



**FY 2025 PAUL COVERDELL FORENSIC SCIENCE
IMPROVEMENT GRANTS PROGRAM (FORMULA)
APPLICATION FOR GRANT INSTRUCTIONS**

APPLICATION DEADLINE: APRIL 6, 2026, at 12:00 P.M.

- A complete application must be emailed to CPJAgreements@hawaii.gov by the deadline.
- The date and time an application is received will be determined by CPJAD’s computer system/email.
- An applicant submitting more than one application must email each application separately.

The Department of the Attorney General (“Department”) is soliciting applications from eligible applicants for FY 2025 Paul Coverdell Forensic Science Improvement Grants Program (“Coverdell”) funding. The amount available is approximately \$277,252.

Please note that the Department has not yet received the formal award for FY 2025 Coverdell funding and that this solicitation is being issued in anticipation of that award. Any contract award is contingent upon the availability of federal funds.

The Coverdell program supports projects to improve forensic science and medical examiner and/or coroner services, including services provided by forensic science laboratories operated by states and units of local government.

- Eligibility:** Applicants are limited to state and units of local government.
- Applicants may submit more than one application. The Department may make multiple awards to the same applicant.
- Award Range:** \$50,000 to \$277,252
- Match Requirement:** None
- Availability of Funds:** Funds are anticipated to be available starting July 1, 2026.
- Length of Support:** Applicants may apply for a maximum of 12 months of funding.
- Project Implementation:** Awardees must 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 / Coverdell Purpose Areas:** 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.

Supplanting Prohibited: Coverdell 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 one of the Coverdell purpose areas.

Templates/Forms: Applications must use the Application for Grant templates. The templates are available online at <http://ag.hawaii.gov/cpja/gp/>.

SAM.gov/Unique Entity Identifier (UEI): Applicants must have an active registration in SAM.gov and must submit documentation confirming their active registration.

Application Components: A complete application must be emailed to CPJAgreements@hawaii.gov by the deadline.

For an application to be considered complete, the email must contain all of the following documents in the required formats:

- Abstract with Agency Head Acknowledgement (PDF format)
- Part I. Title Page; and Part II. Description of Project and attachments (Word format)
- Budget Detail, Budget Narrative, and Budget Summary (Excel format);
- Documentation of the Applicant's active registration in SAM.gov (PDF format);
- Coverdell Certifications (PDF format);
- External Investigations Attachment (PDF format); and
- National Environmental Policy Act (NEPA) Checklist (PDF format).

Application Format Requirements: Applicants should adhere to the following:

- Font Type and Size: Times New Roman, 12-Point
- Margins: 1-inch
- Spacing: Single

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ABSTRACT

Applicants shall include a project abstract. The abstract has a 500-word limit.

Applicants must use the template AG/CPJAD #1 for the project abstract. Templates are available online at <https://ag.hawaii.gov/cpja/gp/>.

All applications must be approved for submittal by its agency or department head. The agency or department head must sign the top of the Abstract template.

The abstract must include and/or briefly address the following:

- Name of the project (Project Title) and geographic area to be served
- What problem will this project address? (Problem)
- What are the project's goals?
- What are the project's objectives?
- What major activities will this project conduct to ensure that the project will meet its objectives?
- Summarize the proposed budgeted costs by budget category

PART I. TITLE PAGE

The Application for Grant shall include Part I. Title Page. Applicants must use the Part I. Title Page (AG/CPJAD #1) template. Application for Grant templates are available online at <https://ag.hawaii.gov/cpja/gp/>.

A. PROJECT TITLE.

Enter a brief descriptive title that has 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.”

- **UEI:** Unique Entity Identifier (UEI) is 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. For more information on SAM UEI, go to <http://www.sam.gov>.

Additionally, an application must include documentation of the applicant agency’s active SAM registration and an active UEI (e.g., printouts of the applicable webpages).

D. ADDRESS.

Enter the mailing address of applicant agency.

Enter only one City and Zip Code, **including the 4 digits after the zip code.**

E. PROJECT PERIOD.

Select the expected start and end date of the project. The duration of the project is not to exceed 12 months of funding.

The project start date shall be on or around July 1, 2026.

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.
- **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 it is awarded FY 2025 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 at least \$50,000 but no more than \$277,252.

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 Application shall include Part II. Description of Project. Applicants must use the Part II. Description of Project (AG/CPJAD #1(a)) template. All templates are available online at <https://ag.hawaii.gov/cpja/gp/>.

The information requested for each section must be described in detail. 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 must describe the problem/issue/need that the project will address. The problem statement must demonstrate Applicant's thorough understanding of the problem to be addressed by the project. The problem statement must include data and/or empirically based evidence.

Do not describe the project design (goals, objectives, activities, performance measures, etc.) in this section.

The problem statement must detail:

1. The nature and/or context of the problem (i.e. historical context or evolution of the problem) to be addressed.
2. The severity/scope of the problem through the use of credible quantitative and/or qualitative data.
 - To demonstrate the credibility of the data/evidence, the source of the data must be cited in the problem statement.
 - The data and information in this section must be pertinent to the problem being addressed by the project.
 - Examples of data: average wait time, specific safety issues, number of arrests, number of agency referrals, caseloads, clearance rates, recidivism rates, etc.).
 - At a minimum, the problem statement must quantify or estimate the number of people affected by the problem.
3. A description of the population (or segment of the criminal justice system) affected by the problem.
 - If the application addresses a subset of a population, the problem statement must identify and describe the distinguishing characteristics of that population subset.
4. The geographic scope of the problem(s), i.e., specific counties/locations versus statewide.
5. Current and prior efforts by the Applicant and/or criminal justice agencies to address the problem, including descriptions of –
 - The limitations of those prior efforts to address the problem; and
 - How the proposed project differs from the current and prior efforts.

6. A projection of how the problem will change if the Applicant's project is not implemented now.
7. Projects seeking continued Coverdell funding must –
 - Describe the accomplishments resulting from the prior Coverdell award;
 - Explain the need for continued Coverdell funding/support;
 - Provide data to support its accomplishments and continued need for funding; and
 - Describe the Applicant's efforts to sustain the project without grant funding.

B. GOALS AND OBJECTIVES

This section must provide precise statements of the project goal(s) and objective(s) that the project will achieve by the end of the project period.

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

1. **Goal:** A goal is a one-sentence, general statement of overall purpose of the project.
 - Do not use multiple sentences or a paragraph to describe the project goal.
 - Begins with "To" to show that an action will occur as a result of the project.
 - 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:** An objective is a specific statement of measurable results to be achieved within a stated period of time.
 - Objectives are measurable actions that demonstrate the Applicant will advance toward a goal.
 - Objectives detail what the project intends to accomplish.
 - An objective has the following characteristics:
 - Specific (identifies the result to be achieved)
 - Measurable (quantifies how the result will 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

This section must provide detailed descriptions of the proposed project activities.

The following may serve as a guide regarding definition of terms:

1. **Activity:** An activity is a specific action/step that the project needs to complete to accomplish an objective described in the previous section.
 - Each objective should have at least one activity to describe how and when it will be addressed during the project.
 - Activities should be grouped into stages/phases and broken down into tasks.
 - Depending on the project design, the project's activities may demonstrate –
 - The project's strategy or methodology to achieve the objective;
 - The resources (e.g., equipment, supplies) the Applicant needs to obtain to execute the activities; and/or
 - The Applicant's training/technical assistance needs (and how the training/technical assistance will be used) to achieve the objectives.
 - If an activity is the purchase of resources or training/technical assistance, this section must justify the purchase and explain how the resource or training/technical assistance will be used to achieve the project's objectives.
2. **Timeline:** A timeline is a project's schedule, from start-to-finish, that shows how activities and objectives are interconnected by detailing:
 - The phases/key milestones (e.g., purchasing/procurement phase, training phase, execution phase, data collection phase, etc.) to achieve each project objective;

- The activities that must be completed to complete a phase or achieve each key milestone;
- The deadline for each activity; and
- The smaller/actionable tasks that must be executed to complete an activity.

D. PROJECT ORGANIZATION AND MANAGEMENT

This section must –

- Identify the Project Director and Financial Officer and describe the duties and responsibilities of the Project Director and Financial Officer;
- Identify to whom the Project Director and Financial Officer reports; and
- Describe how project accountability will be maintained.

E. PERSONNEL

This section must –

- Identify the full- or part-time personnel/positions (including overtime) that will be supported with grant funding;
- Describe the duties/responsibilities of each position and/or attach the position description of each position;
- If a grant-funded position is filled: identify the name(s) of the staff for each grant-funded position, if known, and provide a resume or biography of each person; and
- If a grant-funded position is vacant, indicate that the resume will be submitted upon hire.

F. CAPABILITES AND COMPETENCIES

This section must describe the capabilities and competencies of the forensic laboratory or medical examiner/coroner's office services, specifically –

- The 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 description of the services the forensic laboratory or medical examiner/coroner's office currently provides; and
- A detailed plan on how they will prepare and apply for accreditation within two (2) years after the FY 2025 Coverdell award date.

G. PERFORMANCE INDICATORS AND REPORTING

This section must describe the performance indicators that the project will use to measure the effectiveness of the project and determine whether each project objective was met.

The following may serve as a guide regarding definition of terms:

1. **Performance Indicator:** A performance indicator describes the data that will either quantify a project's expected performance (output measure) or measure the expected benefits of a project (outcome measure).
 - Performance indicators detail how project accomplishments will be documented and how the project's overall performance will be measured, assessed, and evaluated.
 - Each objective must have at least one performance indicator.
 - Performance indicators describe the data to be collected without providing a concrete numerical value or target that the project wants to obtain.
 - Every performance indicator must identify individual(s) responsible for the data collection and describe how they will be gathering and reporting data.
2. **Output Measures:** Output measures show the project's progress toward reaching or accomplishing its objectives.
 - Output measures quantify the project's expected performance (i.e., identifies and measures the results of tasks and activities).
 - Examples:
 - Output Measure: Number of participants accepted to a substance abuse treatment program.
 - From where the data will be collected: Intake packet paperwork.
 - Person responsible for data collection: Intake Supervisor
 - Output Measure: Number of participants that are arrested
 - From where the data will be collected: Internal Re-arrest System
 - Person responsible for data collection: Project Director

- Output Measure: Number of treatment staff receiving training
 - From where the data will be collected: Training sign-in sheets.
 - Person responsible for data collection: Treatment Supervisor
- Output Measure: Type of training received/dates/location/trainer
 - From where the data will be collected: Training agenda programs and a training binder will be developed.
 - Person responsible for data collection: Project Director
- Output Measure: Number of participants completing treatment services.
 - From where the data will be collected: Treatment logs.
 - Person responsible for data collection: Clinical Supervisor

3. **Outcome Measures:** Outcome measures measure the benefits associated with the project's activities.

- The relationship between the outcome measure and the problem identified in the problem statement (or the progress made toward reaching the project's goal) must be clear. The progress may be minimal or slight.
- Examples
 - Outcome Measure: Percent change of project participants who self-report a reduction in their criminal thinking.
 - Problem/benefit: High recidivism rates in the target population
 - From where the data will be collected: the quarterly Agency Quality Assurance Department Customer Satisfaction Survey provided to participants every other month; data results are entered on an Excel workbook.
 - Person responsible for data collection: Clinical Supervisor
 - Outcome Measure: Percent change of project participants that score lower on their criminogenic need assessment in each section.
 - Problem: High recidivism rates in the target population
 - From where the data will be collected: Criminogenic Needs Assessment completed every other month and data is entered on the participant's treatment plan.
 - Person responsible for data collection: Treatment Director
 - Outcome Measure: Percent of participants re-arrested who completed treatment services as compared to those who did not complete treatment services.
 - Problem: High recidivism rates in the target population
 - From where the data will be collected: re-arrest data on participants with comparison of treatment logs
 - Person responsible for data collection: Project Director

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.

H. PROBABILITY TO IMPROVE THE CRIMINAL JUSTICE SYSTEM

This section must explain how the project anticipates improving the criminal justice system and/or benefits to the community (i.e., gains, benefits, increased efficiencies, changes, or other planned impact on the existing problem area/system).

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.

I. SUSTAINABILITY PLAN

This section must describe:

- The estimated yearly costs to continue the project after the end of the project period;
- The likelihood that the project will be able to continue after Coverdell funding ends;
- The likelihood that the project will be included in the Applicant’s permanent operating budget.
- If the project will not be included in the permanent or operating budget, describe –
 - The other sources of potential funding that may be used to continue the project after Coverdell funding ends; and
 - The steps the Applicant will take to access the other sources of funding.

Example:

The estimated yearly cost to continue this project is \$40,000. It is likely that the project will be able to continue after the end of the project period. Although it is not likely that the project's costs will be included in the agency's permanent operating budget, we will likely use other funding sources, such as \$30,000 from County discretionary funds and \$10,000 from a formula grant. Applicant is committed to continuing this effort through our annual strategic planning approach.

PART III. BUDGET SUMMARY; BUDGET DETAIL; BUDGET NARRATIVE

The Application shall include Part III. Budget Summary, Detail, and Narrative. Applicants must use Part III. Budget Summary, Detail, and Narrative (AG/CPJAD #1(b) (Rev. 01/2025)) template. All templates are available online at <https://ag.hawaii.gov/cpja/gp/>.

Note: Additional guidance to complete the budget is included in the template.

There are three sections of the template. Each of the three sections has an Excel worksheet:

1. **Budget Summary:** This Excel tab will auto-calculate the Total Project Costs based on entries in the Budget Detail tab (see below).
2. **Budget Detail:** This Excel tab must contain and show how the costs were calculated by entering numbers in all relevant columns.
 - All proposed budget items must fit in one of the twelve budget categories.
 - Costs must be allowable and reasonable.
 - 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.
3. **Budget Narrative:** This Excel tab must explain how the costs of the budgeted items are reasonable and necessary for the execution and completion of the project.
 - 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 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).
 - To avoid inconsistent information, the budget narrative should not restate the information on the budget detail (i.e., 2 items @ \$300/item).

- An applicant may include documentation to support a cost or line item.

- Examples:
 - 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.

The following are instructions on how to complete Part III. Budget Summary, Detail, and Narrative (AG/CPJAD #1(b) (Rev. 1/2025)) template:

A. SALARIES AND WAGES

The purpose of this section is to identify the position(s) or employee(s) to be supported with grant funds. 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 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.
 - 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 with 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:**
 - Vacation payout is not an allowable fringe benefit.
 - 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.

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, 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 with grant funds.

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 with grant finds.

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 with grant funds. 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. 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:**
 - Consultant Rates (see below 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).

G. PROCUREMENT CONTRACTS

The purpose of this section is to describe procurement contracts to be supported with grant funds. 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

² 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.

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 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 cost is necessary for the execution and completion of the project.

K. INDIRECT COSTS

The purpose of this section is to describe the indirect costs to be supported with grant funds.

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 a current, federally-approved indirect cost rate or the 15% de minimis indirect cost rate (see Restrictions and Notes below), the cost base, and applicant's 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:**

The use of indirect costs is allowed. However, the costs must be consistently charged as either indirect or direct costs. It may not be double charged or inconsistently charged as both.

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 15% 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 15% De Minimis Indirect Cost Rate, Applicants must:
 - Submit a signed Certification (post award) of 15% 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 \$50,000 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 \$50,000. Applicants should complete the Indirect Cost Worksheet located on the Department’s website at <https://ag.hawaii.gov/cpja/gp/> 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) to be supported with grant funds.

- **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.

PART IV. COVERDELL CERTIFICATIONS

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

The required certifications may be downloaded from the Attorney General, Crime Prevention and Justice Assistance Division, Grants and Planning Branch website (*see* Appendix A).

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

PART V. EXTERNAL INVESTIGATIONS ATTACHMENT

Applicant must submit the “External Investigations Attachment.”

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

The required attachment may be downloaded from the Attorney General, Crime Prevention and Justice Assistance Division, Grants and Planning Branch website (*see* Appendix A).

The attachment must be completed by an official familiar with its requirements and authorized to certify on behalf of the applicant agency.

PART VI. NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) CHECKLIST

Applicant must submit the BJA Programmatic Coversheet and Checklist 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 and attach the Bureau of Justice Assistance Grants Program Checklist [National Environmental Policy Act (NEPA) checklist]; and
- Complete and attach the NEPA Intake Form for OJP Grant Activities

A link to the Bureau of Justice Assistance Grants Program Checklist (NEPA checklist) and the NEPA Intake Form for OJP Grant Activities are 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 website (<https://ag.hawaii.gov/cpja/gp>):

- Word templates for Abstract and Parts I-II:
 - Abstract
 - Part I. Title Page
 - Part II. Description of Project
- Excel templates for 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
- BJA Programmatic Coversheet and Checklist (NEPA Checklist) and NEPA Intake Form for OJP Grant Activities for Part VI

Helpful Charts:

The following pages contain charts that may be helpful but are not required. The charts may provide guidance in developing the design of your project. You are not required to submit these charts with your application.

(NOT REQUIRED) PROJECT ACTIVITIES AND TIMELINE CHART

OBJECTIVE #:

Activity Number	Description of Activity	Responsible Individual(s)	Anticipated Completion (X)			
			Jul – Sept Q1	Oct – Dec Q2	Jan – Mar Q3	Apr – Jun Q4
1						
2						
3						
4						
5						

(NOT REQUIRED) PERFORMANCE INDICATORS CHART

OBJECTIVE #

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			

APPENDIX B. COVERDELL POST-AWARD INFORMATION

Department of the Attorney General

The following documents, with the exception of item B, may be reviewed on the CPJAD website at <https://ag.hawaii.gov/cpja/gp/gp-related-forms/>. In the event the application is selected to receive an award, then the applicable certificates will need to be signed. 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. DISCLOSURE OF LOBBYING ACTIVITIES (SF-LLL)
Required only for awards of \$100,000 or more.
- D. CERTIFICATION OF 15% 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 C.
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 **Grantee Resources**. 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 2025 Paul Coverdell Forensic Science Improvement Grants Program – Formula Federal Solicitation Overview can be found at: <https://bja.ojp.gov/funding/opportunities/o-bja-2025-172447>

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 D. COVERDELL 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.....	6 points
D. Project Organization and Management.....	2 points
E. Personnel.....	3 points
F. Capabilities and Competencies	5 points
G. Performance Indicators and Reporting	7 points
H. Probability to Improve the Criminal Justice System	2 points
I. Sustainability Plan	2 points
Part III. Budget Detail and Narrative.....	8 points
Part IV. Coverdell Statutory Certifications.....	0 points
Part V. External Investigations Attachment.....	0 points
Part VI. BJA Programmatic Coversheet and Checklist (NEPA Checklist).....	0 points
TOTAL	50 points