



APPLICATION INSTRUCTIONS

2019 COVERDELL FORENSIC SCIENCE IMPROVEMENT
GRANT PROGRAM FUNDS

Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance (OAJJA)
December 2018

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

GENERAL INFORMATION

Application Materials: Complete application materials are available at <https://zoomgrants.com/gprop.asp?donorid=2225>. Click on **2017-2020 OAJA Combined Grant Programs (NCHIP, COV, Formula)**

Questions: kristy.wilson@state.co.us or 303-239-4567.

Application Format:

- PROJECT APPLICATIONS MUST BE COMPLETED AND SUBMITTED IN ZOOMGRANTS. Failure to submit a complete a project application may result in denial of funding. Part of the application process will be to attach needed documents. You will have the ability to download needed templates and attach the completed documents in ZoomGrants with your application submission. See Section IX Attachments for complete checklist of attachments.

Reasons for Disqualification:

- Sections missing from the application
- Late submission, or submissions outside of ZoomGrants
- Application does not meet the purposes of the Coverdell program.
- **FAILURE TO SUBMIT THE INTENT TO APPLY INFORMATION TO THE DIVISION OF CRIMINAL JUSTICE (Meg Williams at meg.williams@state.co.us) by Friday, January 18, 2019 by 3 PM.**

Submission Details: Submit your complete application within ZoomGrants (including all required attachments) no later than **Friday, February 15, 2019 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 December 24, 2018

Intent to Apply Information E-mailed to the Division of Criminal Justice (meg.williams@state.co.us) by..... January 18, 2019

APPLICATION SUBMISSION DEADLINE.....Friday, February 15, 2019 by 3 PM.

Proposal Review by DCJby March 29, 2019

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 Meg Williams at the Division of Criminal Justice, meg.williams@state.co.us no later than **January 18, 2019** 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:

Amount Requesting:

Full applications are due to be submitted in Zoomgrants no later than Close of Business, Friday, February 15, 2019

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, 2020- December 31, 2020. A delay in the start date may occur if the award to the state by NIJ is delayed.

AMOUNT AVAILABLE

The state receives an annual Coverdell Formula Grant award (non-competitive). Each year the amounts differ but we will use \$300,000 as an estimate for 2019. Amounts will be adjusted up or down when we get information on our actual allocation amount. State and local Forensic Labs, medical examiner's or coroner's offices which provide forensic services are eligible to apply for no more than their portion of the state's Coverdell formula award. If two agencies within a single jurisdiction apply (medical examiner and forensic lab) they will share the portion of funds available for that area. Their portion would be based upon the jurisdiction's percentage of Part 1 Violent Crime of the statewide numbers reported in 2017 (latest data available). See Appendix A of these instructions (page 15) for the document which shows the violent crimes reported within Colorado in 2017 (N= 19,828) further broken down by county and city. You would add the number of violent crimes reported for the areas (city or county, or cities and counties) for which you are responsible for conducting forensic services. The balance of funds will be awarded to the CO Bureau of Investigations.

Once DCJ is made aware of the actual state allocation for FY 2019, applicants will be notified of any difference (increase or decrease) to their request and these subgrant applications will be updated.

MATCH REQUIREMENT

There is no match required under the Coverdell program.

PURPOSE OF THE FUNDS

Coverdell grants are intended to either improve current operations in the quality and/or timeliness of forensic science or medical examiner/coroner's offices at the state or within units of local government. To that end, Colorado is prioritizing Coverdell funds for assisting applicants in achieving or maintaining accreditation** (quality) as well as reduction of forensic analysis backlogs (timeliness). In addition, NIJ is also asking that states and localities to also use these funds to specifically target the challenges which the opioid abuse crisis has brought to the forensic community. All budgetary items related to addressing challenges of the opioid crisis must be clearly designated as "opioid-related" within the budget.

Funds may be used to prepare for laboratory accreditation by the ASCLD/LAB, FQS, NAME, the American Association for Laboratory Accreditation (A2LA), International Association of Coroners & Medical Examiners (IAC&ME) or other, Paul Coverdell appropriate, accrediting bodies. Funds also may be used for application and maintenance fees charged by appropriate accrediting bodies. **If an applicant is not currently accredited, that must be the focus of these funds before use for other areas.

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>.

Permitted Uses of Funds

Personnel. Funds may be used for forensic science or medical examiner/coroner's office personnel, overtime, fellowships, visiting scientists, interns, consultants, or temporary 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. Recipients may encounter delays in the release of award funds pending satisfactory completion of the NEPA review process for applications involving the use or purchase of chemicals.

Accreditation. Funds may be used to prepare for laboratory accreditation by the ASCLD/LAB, FQS, NAME, the 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.

An applicant that proposes to use any portion of the grant amount to fund a forensic science laboratory system, including any laboratory operated by a unit of local government that is not accredited (as set out in the Coverdell law) will be required to first use a portion of the grant amount for accreditation purposes.

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.

Although there are benefits of attending discipline-related conferences to receive training and/or education, it is recommended that applicants consider the cost-effectiveness of this option compared to other viable modes of training. For example, hosting on-site training or attending a local program may be more suitable for the applicant's personnel and organization.

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

Expenses That Are Not Permitted

1. Funds to conduct research.
2. Expenses other than those listed above (including expenses for general law enforcement functions or non-forensic investigatory functions).
3. Costs for any new facility.
4. Administrative expenses (direct or indirect) that exceed 10 percent of the total grant amount.
5. The use of funds for the purchase and/or lease of vehicles, such as crime scene vans.

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 page 10 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 - NAVIGATING ZOOMGRANTS AND SETTING UP NEW ZOOMGRANTS ACCOUNTS

Agencies receiving 2018 National Criminal History Improvement Program (NCHIP) or Justice Assistance Grant (JAG) funds already have a ZoomGrants account. New agencies will need to set up a new account.

Visit the [DCJ ZoomGrants Training page](#) for detailed information on navigating ZoomGrants and creating a new account.

SECTION II - APPLICANT INFORMATION – SUMMARY TAB

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

AMOUNT REQUESTED: Show the amount of funding requested in this application.

All information, except SAM/DUNS Expiration is populated from the Account Profile, see [Navigating ZoomGrants and Setting up New ZoomGrants Accounts](#) instructions.

SECTION III - APPLICANT INFORMATION – ORGANIZATIONAL DETAILS TAB

APPLICANT DOING BUSINESS AS (DBA) UNDER A PARENT COMPANY/UNIT OF GOVERNMENT: Select Yes or No.

FULL LEGAL ENTITY NAME. This is the information that will be used on the Grant Agreement, if awarded. This entity must have the legal authority to enter into and sign a legal binding document on behalf of the entity. At times the applicant agency and legal entity will be one and the same.

LEGAL ENTITY PHYSICAL ADDRESS: Enter the street address, city, state, zip+4 for the Legal Entity.

APPLICANT TYPE: Indicate the type of applicant agency, select Public/Government.

ENTER THE DISTRICT INFORMATION FOR THE PHYSICAL ADDRESS OF LEGAL ENTITY: Enter the US Congressional District, State Senate District, State House District and Colorado Judicial District where the legal entity is located.

ARE YOU A STATE OF COLORADO AGENCY? Select “Yes” or “No.”

LEGAL ENTITY COUNTY. Enter the county of your legal entity address.

SECTION IV - QUESTIONS/STATEMENT OF WORK TAB

PROJECT DURATION: [Questions 1 - 2] Awards will be made on an annual basis, for twelve-month periods, specifically being January 1, 2020 through December 31, 2020.

APPLICATION TYPE: [Question 3] Select Paul Coverdell Forensic Science Improvement Grant (COV). Selecting this field will make visible only those fields applicable to Coverdell this tab. You may need to refresh your page after making this selection.

PROJECT OFFICIALS: [Questions 4 - 13] All project officials 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 to the Documents tab next to “Other”.

THE NAMES 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.**

PROJECT ABSTRACT: [Question 14] 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: [Question 15] The two 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 V - PROJECT DESCRIPTION - QUESTIONS/STATEMENT OF WORK TAB

1. PROBLEM STATEMENT: [Question 16] 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:

- Achieving or maintaining accreditation (quality);
- Reduction of forensic analysis backlogs (timeliness); and/or
- Targeting the challenges which the opioid abuse crisis has brought to the forensic community.

2. ACCREDITATION: [Question 25] 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. List the accrediting body, the scope of the accreditation and expiration date. Certificates of accreditation must also be uploaded into Zoomgrants under the Documents Tab.

3. PROJECT PLAN: [Question 26] 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.

4. PROJECT OUTCOMES (EXPECTED RESULTS):

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

- a) [Question 27] Improvement in Quality and Timeliness.
- b) [Question 28] Anticipated reduction in backlog.
- c) [Question 29] Anticipated improvement in quality and timeliness of forensic results.
- d) [Question 30] Anticipated benefit of education and training to reduce backlog and improve timeliness of results.
- e) [Question 31] Planned steps to achieve or maintain accreditation to positively impact quality and/or timeliness of forensic results.

5. IMPLEMENTATION APPROACH: [Question 32] An explanation of the approach to be taken by the applicant agency toward achieving the objectives proposed in the application.

SECTION VI – BUDGET SUMMARY TAB

See Section VII - Budget. Once you have completed the Budget Details tables, transfer the data onto the Budget Summary Tab. These fields are not linked to each other.

SECTION VII – GOALS & OBJECTIVES - TABLES TAB

6. 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:

1. As of the <u>first day of the grant period</u> , the number of days between submission of a sample to a forensic science laboratory and delivery of test results to the requesting office or agency.
2. At the <u>end of this reporting period</u> , the average number of days between submission of a sample to a forensic lab and delivery of test results to the requesting office or agency.
3. Number of backlogged cases at the <u>beginning of the grant period</u> .
4. At the <u>end of the reporting period</u> , the number of backlogged cases.
5. <u>During this reporting period</u> , the number of backlogged cases analyzed with Coverdell funds.
6. Number of <u>medical examiner</u> personnel attending training programs (if applicable to the grant) <u>in this reporting period</u> .
7. Number of <u>forensic science</u> personnel attending training (if applicable to the grant) <u>in this reporting period</u> .
8. As of the <u>last day of the reporting period</u> , number of analysts in forensic labs receiving Coverdell funding.
9. As of the <u>last day of the reporting period</u> , number of currently certified analysts in forensic labs receiving Coverdell funding.
10. For the <u>grant period to date</u> , number of analysts in forensic labs seeking certification with Coverdell funding.

SECTION VIII – BUDGET - TABLES TAB

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). **All budgetary items related to addressing challenges of the opioid crisis must be clearly designated as “opioid-related” within the budget.**

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/Contracts and G. Indirect.
- A. PERSONNEL:** Enter the annual, full-time salary or base pay for the position, and the amount to be funded under this project. The % of time will be calculated by refreshing the page.
- 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/Contracts.
 - 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/Contracts.
- B. FRINGE:** Enter the amount of full-time Fringe Benefits for that position, and the amount to be funded under this project. The % of time will be calculated by refreshing the page.

Budget Narrative and Justification: In the box provided for each line item enter the following:

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.

Fringe Budget Narrative and Justification: Explain how the fringe benefit rates for this position were determined.

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: In the box provided for each line item enter the following:

- 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 OAJJA 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: \$.49 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	13.00
Lunch	14.00
Dinner	23.00
Total per diem	\$50.00
Incidentals	\$5.00

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 OAJJA 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. CONSULTANTS/CONTRACTS: *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 Consultants/Contracts.

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.

Consultants/Contracts 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 IX- REQUIRED ATTACHMENTS – DOCUMENTS TAB

Attach the following required documents into the Documents tab in ZoomGrants with your application submission.

Audit/Financial Review	Link your most recent Single Audit or Financial Review.
Coverdell Financial Management Questionnaire	<ul style="list-style-type: none"> • Download the template from the Document tab. • Complete and save the document. • Upload the signed and complete document to the Coverdell Financial Management Questionnaire row on the Documents tab.
Plan for Forensic Science Laboratories	<ul style="list-style-type: none"> • Download the template from the Document tab. • Complete and save the document. • Upload the signed and complete document to the Plan for Forensic Science Laboratories row on the Documents tab.
Generally Accepted Laboratory Practices and Procedures	<ul style="list-style-type: none"> • Download the template from the Document tab. • Complete and save the document. • Upload the signed and complete document to the Generally Accepted Laboratory Practices and Procedures row on the Documents tab.
External Investigations	<ul style="list-style-type: none"> • Download the template from the Document tab. • Complete and save the document. • Upload the signed and complete document to the External Investigations row on the Documents tab.
Forensic Science Laboratory System Accreditation	<ul style="list-style-type: none"> • Download the template from the Document tab. • Complete and save the document. • Upload the signed and complete document to the Accreditation row on the Documents tab.
Copies of all current Accreditations	<ul style="list-style-type: none"> • Copies must Include name of Accrediting Agency, Scope of the Accreditation and Expiration Date • Copies are to be scanned and uploaded under the Documents tab.