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The U.S. Department of Justice, Office of Justice Programs, National Institute of Justice is pleased to announce that it is seeking applications for funding under the FY2006 Paul Coverdell Forensic Science Improvement Grants Program.

This program furthers the Department's mission by providing States and units of local government the tools needed to meet the challenges of crime and justice. Specifically, this program seeks to improve the quality and timeliness of forensic science and medical examiner services, including services provided by laboratories operated by States and those operated by units of local government.

# Paul Coverdell Forensic Science Improvement Grants Program

## Eligibility

Applicants are limited to States (including territories) and units of local government. State Administering Agencies (SAAs) apply on behalf of States.

(See "Eligibility," page 3)

## Deadline

All applications are due by **May 16, 2006**.

## Contact Information

For assistance with the requirements of this solicitation, contact Nick Viggiani at 1-202-307-5847 or [nick.viggiani@usdoj.gov](mailto:nick.viggiani@usdoj.gov); Kesha Lowe at 1-202-616-5158 or [kesha.lowe@usdoj.gov](mailto:kesha.lowe@usdoj.gov); or Dale Heideman at 1-202-514-9240 or [dale.heideman@usdoj.gov](mailto:dale.heideman@usdoj.gov).

This application must be submitted through OJP's online Grants Management System (GMS). For technical assistance with submitting the application through GMS, go to <http://www.ojp.usdoj.gov/funding/Masterjobaids.pdf>, or call the Grants Management System Support Hotline at 1-888-549-9901.

**SL#000745**

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# Paul Coverdell Forensic Science Improvement Grants Program (CDFA # 16.742)

## Overview

The Paul Coverdell Forensic Science Improvement Grants Program (the "Coverdell program") awards grants to States and units of local government to help improve the quality and timeliness of forensic science and medical examiner services and/or to eliminate backlogs in the analysis of forensic evidence, including controlled substances, firearms examination, forensic pathology, latent prints, questioned documents, toxicology, and trace evidence. States may apply for both "base" (formula) and competitive funds. Units of local government may apply for competitive funds.

The Coverdell program is authorized by Title I of the Omnibus Safe Streets and Crime Control Act of 1968, Part BB, codified at 42 U.S.C. § 3797j – 3797o (the "Coverdell law").

## Deadline: Registration

If you have not previously registered with the Office of Justice Program's (OJP's) online Grants Management System (GMS), please do so early so that you can submit your proposal before the application deadline below.

## Deadline: Application

The due date for applying for funding under this announcement is **May 16, 2006**.

## Eligibility

States<sup>1</sup> and units of local government may apply for FY 2006 Coverdell funds. States may be eligible for both "base" (formula) and competitive funds. Units of local government within States may be eligible for competitive funds and may apply directly to NIJ. State applications for funding **MUST** be submitted by the Coverdell State Administering Agency (SAA) listed on the OJP Web site at: <http://www.ojp.usdoj.gov/state.htm> (Other interested State agencies or departments must coordinate with their respective SAA). Each applicant must satisfy the specific application requirements outlined in this announcement, the general requirements for NIJ and OJP grants, and all other applicable legal requirements.

The Coverdell law (at 42 U.S.C. § 3797k(4)) requires that, to request a grant, an applicant for Coverdell funds must submit—

(1) *A certification regarding a plan for forensic science laboratories.*

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<sup>1</sup> For purposes of the Coverdell program, the term "State" means each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. For certain purposes, American Samoa and the Northern Mariana Islands are treated as one State.

Each applicant must submit a certification that the State or unit of local government has developed a plan for forensic science laboratories under a program intended to improve the quality and timeliness of forensic science or medical examiner services in the State, including such services provided by the laboratories operated by the State and those operated by units of local government within the State. Applicants must also describe in the program narrative the manner in which the grant will be used to carry out that plan.

*(2) A certification regarding use of generally accepted laboratory practices.* Each applicant must submit a certification that any forensic laboratory system, medical examiner's office, or coroner's office in the State, including any laboratory operated by a unit of local government within the State, that will receive any portion of the grant amount (whether directly or through a subgrant) uses generally accepted laboratory practices and procedures, established by accrediting organizations or appropriate certifying bodies.

*(3) A certification regarding costs of new facilities.* Each applicant must submit a certification that the amount of the grant used for the costs of any new facility constructed as part of a program to improve the quality and timeliness of forensic science or medical examiner services will not exceed certain limitations set forth in the Coverdell law at 42 U.S.C. § 3797m(c) (see information on "permissible expenses" in next section of this announcement). Applicants must also describe in the program narrative any new facility to be constructed, as well as the estimated costs of the facility.

*(4) A certification regarding external investigations into allegations of serious negligence or misconduct.* Each applicant must submit a certification 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 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."

Applicants are expected to review the requirements of each certification carefully before determining whether the certification properly can be made. Any certification that is submitted must be executed by an official who is both familiar with the requirements of the certification and authorized to make the certification on behalf of the applicant agency. Applicants must use the certification templates that appear in Appendix 2.

### **Special Guidance on Certification Regarding External Investigations into Allegations of Serious Negligence or Misconduct.**

The certification regarding external investigations has a number of elements, each of which must be satisfied. Applicants are expected to review each of the statutory elements and this guidance carefully before determining whether a certification properly can be made. Therefore, the certifying official, on behalf of the applicant agency, must determine whether:

A government entity exists

With an appropriate process in place

To conduct independent, external investigations

Into allegations of serious negligence or misconduct

Substantially affecting the integrity of 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.

**Note:** In making this certification, the certifying official is certifying that these requirements are satisfied not only with respect to the applicant itself, but also with respect to each entity that will receive a portion of the grant amount.

The following guidance, provided by way of examples for applicants' review, is designed to illustrate elements of the external investigation certification that an applicant must take into account in determining whether it can make this certification.

Since it is not possible for NIJ to provide examples relating to every type of government entity with an appropriate process in place to conduct independent, external investigations into allegations of serious negligence or misconduct substantially affecting the integrity of forensic results committed by employees or contractors, necessarily, this guidance should not be viewed as all-inclusive. In addition, this guidance is not intended to constitute legal advice from NIJ on the question of whether any applicant properly may make the required certification. Such a determination must be made by an appropriate official based on the statutory requirements of the certification after review of this guidance.

#### **Illustrative Examples:**

1. The only government entity that will receive Coverdell award funds is a forensic laboratory that is a unit of a local law enforcement agency, i.e., a police department. The law enforcement agency has an Internal Affairs Division (IAD) that reports directly to the head of the law enforcement agency (the Police Chief), and the head of the unit of local government (the Mayor/City Commissioner). The IAD has the authority to conduct investigations into allegations of serious negligence or misconduct by laboratory employees **and** contractors.

*Guidance: Execution of the certification might be appropriate under these facts. However, even with this factual situation, the applicant must be satisfied that the IAD at issue has the requisite authority to conduct independent investigations (for example, whether the IAD is completely free from influence or supervision by laboratory management officials) into allegations relating to employees or contractors of the laboratory.*

2. A State intends to distribute Coverdell award funds to State and local forensic laboratories and medical examiners' offices. There is an Office of the Inspector General (OIG) in the State with authority to conduct investigations into allegations of serious

negligence or misconduct by employees and contractors of forensic laboratories and medical examiners' offices, both at the State and local levels.

*Guidance: Execution of the certification might be appropriate under these facts. However, even in this factual situation, the applicant must be satisfied that the State IG's authority in this regard is not circumscribed in such a way (for example, through a reporting hierarchy that does not provide for the IG to report directly to the chief executive officer or another equally independent State official or office) that the IG's ability to conduct independent investigations is limited.*

3. A city has applied for a Coverdell award and all funds will go to the city's forensic laboratory. There is a process whereby the city's District Attorney (DA) may appoint an independent investigator to conduct an investigation into allegations concerning the city's forensic laboratory. If the DA appoints an independent investigator, the investigator will have authority to investigate allegations of serious negligence or misconduct by both laboratory employees and contractors.

*Guidance: Execution of the certification might be appropriate under these facts. In this regard, however, the applicant needs to be satisfied that the process at issue (appointment of an independent investigator by the city DA) includes procedures under which allegations involving the laboratory are submitted to or are made known to the DA, and that the DA's authority and responsibility to appoint an independent investigator to conduct investigations of such allegations is sufficiently delineated in city policy and/or regulation so that the "appropriate process" in place is defined and clear.*

4. An applicant agency determines that the forensics laboratory director (or some other individual in the chain of command at the laboratory) has sole responsibility to conduct investigations into allegations of serious negligence or misconduct committed by laboratory employees.

*Guidance: Under these facts, it would not be appropriate for the applicant to execute a certification because there is no process in place to conduct independent, external investigations into allegations of serious negligence or misconduct committed by laboratory employees and contractors.*

5. A State applicant intends to distribute Coverdell award funds to forensic laboratories at both the State and local level. An independent commission established by the Governor has authority to investigate allegations of serious negligence or misconduct by employees, including employees of units of local government within the State.

*Guidance: Under these facts, the existence of this commission is not itself a sufficient basis for the State applicant to execute the certification. In this regard, the commission does not have authority to investigate allegations of serious negligence or misconduct by contractors of State and local government forensic laboratories that receive Coverdell funds. (However, if some other government entity, distinct from the commission, has a process in place to conduct independent external investigations of allegations of serious negligence or misconduct by such contractors, execution of the certification might be appropriate depending on all the facts.)*

6. A local forensic laboratory, which is intended to receive a portion of the funds from a Coverdell award to a State, notifies the State applicant that a quality assurance official is responsible for investigating allegations of serious negligence or misconduct by

employees and contractors of the local forensic laboratory. The quality assurance official reports to the director of the forensic laboratory.

*Guidance: Under these facts, it would not be appropriate for the State to execute a certification because the quality assurance official reports to the director of the forensic laboratory and, therefore, there is no process in place to conduct independent, external investigations of allegations against the forensics laboratory as required in order to make the certification.*

7. An applicant agency (a forensics laboratory) intends to enlist (employ) a contractor or a non-governmental organization to conduct investigations into allegations of serious negligence or misconduct committed by laboratory employees.

*Guidance: Under these facts, it would not be appropriate for the applicant to execute a certification, as there is neither a government entity nor an appropriate process in place to conduct independent, external investigations of allegations against the laboratory, whether alleged to be committed by laboratory employees **and/or** contractors, since the contractor or nongovernmental entity is employed by and responsible to the forensics laboratory.*

8. An applicant agency is accredited by an independent accrediting or certifying organization such as CALEA, ASCLD-LAB, NAME, FQS, etc.

*Guidance: Under this factual situation, it would not be appropriate for the applicant to execute a certification. The fact of accreditation or certification by an outside entity on its own does not demonstrate that the agency has a process in place to investigate allegations of serious negligence or misconduct committed by employees or contractors. There is insufficient information for the applicant properly to make the required certification in this situation.*

## **Paul Coverdell Forensic Science Improvement Grants Program-Specific Information**

Coverdell grants may be used to improve the quality and timeliness of forensic science and medical examiner services, including services provided by laboratories operated by States and those operated by units of local government. Among other things, funds may be used to eliminate backlogs in the analysis of general forensic evidence or to train and employ forensic laboratory personnel to eliminate such backlogs.

### **A. Available Funding**

After certain deductions, including a government-wide rescission and other program maintenance expenses, not less than **\$15,169,145** is available for Coverdell awards in fiscal year 2006.

#### **1. Base Funds for States**

Approximately 75 percent of the funds available for Coverdell grants will be allocated among eligible States based on population ("State base funds"). The approximate minimum amount for each eligible State is listed in Appendix 1: "Estimated Minimum Amount of Base Funds, by State."

#### **2. Competitive Funds for States and Units of Local Government**

Twenty-five percent of the available funds will be allocated among States and units of local government through a competitive process. For fiscal year 2006, the maximum amount a State or unit of local government may receive in competitive funds is **\$95,000**.

Units of local government that provide forensic science or medical examiner services (whether through a forensic science laboratory, medical examiner's office, or coroner's office) may apply directly to NIJ for competitive funds. States (through SAAs) may apply for competitive funds for forensic sciences improvements **above and beyond** those it can accomplish with its base funds.

### **3. Minimum Awards to States**

The Coverdell law sets a floor for the total amount an eligible applicant State will receive as its Coverdell grant. For fiscal year 2006, the minimum Coverdell grant to an eligible State will be not less than **\$91,015**<sup>2</sup>. If the amount a State would otherwise receive as its total Coverdell grant (including both base funds and any competitive funds) is less than **\$91,015**, NIJ will increase that State's total grant to **\$91,015**.

#### **B. Grant Period**

The Coverdell program generally limits grants to a 12-month period. Applicants are asked to establish a project period of October 1, 2006 to September 30, 2007.

#### **C. Grant Purposes**

A State or unit of local government that receives a Coverdell grant must use the grant for one or more of these three purposes:

1. To carry out all or a substantial part of a program intended to improve the quality and timeliness of forensic science or medical examiner services in the State, including such services provided by the laboratories operated by the State and those operated by units of local government within the State.
2. To eliminate a backlog in the analysis of forensic science evidence,<sup>3</sup> including firearms examination, latent prints, toxicology, controlled substances, forensic pathology, questionable documents, and trace evidence.
3. To train, assist, and employ forensic laboratory personnel, as needed, to eliminate such a backlog.

#### **D. Expected Results and Outcomes**

The result of Coverdell grants to applicant States should be a demonstrated improvement over current operations in the quality and/or timeliness of forensic science or medical examiner services provided in the State, including services provided by laboratories operated by the State and services provided by laboratories operated by units of local government within the State. Reduction of forensic analysis backlogs is considered an improvement in timeliness of services. The result of Coverdell grants directly to units of local government should be a demonstrated improvement over current operations in the quality and/or timeliness of forensic science or medical examiner services provided by the local jurisdiction.

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<sup>2</sup> Minimum awards for American Samoa and the Commonwealth of the Northern Mariana Islands are lower.

<sup>3</sup> A backlog in the analysis of forensic science evidence exists if forensic evidence has been stored in a laboratory, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility, and has not been subjected to all appropriate forensic testing because of a lack of resources or personnel.

The output measures for recipients of Coverdell funding are:

- Change in the number of days between submission of a sample to a forensic science laboratory and delivery of test results to a requesting office or agency.
- The number of backlogged forensic cases analyzed with Coverdell funds, if applicable to the grant.
- The number of forensic science or medical examiner personnel who completed appropriate training or educational opportunities with Coverdell funds, if applicable to the grant. (See item 6 under "Permissible Expenses.")

## **E. Permissible Expenses**

The types of expenses listed below may be paid with Coverdell funds.

**Note:** The following list details the types of expenses allowed under the Coverdell program. These expenses should **NOT** be used as budget categories – instead they are to be incorporated into the appropriate standard OJP budget categories. For more information on OJP's standard budget format, please see the section titled, "What An Application Must Include."

1. **Personnel.** Funds may be used for forensic science or medical examiner personnel, overtime, fellowships, visiting scientists, interns, consultants, or contracted staff.

2. **Computerization.** Funds may be used to upgrade, replace, lease, or purchase computer hardware and software for forensic analyses and data management.

3. **Laboratory Equipment.** Funds may be used to upgrade, lease, or purchase laboratory or medical examiner equipment and instrumentation.

4. **Supplies.** Funds may be used to acquire laboratory or medical examiner supplies.

**Note:** To ensure compliance with the National Environmental Policy Act (NEPA) and Department of Justice regulations, Coverdell awardees who intend to use funds for activities involving the use or purchase of chemicals will be required to submit additional information. Please see the "Additional Requirements" section of this announcement.

Applicants should note that award recipients whose proposals involve the use or purchase of chemicals may encounter delays in the release of their award funds pending satisfactory completion of the NEPA review process.

5. **Accreditation.** Funds may be used to prepare for laboratory accreditation by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD-LAB), the National Association of Medical Examiners (NAME), or other appropriate accrediting bodies. Funds also may be used for application and maintenance fees charged by appropriate accrediting bodies.

6. **Education, Training, and Certification.** Funds may be used for appropriate internal and external training of staff that are directly and substantially involved in providing forensic science or medical examiner services. In appropriate cases, funds also may be used for fees charged by appropriate certifying bodies for certification of staff in specific forensic discipline areas. All education, training, and certification activities must be designed to improve the quality and/or timeliness of forensic science or medical examiner services. The grant application should demonstrate that the proposed training

or certification is directly related to the job position and duties of the individual(s) receiving the training or seeking certification.

**7. Facilities.** Funds may be used for program expenses relating to facilities, provided the expenses are directly attributable to improving the quality and/or timeliness of forensic science or medical examiner services. Funds also may be used for renovation and/or construction undertaken as part of the applicant's program to improve the quality and/or timeliness of forensic science or medical examiner services.

**Limitations on use of funds for costs of new facility.** The Coverdell law limits the amount of funds that can be used for the costs of a new facility or facilities. Maximum amounts are determined by the total amount of the Coverdell grant (including both base and competitive funds) and the total amount of funds available for Coverdell grants nationwide. The maximum amounts that may be used for costs of new facilities are as follows:

a. Grants that do not exceed 0.6 percent of the total available funds (\$91,015) for fiscal year 2006: If the total Coverdell grant to an applicant State or unit of local government is less than or equal to \$91,015, no more than 80 percent of the total grant may be used for the costs of any new facility.

b. Grants that exceed 0.6 percent of the total available funds: If an applicant State receives a total grant that exceeds \$91,015, the amount of the grant that can be used for the costs of any new facility cannot exceed the sum of \$72,812 (80 percent of \$91,015) plus 40 percent of the amount of the grant in excess of \$91,015.

For example, if a State receives a total Coverdell grant of \$100,000, no more than \$76,406 may be used for the costs of any new facility.

A sample calculation for a \$100,000 grant would be as follows:

Eighty percent of 0.6 percent of the total available funds:  $\$91,015 \times .80 = \$72,812$   
Amount in excess of \$91,015:  $\$100,000 - \$91,015 = \$8,985$   
40% of amount in excess of \$91,015:  $\$8,985 \times .40 = \$3,594$   
Sum of  $\$72,812 + \$3,594 = \$76,406$

**Note:** To ensure compliance with NEPA and Department of Justice regulations, Coverdell awardees who intend to use funds for activities involving the renovation or construction of facilities will be required to submit additional information. (See "Additional Requirements.")

Applicants should note that award recipients whose proposals involve construction or renovation may encounter delays in the release of their award funds pending satisfactory completion of the NEPA review process.

**8. Administrative expenses.** Not more than 10 percent of the total amount of a Coverdell grant may be used for administrative expenses.

#### **F. Expenses That Are Not Permitted**

1. Expenses other than those listed above (including expenses for general law enforcement functions or non-forensic investigatory functions).
2. Costs for any new facility that exceed the limits described above.

3. Administrative expenses that exceed 10 percent of the total grant amount.

**G. Match Requirement.** There is no State or local match required under the Coverdell program.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>To improve the quality and timeliness of forensic services and to reduce the number of backlogged cases in forensic laboratories</p>	<p><b>Outcome Measure</b> Percent reduction in the number of days from sample submission to delivery of results.</p> <p><b>Output Measures</b> Change in the number of days between submission of a sample to a forensic science laboratory and delivery of test results to a requesting office or agency.</p> <p>The number of backlogged forensic cases analyzed with Coverdell funds (if applicable to the grant).</p> <p>The number of forensic science or medical examiner personnel who completed appropriate training or educational opportunities with Coverdell funds (if applicable to the grant).</p>	<p>Number of days at the beginning of the grant period.</p> <p>Number of days at the end of the grant period.</p> <p>Number of backlogged cases at the beginning of the grant period.</p> <p>Number of backlogged cases at the end of the grant period.</p> <p>Number of forensic science personnel attending training</p> <p>Number of medical examiner personnel attending training programs.</p>

## How to Apply

**Grants Management System (GMS) Instructions.** Applications must be submitted through the online Grants Management System (GMS). We suggest that you begin the process early, especially if this is the first time you have used the system. Each

application requires a separate GMS registration. To learn how to begin the online application process, go to <http://www.ojp.gov/fundopps.htm> and click on the link titled, "Logon to GMS Grants Management System." For additional information, please call the GMS Help Desk at 1-888-549-9901.

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is **16.742**, titled "Paul Coverdell Forensic Science Improvement Grants Program."

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

**Note:** Applying for a DUNS number online can take up to **30 days**.

## What An Application Must Include

Those interested in submitting applications in response to this announcement must complete the required application forms and related documents. You will complete some of the forms shown as part of the development of your user profile during the GMS online application process; others must be attached to your application file. GMS accepts PDF, Word, and Text document files. It does not accept zip or executable files.

**Note:** Proposals containing maps, tables, digital photos, and other types of graphics will produce large file sizes that may affect the speed of electronic transfer. Please take this into consideration when submitting your application online.

### A. Required Documents

#### 1. Application for Federal Assistance—Standard Form SF 424

**2. Proposal Abstract:** The proposal abstract is an important part of the application. When read separately from the rest of the application, the abstract should serve as a succinct and accurate description of the proposed work. Applicants should concisely describe project goals and objectives, project plans, and methods for achieving the goals. Once an award has been granted, the abstract is computerized and serves as a summary available to all interested parties for the duration of the grant.

**3. Program Narrative:** The program narrative must specifically describe the manner in which Coverdell grant funds will be used to carry out the State or unit of local government plan to improve the quality and/or timeliness of forensic science or medical examiner services over current operations. (Reduction of forensic analysis backlogs is considered an improvement in timeliness of services.) States are expected to consider the needs of laboratories operated by units of local government as well as those operated by the State. If grant funds will be used for costs of a new facility, the program narrative must specifically describe the new facility to be constructed and the estimated

costs of that facility. The program narrative should address the project objectives, the expected results, and the implementation approach. It must not exceed **15** double-spaced pages, no matter the amount or types of funds requested. (Appendixes, government forms, tables, charts, and figures do not count toward the page limit.)

A State that seeks competitive funds in addition to base funds should include a **separate section** in the program narrative (as well as the proposed budget detail worksheet, budget summary, and budget narrative) that describes how competitive funds will be used to support improvements in forensic science or medical examiner services **above and beyond** the improvements it will accomplish with its base funds. Existing resources and current needs will be considered in awarding competitive funds and should be addressed in any request for competitive funds. Requests for competitive funds should specify the dollar amount requested, which should not exceed \$95,000.

**4. Budget Narrative:** The Budget Narrative should be a plain-language explanation of the proposed expenditures listed in the Budget Detail Worksheet.

**5. Budget Detail Worksheet and Budget Summary:** The Budget Detail Worksheet should address the specific cost breakdowns for the proposed project and should be organized into the standard OJP budget categories. This information should be presented in a manner that details how the cost for each of the major categories was determined.

The **Budget Summary** should list the total amount of funding requested for each OJP budget category listed below and the total amount requested for the project. The categories are:

- A. Personnel
- B. Fringe Benefits
- C. Travel
- D. Equipment
- E. Supplies
- F. Construction
- G. Consultants/Contracts
- H. Other
- I. Indirect Costs

**6. Coverdell Statutory Certifications:** As described above in the section titled "Eligibility," the Coverdell law provides that, to request a grant, each applicant must submit **four** certifications. A certification can only be completed by an official familiar with its requirements and authorized to certify on behalf of the applicant agency. Templates for the statutory certifications appear in Appendix 2. (Note that there are two versions of the first template – one for State applicants, the other for applicant units of local government.) Certifications must be completed using these templates, and must be returned in the online application.

## **Selection Criteria**

Subject to the availability of appropriated funds, States that satisfy the specific application requirements outlined in this announcement, the general requirements for NIJ and OJP grants, and all other applicable legal requirements, will be awarded "base" funds or minimum awards determined in accordance with the Coverdell law.

## Review Process

Requests for competitive funding will be reviewed by an independent peer-review panel. The peer-review panel will review applications to ensure that they are well written and thorough. When evaluating applications, the peer-review panel will consider existing resources and current needs, as well as Part I violent crime statistics. The Director of NIJ will make award decisions based on the recommendations of the peer-review panel and the availability of appropriated funds.

## Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide  
<http://www.ojp.usdoj.gov/FinGuide/>
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at <http://www.ojp.usdoj.gov/otherrequirements.htm>.

**Reporting.** Each State and unit of local government that receives funding under the Coverdell program must submit semiannual progress reports and quarterly financial status reports for the life of the award. In addition, Coverdell grantees must submit a final report that must include, among other things, a summary and assessment of the program carried out with fiscal year 2006 grant funds and must cite the specific

improvements in the quality and/or timeliness of forensic science and medical examiner services (including any reduction in forensic analysis backlog) that occurred as a direct result of the FY2006 grant award.

## **Application Checklist**

For your FY2006 Coverdell application to receive full consideration by NIJ, the following items and/or activities are required. Applicants are encouraged to include a completed version of this checklist in their online application.

- DUNS Number
- GMS Registration
- SF-424 – Application for Federal Assistance (Provided in GMS)
- Federal Assurances and Certifications (Provided in GMS)
- Program Abstract
- Program Narrative
- Budget Narrative
- Budget Detail Worksheet
- Budget Summary

### Coverdell Statutory Certifications:

- Certification as to plan for forensic science laboratories (templates differ for States and units of local government)
- Certification as to generally accepted laboratory practices and procedures
- Certification as to use of funds for new facilities
- Certification as to external investigations

## Appendix 1. Estimated Minimum Amount of Base Funds, by State.

### Estimated Minimum Amount of Base Funds, by State, for the FY2006 Paul Coverdell Forensic Science Improvement Grant Program

\* **Note:** If the amount a State would otherwise receive as its total Coverdell grant award—including both base funds and any competitive award—is less than **\$91,015**, the total Coverdell grant award will be increased to the minimum grant amount of **\$91,015**.

Alabama	\$155,450	Nevada	\$91,352
Alaska*	\$25,106	New Hampshire*	\$49,555
Arizona	\$202,568	New Jersey	\$297,337
Arkansas	\$94,787	New Mexico*	\$72,951
California	\$1,232,336	New York	\$656,705
Colorado	\$159,112	North Carolina	\$296,154
Connecticut	\$119,723	North Dakota*	\$24,085
Delaware*	\$31,910	Ohio	\$390,997
District of Columbia*	\$20,826	Oklahoma	\$121,005
Florida	\$606,747	Oregon	\$124,183
Georgia	\$309,432	Pennsylvania	\$423,929
Hawaii*	\$48,240	Rhode Island*	\$40,712
Idaho*	\$54,063	South Carolina	\$145,125
Illinois	\$435,312	South Dakota*	\$29,353
Indiana	\$213,914	Tennessee	\$203,375
Iowa	\$101,171	Texas	\$779,670
Kansas	\$93,611	Utah	\$93,424
Kentucky	\$142,340	Vermont*	\$23,570
Louisiana	\$154,284	Virginia	\$258,099
Maine*	\$49,992	Washington	\$214,453
Maryland	\$191,009	West Virginia*	\$68,731
Massachusetts	\$218,238	Wisconsin	\$188,820
Michigan	\$345,186	Wyoming*	\$19,267
Minnesota	\$175,061	American Samoa/ Northern Mariana Islands* <sup>4</sup>	\$5,230
Mississippi	\$99,628	Guam*	\$6,377
Missouri	\$197,827	Puerto Rico	\$133,400
Montana*	\$35,396	Virgin Islands*	\$4,112
Nebraska*	\$66,535		

<sup>4</sup> The Coverdell law includes specific provisions with respect to allocations to American Samoa and the Commonwealth of the Northern Mariana Islands. Please contact NIJ for additional information on this allocation.

## **Appendix 2. Templates for Coverdell Statutory Certifications**

**(Instructions:** Print out the appropriate certifications and have them filled out and signed by the certifying official. Scan the signed certifications and submit those image files electronically as part of your application package.)

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
NATIONAL INSTITUTE OF JUSTICE

**FY2006 Coverdell Forensic Science Improvement  
Grants Program**

Certification as to Plan for Forensic Science Laboratories –  
Application from a **State**

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

The State has developed a plan for forensic science laboratories under a program intended to improve the quality and timeliness of forensic science or medical examiner services in the State, including such services provided by the laboratories operated by the State and those operated by units of local government within the State.

I have authority to make this certification on behalf of the applicant agency.

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Printed Name of Certifying Official

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Name of Applicant Agency

\_\_\_\_\_  
Name of Applicant State

\_\_\_\_\_  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
NATIONAL INSTITUTE OF JUSTICE

**FY2006 Coverdell Forensic Science Improvement  
Grants Program**

Certification as to Plan for Forensic Science Laboratories –  
Application from a **Unit of Local Government**

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

The unit of local government has developed a plan for forensic science laboratories under a program intended to improve the quality and timeliness of forensic science or medical examiner services provided by the laboratories operated by the applicant unit of local government and any other government-operated laboratories within the State that will receive a portion of the grant amount.

I have authority to make this certification on behalf of the applicant agency.

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Printed Name of Certifying Official

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Name of Applicant Agency

\_\_\_\_\_  
Name of Applicant Unit of Local Government

\_\_\_\_\_  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
NATIONAL INSTITUTE OF JUSTICE

**FY2006 Coverdell Forensic Science Improvement  
Grants Program**

Certification as to Generally Accepted Laboratory  
Practices and Procedures

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

Any forensic laboratory system, medical examiner's office, or coroner's office in the State, including any laboratory operated by a unit of local government within the State, that will receive any portion of the grant amount uses generally accepted laboratory practices and procedures, established by accrediting organizations or appropriate certifying bodies.

I have authority to make this certification on behalf of the applicant agency.

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Printed Name of Certifying Official

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Name of Applicant Agency

\_\_\_\_\_  
Name of Applicant State or Unit of Local Government

\_\_\_\_\_  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
NATIONAL INSTITUTE OF JUSTICE

**FY2006 Coverdell Forensic Science Improvement  
Grants Program**

Certification as to Use of Funds for New Facilities

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

The amount of the grant (if any) used for the costs of any new facility or facilities to be constructed as part of a program to improve the quality and timeliness of forensic science and medical examiner services will not exceed the limitations set forth at 42 U.S.C. § 3797m(c) and summarized in the FY 2006 Coverdell Forensic Science Improvement Grants Program Announcement.

I have authority to make this certification on behalf of the applicant agency.

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Printed Name of Certifying Official

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Name of Applicant Agency

\_\_\_\_\_  
Name of Applicant State or Unit of Local Government

\_\_\_\_\_  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
NATIONAL INSTITUTE OF JUSTICE

**FY2006 Coverdell Forensic Science Improvement  
Grants Program**

Certification as to External Investigations

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

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.

I have authority to make this certification on behalf of the applicant agency.

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Printed Name of Certifying Official

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Name of Applicant Agency

\_\_\_\_\_  
Name of Applicant State or Unit of Local Government

\_\_\_\_\_  
Date