceptional means through the use of FGG/FGGS? (To be cleared by exceptional means, the agency must have identified the offender and gathered enough evidence to support an arrest/conviction. Examples may include the identification of a deceased offender or the identification of offender who is already serving a life sentence for an unrelated conviction, and it is determined that prosecution will not be pursued)			

13. Allegations Report

Questions	Start of Grant	Report 1	Report 2
The number and nature of any allegations of serious negligence or misconduct substantially affecting the integrity of forensic results received during the 12-month period of the award.	-		
Information on the referrals of such allegations (e.g., the government entity/entities to which referred, date of referral).	-		
The number and nature of any allegations of serious negligence or misconduct substantially affecting the integrity of forensic results received during the 12-month period of the award.	-		
Information on the referrals of such allegations (e.g., the government entity or entities to which referred, date of referral).	-		
The outcome of such referrals (if known, date of the report).	-		
If any such allegations were not referred, the reason(s) for the non-referral.	-		

NARRATIVE REPORT

1. What were your accomplishments during reporting period?
2. What goals were accomplished, as they relate to your grant application?
3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?
4. Is there any assistance that BJA can provide to address any problems/barriers identified in question #3?
5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain.)
6. What major activities are planned for the next 6 months?
7. Based on your knowledge of the criminal justice field, are there any innovative programs or accomplishments that you would like to share?

APPENDIX E
FY 2022 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
FY 2022 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 2022 Paul Coverdell Forensic Science Improvement Grants Program – Formula Federal Solicitation can be found at: <https://bja.ojp.gov/funding/O-BJA-2022-171343.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 G
APPLICATION EVALUATION & SCORING**

Applications will be scored as follows:

Abstract	1 point
Part I. Title Page	0 points
Part II. Description of Project	
A. Problem Statement.....	6 points
B. Goals and Objectives	8 points
C. Project Activities.....	3 points
D. Project Activities and Timeline Chart	3 points
E. Project Organization and Management.....	2 points
F. Personnel.....	3 points
G. Capabilities and Competencies.....	5 points
H. Performance Indicators and Reporting	4 points
I. Logic Model – Performance Indicators Chart	3 points
J. Probability to Improve the Criminal Justice System and Sustainability Plan.....	4 points
Part III. Budget Detail, Budget Narrative, and Budget Summary	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.]	
Part VI. BJA Programmatic Coversheet and Checklist (NEPA Checklist).....	0 points
[An Application for Grant will be incomplete if it does not include a completed NEPA Checklist.]	
<hr/>	
TOTAL	50 points