

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via OJP's Mandatory Award Terms and Conditions page of the OJP Funding Resource Center.

General Information About Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

In addition, Coverdell grantees must submit a final report that must, among other things: (1) include a summary and assessment of the program carried out with FY 2015 grant funds, (2) identify the number and type of cases accepted during the FY 2015 award period by the forensic laboratory or laboratories that received FY 2015 grant funds, and (3) 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 FY 2015 grant award. Future awards and fund drawdowns may be withheld if reports are delinquent.

Further, as noted earlier under "Eligibility," for each fiscal year of an award, recipients will be required to report to NIJ on an annual basis—

- 1) The number and nature of any allegations of serious negligence or misconduct substantially affecting the integrity of forensic results;
- 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.

Payments to recipients (including payments under future awards) may be withheld if the required information is not submitted on a timely basis.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative requirements of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see Title page.

For additional contact information for GMS, see the Title page.

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

Paul Coverdell Forensic Science Improvement Grants Program

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in GMS:

- _____ Acquire a DUNS Number (see page 23)
- _____ Acquire or renew registration with SAM (see page 24)

To Register with GMS:

- _____ For new users, acquire a GMS username and password* (see page 24)
- _____ For existing users, check GMS username and password*
to ensure account access (see page 24)
- _____ Verify SAM registration in GMS (see page 24)
- _____ Search for correct funding opportunity in GMS (see page 24)
- _____ Register by selecting the "Apply Online" button associated with the
funding opportunity title (see page 24)
- _____ If experiencing technical difficulties in GMS, contact NIJ (see page 24)

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

General Requirements:

- _____ Review Solicitation Requirements webpage in the OJP Funding Resource Center.

Eligibility Requirement:

- _____ Coverdell Statutory Certifications (see page 3)
- _____ Certification as to Plan for Forensic Science Laboratories
 - Application from a State or Certification as to Plan for Forensic Science Laboratories
 - Application from a Unit 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

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 15)
- _____ Project Abstract (see page 15)
- _____ Program Narrative (see page 16)
- _____ External Investigations Attachment to the Program Narrative (see page 18)
- _____ Plan for Collecting the Data Required for this Solicitation's Performance Measures (see page 18)

- _____ Budget Detail Worksheet (see page 19)
- _____ Budget Narrative (see page 20)
- _____ Employee Compensation Waiver request and justification (if applicable)
(see page 13)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting
available
at www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm
(see page 14)
- _____ Disclosure of Lobbying Activities (SF-LLL) (if applicable) (see page 23)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 20)
- _____ Applicant Disclosure of High Risk Status (see page 21)
- _____ Additional Attachments
 - _____ Applicant Disclosure of Pending Applications (see page 22)
 - _____ Coverdell Statutory Certifications (see page 21)
- _____ Financial Management and System of Internal Controls Questionnaire (if applicable)
(see page 23)

Appendix 1. Estimated Amount of FY 2015 Base Funds, by State.⁸

***Note: If the amount a State would otherwise receive as its total Coverdell grant award, including both base funds and any competitive funds, is less than the minimum grant amount set by the Coverdell law, the total Coverdell grant award will be increased to the minimum grant amount, which is estimated to be not less than \$61,932. See "Available Funding" under "Goals, Objectives, and Deliverables" for additional details.**

Alabama	\$105,972	Nevada*	\$61,170
Alaska*	\$17,778	New Hampshire*	\$32,006
Arizona	\$145,279	New Jersey	\$195,105
Arkansas	\$64,880	New Mexico*	\$50,430
California	\$840,385	New York	\$430,822
Colorado	\$115,501	North Carolina	\$215,904
Connecticut	\$78,839	North Dakota*	\$17,494
Delaware*	\$22,388	Ohio	\$253,673
District of Columbia*	\$15,633	Oklahoma	\$84,418
Florida	\$428,668	Oregon	\$86,161
Georgia	\$219,064	Pennsylvania	\$280,047
Hawaii*	\$33,955	Rhode Island*	\$25,429
Idaho*	\$38,987	South Carolina	\$104,681
Illinois	\$282,422	South Dakota*	\$20,432
Indiana	\$144,057	Tennessee	\$142,415
Iowa	\$67,753	Texas	\$579,838
Kansas	\$63,448	Utah	\$63,597
Kentucky	\$96,360	Vermont*	\$15,154
Louisiana	\$101,407	Virginia	\$181,097
Maine*	\$32,123	Washington	\$152,838
Maryland	\$129,981	West Virginia*	\$44,844
Massachusetts	\$146,730	Wisconsin	\$125,901
Michigan	\$216,947	Wyoming*	\$14,091
Minnesota	\$118,834	American Samoa/ Northern Mariana Islands ^{9*}	\$2,561
Mississippi	\$65,578	Guam*	\$3,879
Missouri	\$132,510	Puerto Rico	\$79,256
Montana*	\$24,550	Virgin Islands*	\$2,533
Nebraska*	\$45,187		

⁸ Under the provisions of the Coverdell law, several factors (including the number of eligible State applicants) affect "base" amounts. **All awards are subject to the availability of appropriated funds.**

⁹ 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: Scan signed certifications and submit image files electronically through GMS.)

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

**FY 2015 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 acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the National Institute of Justice).

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Name of Applicant Agency (Including Name of State)

Date

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

**FY 2015 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:

This 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 acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the National Institute of Justice).

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Name of Applicant Agency
(Including Name of Unit of Local Government)

Date

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

**FY 2015 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 science 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 acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the National Institute of Justice).

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Name of Applicant Agency
(Including Name of State or Unit of Local Government)

Date

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

**FY 2015 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 2015 Coverdell Forensic Science Improvement Grants Program Announcement.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the National Institute of Justice).

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Name of Applicant Agency
(Including Name of State or Unit of Local Government)

Date

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

**FY 2015 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 personally read and reviewed the section entitled "Eligibility" in the Fiscal Year 2015 program announcement for the Coverdell Forensic Science Improvement Grants Program. I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the National Institute of Justice).

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Name of Applicant Agency
(Including Name of State or Unit of Local Government)

Date

Appendix 3. Template for “External Investigations” Attachment

(Instructions: Scan the completed document and submit image file electronically through GMS.)

FY 2015 Coverdell Forensic Science Improvement Grants Program

Attachment: External Investigations

The "Certification as to External Investigations" that is submitted on behalf of the applicant agency as part of this application certifies that—

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

Prior to receiving funds, the applicant agency (that is, the agency applying directing to the National Institute of Justice) must provide—for each forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility that will receive a portion of the grant amount—the name of the "government entity" (or entities) that forms the basis for the certification. Please use the template below to provide this information. (Applicants may adapt this template if necessary, but should ensure that the adapted document provides all required information.)

IMPORTANT NOTE: If necessary for accuracy, list more than one entity with respect to each intended recipient of a portion of the grant amount. For example, if no single entity has an appropriate process in place with respect to allegations of serious negligence as well as serious misconduct, it will be necessary to list more than one entity. Similarly, if no single entity has an appropriate process in place with respect to allegations concerning contractors as well as employees, it will be necessary to list more than one entity.

Additional guidance regarding the "Certification as to External Investigations" appears in the "Eligibility" section of the program announcement for the FY 2015 Coverdell program.

Name of Applicant Agency (including Name of State or Unit of Local Government):

Date: _____

Name of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility that will receive a portion of the grant amount

Existing government entity (entities) with an appropriate process in place to conduct independent external investigations

1. _____

2. _____

FY 2015 External Investigations Attachment (continued)

Name of Applicant Agency: _____

3.	_____	_____

4.	_____	_____

5.	_____	_____

6.	_____	_____

7.	_____	_____
