



APPLICATION INSTRUCTIONS

2017 COVERDELL FORENSIC SCIENCE IMPROVEMENT
GRANT PROGRAM FUNDS

Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance (OAJJA)
December 2016

PLEASE READ THE INSTRUCTIONS THOROUGHLY BEFORE YOU BEGIN, AND WHILE YOU ARE WRITING YOUR PROPOSAL.

GENERAL INFORMATION

Application Materials: Materials are available at: <http://dcj.oajja.state.co.us/grant-programs/coverdell/solicitation-schedule>

Questions: monal.barnes@state.co.us or 303-239-4188.

Application Format:

- Narrative sections of the application must be typed, single-sided, single spaced, with font size no smaller than 10 point.
- You must stay within the specified page limits indicated for each numbered item.
- Number all pages.
- Send an electronic copy of the application to monal.barnes@state.co.us
- Submit one copy of your most recent audit report or financial review with the application packet.

Reasons for Disqualification:

- Sections missing from the application
- Late submission, electronic or faxed application
- Application does not meet the purposes of the Coverdell program.
- **FAILURE TO SUBMIT THE INTENT TO APPLY INFORMATION TO THE DIVISION OF CRIMINAL JUSTICE (Mona Barnes) by Friday, January 20, 2017 by 3 PM.**

Submission Details: Submit your complete application by email to: monal.barnes@state.co.us no later than **Friday, February 17, 2017 by 3 PM.**

All material submitted becomes the property of the State of Colorado and is subject to the terms of the Colorado Revised Statutes 24-72-201 through 24-72-206: Public (open) records.

TIMELINE

Announcement of Availability of Funds posted to the DCJ/OJJ web site.....by January 3, 2017

Intent to Apply Information E-mailed to the Division of Criminal Justice (monal.barnes@state.co.us) by..... January 20, 2017

APPLICATION SUBMISSION DEADLINE.....FRIDAY, February 17, 2017 by 3 PM.

Proposal Review and Selection.....by March 27, 2017

Applicants Notified of Decision TBD by federal grant

Statement of Grant Awards Forwarded to Recipients.....TBD by federal grant start date

INTENT TO APPLY

If the solicitation from the National Institute of Justice requires submission of the federal application earlier than expected, it will be necessary to contact potential applicants to move up this application deadline. Because it may be necessary to contact potential applicants and ask for application submittal earlier than the due date, it is **REQUIRED** that you e-mail the information below to Mona Barnes at the Division of Criminal Justice, monal.barnes@state.co.us no later than January 20, 2017 to indicate that you will be applying for funds. **FAILURE TO SUBMIT THIS INTENT TO APPLY INFORMATION MAY DISQUALIFY YOU FROM APPLYING.**

Organization/Agency:

Contact Person:

Phone #:

E-mail Address of Contact Person:

Mailing Address:

City and Zip Code:

ISSUING OFFICE

The Coverdell Grant funds are issued for the State of Colorado by the Colorado Department of Public Safety, Division of Criminal Justice (DCJ). These federal funds are made available through the Paul Coverdell Forensic Science Improvement Grants Program at the National Institute of Justice (NIJ). 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). DCJ is the sole point of contact concerning these funds and all communications must be made through the Division of Criminal Justice.

ELIGIBILITY

Applicants for these funds must be a forensic laboratory, medical examiner's office, or coroner's office which is fully accredited or seeking accreditation.

AWARD PERIOD

Projects are awarded for 12 months, January 1, 2018- December 31, 2018. A delay in the start date may occur if the award to the state by NIJ is delayed.

AMOUNT AVAILABLE

Jurisdictional applicants may request an amount not to exceed the percentage of FBI Part I crime attributed to their jurisdiction. Part I violent crimes are defined as: "murder and non-negligent manslaughter, forcible rape, robbery, and aggravated assault as reported to the Federal Bureau of Investigation for purposes of the Uniform Crime Reports." Non-jurisdictional applicants will be assessed based on the availability of funds. The amount of Coverdell funds to the State is variable from year to year. Jurisdictional applicants should use \$250,000 as the basis for their calculation. For example, a jurisdiction who's Part I crime represents 5% of the entire state's Part I crime would be eligible to apply for 5% of \$250,000 which is \$12,500. Part I crime statistics can be found at <http://www.fbi.gov/about-us/cjis/ucr/crime-in-the-u.s/2010/crime-in-the-u.s.-2010/offenses-known-to-law-enforcement>.

Municipal applicants should use data table 8 and county or regional applicants should use data table 10.

The actual amount the state receives for FY 2017 may differ and applicants will be notified of any difference (increase or decrease) to their request based on the actual amount of funds the state receives.

MATCH REQUIREMENT

There is no match required under the Coverdell program.

PURPOSE OF THE FUNDS

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/coroner's office services in the State, including those services provided by laboratories operated by the State and those operated by units of local government within the State.
2. To eliminate a backlog in the analysis of forensic science evidence, including, among other things, a backlog with respect to firearms examination, latent prints, toxicology, controlled substances, forensic pathology, questioned documents, and trace evidence.
3. To train, assist, and employ forensic laboratory personnel as needed to eliminate such a backlog.

NCFS Recommendations: In 2013, the Department of Justice established the National Commission on Forensic Science (NCFS), in partnership with the National Institute of Standards and Technology, to enhance the practice and improve the reliability of forensic science.

The objectives and scope of activities of the Commission are to provide recommendations and advice to the Department of Justice concerning national methods and strategies for: strengthening the validity and reliability of the forensic sciences (including medico-legal death investigation); enhancing quality assurance and quality control in forensic science laboratories and units; identifying and recommending scientific guidance and protocols for evidence seizure, testing, analysis, and reporting by forensic science laboratories and units; and identifying and assessing other needs of the forensic science communities to strengthen their disciplines and meet the increasing demands generated by the criminal and civil justice systems at all levels of government.

NIJ encourages applicants to review the recommendations adopted by the National Commission on Forensic Science. Proposals addressing the recommendations may be allowable under the Coverdell program. Recommendations adopted by the National Commission on Forensic Science can be found on the DOJ NCFS website: <http://www.justice.gov/ncfs>.

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/coroner's office 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/coroner's office services provided by the local jurisdiction.

BUDGET CONSIDERATIONS

Supplanting: These funds cannot be used to supplant (replace) dollars that would, in the absence of these federal funds, be made available for the proposed project; however, they may enhance or expand an existing program funded from other sources. If the request is to sustain a program that has lost previous funding through no fault of its own, the loss must be clearly documented.

Project Income: Any project that intends to earn project income during the grant year must estimate the amount of this income and the sources. Project Income includes such things as registration fees that are generated by services or activities provided through the grant. Project Income must be used for purposes that further the grant project. This income and expenditures from it must be reported quarterly by awarded projects.

REPORTING REQUIREMENTS

The Division of Criminal Justice (DCJ) requires quarterly and final narrative and financial reports that document the project's progress towards meeting its goals and objectives, and its expenditures under the approved budget. DCJ maintains the right to withhold payments if reporting requirements are not met in a timely manner.

In addition to the quarterly and final narrative and financial reporting, including the mandatory performance measures outlined on pages 8 & 9 of these instructions, all funded programs must collect and report (at the end of the grant award period only) the following information:

1. The number and nature of any allegations of serious negligence or serious misconduct;
2. Information on the referrals of such allegations (e.g., the government entity or entities to which referred, the date of referral);
3. The outcome of such referrals (if known as of the date of the report); and
4. If any such allegations were not referred, the reason(s) for the non-referral.

APPLICATION REVIEW

Applications will be reviewed internally by Division of Criminal Justice staff to determine eligibility of applicants. The content of the application, use of funds, etc. will be further reviewed by CBI which will serve as DCJ's subject matter expert for the application process. There may also be an additional review by subject matter experts if necessary. Applicants who demonstrate a need toward the pursuit of accreditation may out-weigh other applicants.

REJECTION OF PROPOSALS

The Division of Criminal Justice reserves the right to reject any and all applications, to waive informalities and minor irregularities in the applications received, and to accept any portion of the application for funding if deemed to be in the interest of the State of Colorado and the program to do so. The Division of Criminal Justice reserves the option of holding for further consideration those applications with merit that were not funded. Any further consideration is dependent upon the availability of funds.

REQUIRED CERTIFICATIONS

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

1. **A certification and description regarding a plan for forensic science laboratories.** 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 specifically describe 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 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 the forensic results committed by employees or contractors of any forensic laboratory system, medical examiner office, coroner’s office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant amount.”

APPLICATION SPECIFICS

SECTION I - APPLICANT INFORMATION

PROJECT TITLE: Enter a brief descriptive title of the project. Use a short, but meaningful title for your project.

APPLICANT AGENCY: This is normally the implementing agency for the project as well as the agency that is fiscally responsible for the funds received from DCJ.

TYPE OF GOVERNMENT: Self-explanatory. Check only one

FEDERAL EMPLOYER ID NUMBER: The Federal Employer ID Number (EIN or TIN) is a nine-digit number used by the finance department to report to the IRS.

DUN & BRADSTREET DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER: A unique number that identifies an organization and helps track the distribution of grant money at the federal level. These are required as part of the implementation of the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) that went into effect January 1, 2009.

PROJECT DURATION: Awards will be made on an annual basis, for twelve-month periods, specifically being January 1, 2018 through December 31, 2018.

TOTAL GRANT REQUEST: Show the amount of funding requested in this application.

PROJECT ABSTRACT: The 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 and also becomes part of the statement of work in the grant agreement.

PURPOSE AREA: The four main objectives identified by NIJ for the Coverdell program are listed on the application. Select one or both as it (they) apply to your project.

SECTION II - PROJECT DESCRIPTION

1. PROBLEM STATEMENT: Clearly describe the problem to be addressed. Must address a problem that fits within the state's identified priorities and use relevant data to explain the nature and extent of the problem. Include whether these funds will be used for any or all of the following three purposes:

a) 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.

b) To eliminate a backlog in the analysis of forensic science evidence, including, among other things, a backlog with respect to firearms examination, latent prints, toxicology, controlled substances, forensic pathology, questioned documents, and trace evidence.

c) To train, assist, and employ forensic laboratory personnel as needed to eliminate such a backlog.

2. ACCREDITATION: Based on the state's priorities applicant agencies must be fully accredited or applying for funds to assist them in their pursuit of accreditation. Describe whether the agency applying for funds is accredited or applying for funds in pursuit of accreditation.

3. GOALS AND OBJECTIVES: Your goal should be a broad statement about what the project expects to achieve - logically linked to the problem identified and proposed activities. Identify the Goals, Objectives and Activities that will be completed utilizing the requested grant funds. Include the corresponding Coverdell Performance Measures (below) on which you are required to report. Use the format below (repeat if more than one goal and/or more objectives). (Limit - one page)

GOAL #1:

OBJECTIVE #1:

ACTIVITIES:

DATA TO BE PROVIDED FOR OBJECTIVE # 1:

MANDATORY DATA TO BE COLLECTED:

- The average number of days to process a sample at the beginning of the project period (# days at beginning of grant, reported in 1st quarter report only)
- The average number of days to process a sample (reported in each subsequent quarter)
- Number of backlogged cases (# cases at beginning of grant, reported in 1st quarter report only)
- Number of backlogged cases (reported in each subsequent quarter)
- Number of forensic science personnel attending training with 2017 Coverdell funds in each reporting period (count only once over the life of the grant)
- Number of medical examiner personnel attending training programs with 2017 Coverdell funds in each reporting period (count only once over the life of the grant)
- Use of 2017 Coverdell funds for seeking initial accreditation
- Obtained initial accreditation with FY 2017 Coverdell funding
- Use of FY 2017 Coverdell funding for fees to maintain accreditation
- Number of analysts

- Number of analysts seeking certification with FY 2017 Coverdell funding
- Number of analysts certified

4. PROJECT PLAN: Clearly describe how project activities will be implemented and how the proposed activities will result in the projected outcomes. If the activities for which funds are being requested are part of a larger project, clearly define what the larger project is and how the activities for which funding is being requested will fit into the larger plan, and if you might request funding in future years to complete the plan.

5. PROJECT OUTCOMES (EXPECTED RESULTS):

Describe how this proposed project will positively impact each of the following:

- Improvement in Quality and Timeliness.
- Anticipated reduction in backlog.
- Anticipated improvement in quality and timeliness of forensic results.
- Anticipated benefit of education and training to reduce backlog and improve timeliness of results.
- Planned steps to achieve accreditation to positively impact quality and/or timeliness of forensic results.

6. IMPLEMENTATION APPROACH: An explanation of the approach to be taken by the applicant agency toward achieving the objectives proposed in the application.

SECTION III - BUDGET

This section must have a complete budget and budget narrative. The narrative must contain sufficient detail to specifically explain how the budget figures were derived, including the number of items to be purchased and the cost per item, or in the case of training, the cost of the training or speaker fees and the length of the training (in hours or days). Below is a list of permissible and non-permissible expenses provided by NIJ.

Permissible Costs

- Personnel.** Funds may be used for forensic science or medical examiner/coroner's office personnel, overtime, fellowships, visiting scientists, interns, consultants, or contracted staff.
- Computerization.** Funds may be used to upgrade, replace, lease, or purchase computer hardware and software for forensic analyses and data management.
- Laboratory equipment.** Funds may be used to upgrade, lease, or purchase forensic laboratory or medical examiner/coroner's office equipment and instrumentation.
- Supplies.** Funds may be used to acquire forensic laboratory or medical examiner/coroner's office supplies.

Note: To help ensure compliance with the National Environmental Policy Act (NEPA) and Department of Justice regulations, Coverdell awardees that intend to use funds for activities involving the use or purchase of chemicals will be required to submit additional information. See <http://www.nij.gov/funding/Documents/nij-programmatic-ea.pdf?Redirected=true>, for

information about NEPA and other legal requirements. 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 ASCLD/LAB, FQS, NAME, American Association for Laboratory Accreditation (A2LA), International Association of Coroners & Medical Examiners (IAC&ME) 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 involved directly and substantially in providing forensic science or medical examiner/coroner's office 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/coroner's office 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. **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/coroner's office services.

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. Recipient administrative expenses (direct or indirect) that exceed 10 percent of the total grant amount.
4. The use of funds for the purchase and/or lease of vehicles, such as crime scene vans.

BUDGET LINE ITEM INSTRUCTIONS: These funds cannot be used to supplant (replace) dollars that would, in the absence of these federal funds, be made available for the proposed project; however, they may enhance or expand an existing program funded from other sources. If the request is to sustain a program that has lost previous funding through no fault of its own, the loss must be clearly documented.

Budget items are detailed, reasonable, specifically defined and justified: the applicant must demonstrate how those costs were determined. No concerns of supplanting have been identified. Budget must be completed entirely and each item listed should be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item.

- The budget must cover the entire project duration.
- In figuring the budget, work with **WHOLE DOLLAR AMOUNTS ONLY**. When necessary, round to the next highest whole dollar amount.

- The budget is broken into seven Budget Categories: A. Personnel, B. Fringe, C. Supplies and Operating, D. Travel, E. Equipment, F. Consultant/Professional Services and G. Indirect.
- A. PERSONNEL:** Enter the annual, full-time salary or base pay for the position x % of time funded under this project= Total
- This budget category should be used when employees are positions within the applicant agency and the implementing agency is a division (under the same unit of government) of the applicant agency.
 - If the implementing agency is contracted by the applicant agency (i.e., non-profit organization), these costs should be included in Consultant/Professional Services.
 - Questions regarding the difference between a contract employee and a regular employee may be directed to the Internal Revenue Service. Contract employees or independent contractors should be shown under Consultant/Professional Services.

Personnel Budget Narrative and Justification: Explain how the salary and fringe benefit rates for this position were determined. An explanation and justification is required if the budget is not for an entry-level position. If the salary is expected to increase during the project year, indicate the percentage of the increase, the months covered by the increase, and justify it. Be sure that scheduled salary increase has been included in the Salary row, and that the proposed salary is one that is paid for equivalent positions and employee qualifications in your area.

B. FRINGE: Enter the amount of full-time Fringe Benefits for that position x % of time funded under this project= Total

C. SUPPLIES AND OPERATING: Add expendable or non-durable items within this category by major type [e.g., office supplies, **software (regardless of cost)**, training materials, research forms, telephone, tuition, postage] and show the basis for computation: “X” dollars per month for office supplies, “Y” dollars per person for training tuition, telephone-base charge plus long distance at “Z” dollars per month

Supplies and Operating Narrative and Justification:

- Includes tuition, registration, vehicle gas, leases; explain why costs will be incurred (purpose).
- Out-of-state training costs must be justified in terms of availability of comparable training in state and must be clearly related to the Coverdell goals.
- Large items should be listed separately and justified (e.g., unusual supply items, software, special printing)

NOTE: Tuition and registration fees (even if they include lodging and/or subsistence), vehicle gas, leases, and maintenance on project- or government-owned vehicles are operating expenses not travel. These types of costs must be shown in the Supplies and Operating category.

Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. Items with a unit cost of \$5,000 or more should be listed under Equipment (see E below). If software is being purchased, regardless of the price, it belongs in the Supplies and Operating category. If custom development of software is contracted out, it is subject to prior approval by OAJA and should be shown in the Consultant & Professional Services line. All purchases should be made through competitive bid, state or local award, or established purchasing procedures.

- D. **TRAVEL:** Add travel expenses for project personnel by purpose (e.g., to attend training sessions, to transport clients, etc.) and show basis for computation. List airfare, ground transportation, automobile, lodging and meals individually. Indicate if the travel is in state or out-of-state.
- Out-of-state travel must be justified.

Where a jurisdiction has an established travel policy, those rates may be used. Otherwise, state travel rates are the maximum allowed. Allowable State travel rates are:

1. Mileage: \$.48 cents per mile for use of personal vehicle.
2. Lodging: In-state is actual cost of reasonable accommodations. However, lodging costs in excess of \$60.00 must have prior approval of the Project Director. Out-of-state costs should be government rates, and reasonable.
3. Meals: Exceptions to the following rates are available from the DCJ for higher cost areas.

Meal	In-State
Breakfast	11.00
Lunch	12.00
Dinner	23.00
Total per diem	\$46.00

NOTE: Tuition and registration fees (even if they include lodging and/or subsistence), vehicle gas, leases, and maintenance on project- or government-owned vehicles are operating expenses not travel. These types of costs must be shown in the Supplies and Operating category.

Travel Narrative and Justification: Explain the relationship of each cost item to the project, (e.g., if training or conference travel expenses are requested, explain the topic of the conference and its relationship to the project). Out-of-state travel is discouraged and needs to be thoroughly justified. Applicant should get prior approval from OAJA grant manager prior to booking out of state travel.

- E. **EQUIPMENT:** Enter each item separately, by unit cost. This category should include all items with a unit cost of **\$5,000** or more and useful life of more than one year. Items not meeting these criteria should be included in the Supplies and Operating category. Equipment must be justified as necessary and not available currently.

If the proposed equipment is to be shared with entities outside this project, the cost should be prorated based upon the percentage of use of the equipment by this project.

DCJ must provide prior written approval for the actual purchase of all equipment, separate from approval to fund the project. All equipment must be purchased through competitive bid, state or local award, or established purchasing procedures.

Equipment Narrative and Justification: Explain why the proposed equipment is essential to conducting the project and is not currently available for use within your agency or organization.

- F. **CONSULTANT & PROFESSIONAL SERVICES:** ***Application must contain a detailed budget and budget narrative for anything listed under Budget Category F (Contracted, Consultant and Professional Services).** List each consultant, contractor, or type of service with proposed fee (by eight-hour day or hourly rate). If the applicant agency is contracting with an outside agency to conduct the day-to-day operations of the project, the total cost should be in Consultant/Professional Services.

Rates (honoraria are not an allowable expense) for individual professional services must be based on an hourly rate (including preparation and travel time), and must have explicit, **separate prior approval from DCJ**. Rates for **individual consultants** cannot exceed \$650 per day or \$81.25 per hour. Justification is required to establish a “usual” or “going rate” for similar services. Some consultants provide services at a flat rate rather than an hourly rate. If that is the case, identify the service to be provided, including all covered expenses such as travel, and the rate for each “unit” of service. There are other federal regulations that pertain to some professional services/consultant rates. Contact DCJ if you have questions.

Professional services should be procured competitively. **Sole source contracts must be justified** and are always subject to prior written approval from DCJ, separate from approval to fund the project.

Consultant & Professional Services Narrative and Justification: Explain why proposed consultant services cannot or should not be provided by project staff. Explain how the hourly rate or flat rate was determined. For each consulting organization added, indicate the number of people to be assigned to the project, number of hours per person per day to be spent on the project, and a breakdown of the contract price by major cost item (i.e., supplies, rent, equipment, travel, contracted services).

G. INDIRECT COSTS:

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

If applicant meets any of the two requirements below, they are eligible to request indirect costs at the approved rate.

- A governmental department or agency unit that receives more than \$35 million in direct Federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs for approval.
- Other governmental department or agency (receiving less than \$35 million in direct Federal Funding) must develop an indirect cost proposal in accordance with the requirements of this Part (2 CFR 200) and maintain the proposal and related supporting documentation for audit. These governmental departments or agencies are not required to submit their proposals unless they are specifically requested to do so by the cognizant agency for indirect costs.
- If the applicant has never received a federal negotiated indirect cost rate, and is not required to have a federal negotiated indirect cost rate, they are eligible to request the "**de minimis**" rate which is 10% of the Modified Total Direct Costs (MTDC).

When using this method, cost must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Also, if this method is chosen then it must be used consistently for all Federal awards.

What is the Modified Total Direct Cost, or MTDC?

- This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award).

- MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency (OJP).

SECTION IV- FINANCIAL MANAGEMENT

This section is to be completed in cooperation with the designated Financial Officer assigned to this grant. Answer all questions completely and thoroughly.

SECTION V - CERTIFICATIONS

The three certifications and responses to the questions in this section are required. Failure to respond or provide the signed certifications will result in an applicant's disqualification.

SECTION VI – SIGNATURES

All signatures must be for the individual who meets the criteria described below for the Authorized Official, Project Director, and Financial Officer. "Acting" or temporary assignment personnel acting in an official capacity during the absence of the person are acceptable "for" signatories. Documentation of the temporary authority should be attached as an appendix to this application. Date is the day, month, and year signature was affixed.

THE NAMES AND SIGNATURES MUST BE FOR THREE DIFFERENT INDIVIDUALS. NO ONE PERSON CAN SERVE MORE THAN ONE OF THE FUNCTIONS LISTED BELOW.

A. AUTHORIZED OFFICIAL: ***This must be an individual other than the project director or financial officer.*** Enter the name, title, agency, mailing address, and telephone number of the Authorized Official. This is the individual authorized to enter into binding commitments on behalf of the applicant agency (Item #2, Section I). For local units of government, this will normally be a city manager, mayor, district attorney, and/or the chair of the county commission. At the state level, this individual will be a department or division head.

B. PROJECT DIRECTOR: ***This must be an individual other than the authorized official or financial officer.*** Enter the name, title, agency, mailing address, telephone number, Fax line, and e-mail address, if applicable, of the Project Director. The project director is the individual who will be in direct charge of the project and should be within the organizational structure of the applicant agency. This should be a person who combines knowledge and experience in the project area with ability in administration and supervision of personnel and will be expected to devote a major portion of his/her time to the project. This person will be required to sign all quarterly reports, cash requests, and other grant forms.

C. FINANCIAL OFFICER*: ***This must be an individual other than the project director or authorized official.*** Enter the name, title, agency, mailing address, telephone number, Fax line, and e-mail address, if applicable, of the Financial Officer. The financial officer is the person who will be responsible for fiscal matters relating to the project and in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports. ***The Financial Officer must be from the applicant agency.**