

# **Paul Coverdell Forensic Science Improvement Grants Program – Formula**

May 19, 2020

This solicitation has been updated to correct the values in the Opioid or synthetic drug related funding and Non-opioid or synthetic drug related funding columns to 64% and 36%, respectively, in Appendix 1: Estimated Amount of FY 2020 Formula Funds, by State. Thank you for your attention to this update.

U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance



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# Paul Coverdell Forensic Science Improvement Grants Program – Formula

## FY 2020 Formula Grant Solicitation

CFDA # 16.742

**Solicitation Release Date:** April 20, 2020

**Application Deadline:** 11:59 p.m. eastern time on June 19, 2020

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for formula funding under the FY 2020 Paul Coverdell Forensic Science Improvement Grants Program. This program furthers the Department's mission by providing states with tools needed to meet the challenges of crime and justice. Specifically, this program seeks to improve forensic science and medical examiner/coroner services, including services provided by laboratories operated by states and units of local government.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Limitation on Use of Award Funds for Employee Compensation; Waiver" provisions in the "Financial Information" section of the OJP Grant Application Resource Guide.

### **Eligibility** (Who may apply):

The following entities are eligible to apply:

- States (including territories).

For purposes of this solicitation—

- A state/local government entity performing forensic science services is considered a "forensic science laboratory" if it employs one or more full-time scientists:

- With a minimum of a bachelor’s degree in a natural or formal science (e.g., chemistry, physics, biology, computer science, or a closely related field) and
- Whose principal function is to examine, analyze, and interpret physical and/or digital evidence in criminal matters and provide reports and testimony to courts of law regarding such evidence.
- Law enforcement units operating outside of the crime laboratory function, such as crime scene units and other entities that engage exclusively in evidence collection and documentation, are not forensic science laboratories for these purposes.
- Medical examiner and coroner offices are treated as forensic science laboratories.

State Administering Agencies (SAAs) apply on behalf of states, including any state government entity. For information on eligibility, see [Section C. Eligibility Information](#).

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

### Contact information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888-549-9901, option 3, or via email at [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov). The GMS Support Hotline operates 24 hours a day, 7 days a week, including on federal holidays.

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJA contact identified below **within 24 hours after the application deadline** in order to request approval to submit its application after the deadline. For information on reporting technical issues, see “Experiencing Unforeseen GMS Technical Issues” under **How to Apply (GMS)** in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email [grants@ncjrs.gov](mailto:grants@ncjrs.gov); fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m. until 6:00 p.m. eastern time, Monday through Friday, and from 10:00 a.m. until 8:00 p.m., eastern time on the solicitation close date.

### Deadline details

Applicants must register in the OJP Grants Management System (GMS) at <https://grants.ojp.usdoj.gov/> prior to submitting an application under this solicitation. All applicants must register, even those that previously registered in GMS. Previously registered applicants should ensure, prior to applying, that the user profile is up to date in GMS (including, but not limited to, address, legal name of agency, and authorized representative) as this information is populated in any new application from the user profile. Select the “Apply Online” button associated with the solicitation title. All registrations and applications are due by 11:59 p.m. eastern time on June 19, 2020.

For additional information, see the “**How to Apply (GMS)**” section in the [OJP Grant Application Resource Guide](#).

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# Paul Coverdell Forensic Science Improvement Grants Program – Formula

CFDA # 16.742

## A. Program Description

### Overview

With this solicitation, BJA seeks proposals for formula funding under the Paul Coverdell Forensic Science Improvement Grants Program (the Coverdell program), which awards grants to states and units of local government to improve forensic science and medical examiner/coroner services. Under the Coverdell program, State Administering Agencies (SAAs) may apply for both formula and competitive funds. This solicitation is ONLY for SAAs applying for the formula funds.<sup>1</sup>

**Statutory Authority:** The Coverdell program is authorized by Title I of the Omnibus Crime Control and Safe Streets Act of 1968, Part BB, codified at 34 U.S.C. §§ 10561-10566 (the Coverdell law).

### Program-specific Information

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

### Goals, Objectives, and Deliverables

#### Grant Purposes

A state or unit of local government that receives a Coverdell grant must use the grant for one or more of the following six 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 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,<sup>2</sup> including, among other things, a backlog with respect to firearms examination, latent prints, impression evidence, toxicology, digital evidence, fire evidence, controlled substances, forensic pathology, questioned documents, and trace evidence.

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<sup>1</sup> An applicant that seeks to apply for Coverdell competitive funds (consistent with 34 U.S.C. § 10563(a)(2)) available for grants to eligible states and units of local government would need to apply under BJA's FY 2020 Paul Coverdell Forensic Science Improvement Grants Program (Competitive) solicitation.

<sup>2</sup> A backlog in the analysis of forensic science evidence exists if forensic evidence has been stored in a laboratory, medical examiner office, coroner office, law enforcement storage facility, or medical facility; and has not been subjected to all appropriate forensic testing because of lack of resources or personnel.

3. To train, assist, and employ forensic laboratory personnel and medicolegal death investigators, as needed, to eliminate such a backlog.
4. To address emerging forensic science issues (such as statistics, contextual bias, and uncertainty of measurement) and emerging forensic science technology (such as high throughput automation, statistical software, and new types of instrumentation).
5. To educate and train forensic pathologists.
6. To fund medicolegal death investigation systems to facilitate accreditation of medical examiner and coroner offices and certification of medicolegal death investigators.

**IMPORTANT NOTE**

The alarming proliferation of opioids and synthetic drugs have had a crushing effect on many crime laboratories. Medical examiners and forensic pathologists have also been overwhelmed by the volume of autopsies as a result of opioid and synthetic drug related overdose deaths. To address these issues, BJA plans to allocate approximately 64 percent of available funds to specifically target the challenges that opioid and synthetic drugs have brought to the forensic science community.

**Expected Results and Outcomes**

The result of Coverdell grants to applicant states should be a demonstrated improvement over current operations in forensic science or medical examiner/coroner 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 in forensic analysis backlogs is considered an improvement in timeliness of services.

All Coverdell grantees are required to report specific programmatic metrics (see [Performance Measures](#)). In addition, the applicant is asked to consider what other metrics may be of use in demonstrating the successful outcome of the program/project.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

**Information Regarding Potential Evaluation of Programs and Activities**

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section, entitled, “Information Regarding Potential Evaluation of Programs and Activities.”

**B. Federal Award Information**

Maximum number of awards BJA expects to make	up to 55 awards
Estimated maximum dollar amount for each award	based on population

The approximate amount each eligible state would receive if \$26,469,758 were made available for FY 2020 is listed in [Appendix 1: Estimated Amount of FY 2020 Base Funds, by State](#).

Period of performance start date October 1, 2020

Period of performance 24 months

Applicants should be aware that the total period of an award, including one that receives a project period extension, ordinarily will not exceed 3 years.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

### **Available Funding**

The figures and calculations reflected in this solicitation (for example, the estimated minimum award to states and the estimated amount of formula funds, by state) are based on an estimated total amount available of \$26,469,758, although the amount ultimately made available could be higher or lower. Applicants are strongly advised to check for updates to the solicitation prior to submitting applications.

#### **1. Formula Funds for States**

85 percent of the funds available for Coverdell grants will be allocated among eligible states based on population (state formula funds). The approximate amount each eligible state would receive if \$26,469,758 were made available for FY 2020 is listed in Appendix 1: Estimated Amount of FY 2020 Formula Funds, by State.<sup>3</sup> These are the ONLY funds that will be distributed among eligible applicants under this solicitation.<sup>4</sup>

#### **2. Minimum Awards to States**

The Coverdell law sets a floor for the total amount an eligible applicant state will receive as its Coverdell grant. If \$26,469,758 were to become available for FY 2020, the minimum Coverdell grant to an eligible state would be not less than \$264,698.<sup>5</sup> In that case, if the amount a state would otherwise receive as its total Coverdell funding (including both formula funds and any competitive funds) is less than \$264,698, BJA will increase that state's total funding to \$264,698.

### **Type of Award**

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>6</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

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<sup>3</sup> Under the provisions of the Coverdell law, several factors (including the number of eligible state applicants) affect formula amounts.

<sup>4</sup> An applicant that seeks to apply for Coverdell competitive funds (consistent with 34 U.S.C. § 10563(a)(2) available for grants to eligible States and units of local government would need to apply under BJA's FY 2020 Paul Coverdell Forensic Science Improvement Grants Program - Competitive solicitation.

<sup>5</sup> Minimum awards for America Samoa and the Commonwealth of the Northern Mariana Islands would be lower.

<sup>6</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

## Budget Information

### Permissible Expenses

The types of expenses listed below generally may be paid with Coverdell funds. Federal funds must be used to supplement existing state and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose.

**Note:** The following list details the types of expenses allowed under the Coverdell program. These expenses should **NOT** be used as budget categories—instead they are to be incorporated into the appropriate standard OJP budget categories. For more information on OJP's standard budget format, see the section titled [What an Application Should Include](#).

- 1. Salary and benefits of laboratory employees.** Funds may be used for forensic science or medical examiner/coroner office personnel, fellowships, visiting scientists, interns, consultants, or temporary staff.
- 2. Overtime for laboratory staff.** Funds may be used to pay overtime for laboratory scientists (excluding executive personnel) to directly examine, analyze, and interpret physical and/or digital evidence in criminal matters. Any payments for overtime must be in accordance with the applicable provisions of the DOJ Financial Guide.
- 3. Computerization.** Funds may be used to upgrade, replace, lease, or purchase computer hardware and software for forensic analyses and data management.
- 4. Laboratory equipment.** Funds may be used to upgrade, lease, or purchase forensic laboratory or medical examiner/coroner office equipment and instrumentation.
- 5. Supplies.** Funds may be used to acquire forensic laboratory or medical examiner/coroner office supplies.

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.

- 6. Accreditation.** Funds may be used to prepare for laboratory accreditation by the ANSI-ASQ National Accreditation Board (ANAB), National Association of Medical Examiners (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.<sup>7</sup> 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 within the state, that is not accredited (as set out in the Coverdell law) will be required to use (or, as applicable, must require any unaccredited subrecipient forensic science laboratory system to use) a portion of the grant amount for accreditation purposes. Coverdell awardees must use grant funds to prepare and apply for accreditation of any FY 2020 Coverdell grant-funded unaccredited forensic laboratory system, including any laboratory operated by a unit of local government within the state, not more than 2 years after the FY 2020 Coverdell award date.



**A Note to SAAs regarding laboratories seeking accreditation:**

In order to carry out the aims of and meet requirements under the Coverdell law with respect to forensic science laboratory accreditation, SAAs are expected to consider the accreditation status of all forensic science laboratories within their states. As part of a complete application package, each SAA is to prepare a list of all forensic science laboratories in the state that specifies each forensic science laboratory's accreditation status by an appropriate accrediting body,<sup>7</sup> the name of the accrediting body, and the scope of each accreditation. For each forensic science laboratory within the state lacking accreditation,<sup>8</sup> each SAA is to request funds in its application budget and include plans in its program narrative for such laboratories to prepare and apply for accreditation. This serves one of the purposes of the Coverdell statute by helping to ensure that those labs that may need assistance in preparing and applying for accreditation have access to funds to assist in that purpose

- 7. 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 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 forensic science or medical examiner/coroner 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.

OJP recognizes the benefit of attending discipline-related conferences to receive training and/or education; however, it is recommended that the applicant consider the cost-effectiveness of this option compared to other viable modes of training. For example, hosting onsite training or attending a local program may be more suitable for the applicant's personnel and organization.

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

**Limitations on use of funds for costs of new facility.** The Coverdell law limits the amount of funds that may be used for the costs of a new facility or facilities (see 34 U.S.C. § 10564(c)). Maximum amounts are determined by the total amount of the Coverdell grants received (including both formula and competitive funds) and the total amount of funds available for Coverdell grants nationwide. The maximum amounts that

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<sup>7</sup> Per 34 U.S.C. § 10562(2), such an accrediting body would be "an accrediting body that is a signatory to an internationally recognized arrangement and that offers accreditation to forensic science conformity assessment bodies using an accreditation standard that is recognized by that internationally recognized arrangement[.]"

<sup>8</sup> Subsection 34 U.S.C. § 10562(2) excludes medical examiner's and coroner's offices from coverage under certain accreditation-related grant program requirements. Nonetheless, in keeping with the Coverdell statute's emphasis on accreditation and BJA's (and the Department's and OJP's) continued focus on supporting forensic science laboratory accreditation as a priority Coverdell grant program purpose as part of an overall goal of strengthening and enhancing the practice of forensic science, BJA strongly encourages prospective recipients of FY 2020 Coverdell grant awards to incorporate plans for accreditation of medical examiner's and coroner's offices wherever practicable.

may be used for costs of new facilities are as follows. (Estimates and calculations are based on the assumption that the total available funds for Coverdell awards in FY 2020 will be \$26,469,758. Please refer to the discussion under "[Available Funding.](#)")

Grants that exceed 0.6 percent of the total available funds. If an applicant state receives total grants that exceed 0.6 percent of the total available funds (estimated here at \$158,819), the amount of the grant that can be used for the costs of any new facility cannot exceed the sum of 80 percent of 0.6 percent of the total available funds (such 80 percent estimated here at \$127,055) plus 40 percent of the amount of the grant in excess of 0.6 percent of the total available funds.

For example, if \$26,469,758 were to become available for Coverdell awards in FY 2020 and a state were to receive a total Coverdell grant of \$264,698, no more than \$169,407 may be used for the costs of any new facility.

A sample calculation for a \$264,698 grant would be as follows:

80 percent of 0.6 percent of the total available funds:  $\$158,819 \times .80 = \$127,055$ .

Amount in excess of \$158,819:  $\$264,698 - \$158,819 = \$105,879$

40 percent of amount in excess of \$158,819:  $\$105,879 \times .40 = \$42,352$ .

Sum of  $\$127,055 + \$42,352 = \$169,407$ .

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

**Note on the use of funds to address opioid and synthetic drug related challenges:** The application should demonstrate, wherever applicable, how any proposed use of funds would address challenges that opioids and/or synthetic drugs have brought to the forensic science community, as described in the "Important Note" under "Grant Purposes" in [Section A. Program Description](#). To facilitate this, an applicant should annotate each line item in the budget as "opioid and/or synthetic drug related" or "non-opioid or synthetic drug related." Coverdell funds are available for permissible uses that would not address the opioid and synthetic drug related challenges; however, states should plan to allocate **at least 64** percent of Coverdell grant funds (commensurate with each state's specifically identified need) to address the challenges to the forensic science community posed by the opioids and synthetic drugs. A state also may propose to dedicate more than 64 percent of its Coverdell allocation to opioid and synthetic drug related uses, in accordance with the state's needs.

A state that does not intend to include any opioid or synthetic drug related projects in its request for Coverdell funds, or that intends to request an amount for opioid and/or synthetic drug related projects that would amount to less than 64 percent of its FY 2020 Coverdell allocation, will still receive the full FY 2020 formula allocation for which it is eligible. Any such state will be expected to affirm—in a separate writing (See [Section D. Application and Submission Information](#) for details)—that, of its total allocation, it intends to use less than 64 percent (or, zero, as applicable) of the grant funds for opioid and synthetic drug related projects.

## Expenses That Are Not Permitted

1. **Funds to conduct research.** Applicants may address emerging forensic science issues and technology through implementation of new technologies and processes into public laboratories.
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** that exceed the limits described above.
4. **Recipient 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.

## Cost Sharing or Matching Requirement

This program does not require a match. For information on cost sharing or match requirements, see the [OJP Grant Application Resource Guide](#).

Please see the OJP Grant Application Resource Guide for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

[Costs Associated with Language Assistance](#) (if applicable)

## C. Eligibility Information

States<sup>9</sup> may apply for FY 2020 formula Coverdell funds. States may be eligible for both formula and competitive funds. This solicitation is **ONLY** for the formula funds. Any state application for funding **MUST** be submitted by the Coverdell SAA (see list of SAAs on the OJP website at [www.ojp.usdoj.gov/saa/index.htm](http://www.ojp.usdoj.gov/saa/index.htm)). (Other interested state agencies or departments must coordinate with their respective SAAs.) SAAs are expected to consider the accreditation status of forensic science laboratories within their states in formulating their requests for formula funding.

**Note:** A prospective recipient of grant funds that is found to have an “unresolved audit finding” from a DOJ Office of the Inspector General audit, as described at 34 U.S.C. § 10263, will be ineligible to receive grant funds during the period specified in that statute. See 34 U.S.C. § 10263(2).

See [Section A. Program Description](#) for details on what BJA considers a “forensic science laboratory,” for purposes of this solicitation.

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<sup>9</sup> For purposes of the Coverdell program, the term “state” means each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. For certain purposes, American Samoa and the Northern Mariana Islands are treated as one state.

For purposes of this solicitation, a state/local government entity performing forensic science services is considered a “forensic science laboratory.”

The Coverdell law (at 34 U.S.C. § 10562) requires that, to request a grant, an 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 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 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 (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 forensic science laboratory accreditation.** Each applicant must submit a certification that any forensic science laboratory system 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) either is accredited, **OR**, is not so accredited, but will (or will be required in a legally binding and enforceable writing to) use a portion of the grant amount to prepare and apply for such accreditation not more than 2 years after the date on which a grant is awarded under the FY 2020 Paul Coverdell Forensic Science Improvement Grants Program.  
  
Applicants requesting funds for **ONLY** medical examiner’s offices or coroner’s offices in the state are not required to submit this certification. See 34 U.S.C. § 10562(2).
- 4. A certification and description regarding costs of new facilities.** Each applicant must submit a certification that the amount of the grant used for the costs of any new facility constructed as part of a program to improve the quality and timeliness of forensic science or medical examiner services will not exceed certain limitations set forth in the Coverdell law at 34 U.S.C. § 10564(c). (See information on “permissible expenses” in section B. Federal Award Information’ of this solicitation.) Applicants must also specifically describe any new facility to be constructed as well as the estimated costs of the facility.
- 5. 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’s office, coroner’s office, law enforcement storage facility, or medical facility in the state that will receive a portion of the grant amount.”

Applicants are expected to carefully review the requirements of each certification before determining whether the certification properly may be made. Any certification that is submitted must be executed by an official who is both familiar with the requirements of the certification and authorized to make the certification on behalf of the applicant agency (that is, the agency applying directly to BJA). **Certifications must be submitted using the templates that appear in [Appendix 2](#).**

Certifications made on behalf of subrecipients of award funds—rather than certifications made on behalf of the agency applying directly to BJA—are **NOT** acceptable to satisfy the certification requirements and should not be submitted.

In connection with the certification regarding external investigations (described above), applicants **must** provide, prior to receiving award funds, the name(s) of the existing “government entity” (or government entities). This information is to be provided as an attachment to the program narrative section of the application. See “[What an Application Should Include](#),” page 20, and [Appendix 3](#), which includes a template for the attachment.

In connection with the certification regarding forensic science laboratory accreditation (described above), applicants **MUST** demonstrate, prior to receiving award funds, that any forensic science laboratory system, including any laboratory operated by a unit of local government within the state, that will receive any portion of the grant amount either is accredited or will (or will be required to) prepare and apply for accreditation consistent with the Coverdell law. See “[What an Application Should Include](#),” which describes the documentation and information an applicant is to provide regarding its accreditation or its plans to prepare and apply for accreditation.

The accrediting body must be a signatory to an internationally recognized arrangement and must offer accreditation to forensic science conformity assessment bodies using an accreditation standard that is recognized by that internationally recognized arrangement. The scope of the accreditation must include all discipline(s) for which funds are requested. If the current scope of accreditation does not include the discipline(s) for which funds are requested, the applicant must include funds in its budget and plans in its program narrative to prepare and apply for accreditation in those disciplines.

Please note that funds will not be made available to applicant agencies that fail to provide the necessary information.

### **Important Note on Referrals in Connection With Allegations of Serious Negligence or Serious Misconduct**

The highest standards of integrity in the practice of forensic science are critical to the enhancement of the administration of justice. BJA assumes that recipients (and subrecipients) of Coverdell funds will make use of the process referenced in their certification as to external investigations and will refer allegations of serious negligence or misconduct substantially affecting the integrity of forensic results to government entities with an appropriate process in place to conduct independent external investigations, such as the government entities identified in the grant application.

For each fiscal year of an award made under this solicitation, recipients will be required to report to BJA on an annual basis—

1. The number and nature of any such allegations

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)
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 Guidance on Certification Regarding External Investigations Into Allegations of Serious Negligence or Misconduct**

The certification regarding external investigations has a number of requirements, each of which must be satisfied before the certification may be made. The official authorized to make the certification on behalf of the applicant agency must carefully review each of the statutory elements and this guidance before determining whether a certification properly may be made. After reviewing the information and guidance provided here, the official, on behalf of the applicant agency, must determine whether:

- A government entity exists
- With an appropriate process in place
- To conduct independent, external investigations
- Into allegations of serious negligence or misconduct
- Substantially affecting the integrity of 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.

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

- (1) A false statement in the certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and 34 U.S.C. §§ 10271-10273.
- (2) 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.

The following guidance, provided by way of examples for applicants' review, is designed to illustrate elements of the external investigation certification that the official authorized to make the certification on behalf of the applicant agency must take into account in determining whether the certification properly may be made.

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

### **Illustrative Examples:**

1. A state intends to distribute Coverdell award funds to state and local forensic laboratories and medical examiners/coroners offices. There is an Office of the Inspector General (OIG) in the state with authority to conduct investigations into allegations of serious negligence or misconduct by employees and contractors of forensic laboratories and medical examiners/coroners offices, both at the state and local levels.

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

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

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

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

Guidance: Under these circumstances, the existence of this commission is not itself a sufficient basis for execution of the certification. In this regard, the commission does not have authority to investigate allegations of serious negligence or misconduct by contractors of state and local government forensic laboratories that receive Coverdell funds. (If, however, some other government entity, distinct from the commission, has a process in place to conduct independent external investigations of allegations of serious

negligence or misconduct by such contractors, execution of the certification might be appropriate depending on all the facts.)

4. A local forensic laboratory, which is intended to receive a portion of the funds from a Coverdell award to a state, notifies the state applicant that a quality assurance official is responsible for investigating allegations of serious negligence or misconduct by employees and contractors of the local forensic laboratory. The quality assurance official reports to the director of the forensic laboratory.

Guidance: Under these circumstances, execution of the certification would not be appropriate because the quality assurance official reports to the director of the forensic laboratory; therefore, there is no process in place to conduct independent, external investigations of allegations against the forensics laboratory as required to make the certification.

5. An applicant agency (a forensics laboratory) intends to employ a contractor or a nongovernmental organization to conduct investigations into allegations of serious negligence or misconduct committed by laboratory employees.

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

6. An applicant agency is accredited by an independent accrediting or certifying organization such as ANAB, NAME, A2LA, IAC&ME, etc.

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

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

## D. Application and Submission Information

### What an Application Should Include

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements. (This solicitation expressly modifies the “Application Elements and Formatting Instructions” section of the OJP Grant Application Resource Guide by **not** incorporating paragraph two of that section (referring to nonresponsive applications or applications missing critical elements not “[proceeding] to peer review”), the Tribal Authorizing Resolution, Research and Evaluation Independence and Integrity, and the Disclosure Related to Executive Compensation.)



## 1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**Intergovernmental Review:** This solicitation ("funding opportunity") is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: [https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc\\_1\\_16\\_2020.pdf](https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc_1_16_2020.pdf). If the applicant's state appears on the SPOC list, the applicant must contact the State SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: "Program is subject to E.O. 12372, but has not been selected by the State for review.").

## 2. Project Abstract

Include a project abstract that summarizes the proposed project in **250** words or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a **separate** attachment with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.
- The project abstract should provide an outline **limited to the scope of the FY2020 Coverdell program**.
- Example format:
  - One to two sentences for statement of the problem.
  - Three to four sentences outlining how this year's award will be utilized.
  - One to two sentences describing the outcome.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

## 3. Program Narrative

The program narrative must specifically describe the manner in which Coverdell grant funds will be used to carry out the state plan to improve the quality and/or timeliness of forensic science or medical examiner/coroner's office services over current operations. (Reduction of forensic analysis backlogs is considered an improvement in timeliness of services.) **States are expected to consider the needs of laboratories operated by units of local government as well as those operated by the state.**

If grant funds are requested for costs of a new facility, the program narrative must specifically describe the new facility to be constructed and the estimated costs of that facility.

If grant funds are requested for projects to address the challenges to the state's forensic science laboratories posed by the opioids and/or synthetic drugs, the program narrative should describe the challenges posed and how the requested funds would help to address them.

### **Accreditation**

If grant funds are requested for accreditation, the program narrative must describe accreditation activities and plans and, as applicable, the projected schedule for preparation for and application for accreditation. Under the Coverdell program, any forensic science laboratory system, including any laboratory operated by a unit of local government within the state, that is not accredited (as set out in the Coverdell law) and that will receive a portion of the grant amount must use a portion of the grant amount to prepare and apply for accreditation not more than 2 years after the date of the Coverdell grant award. For purposes of this solicitation, see "[Overview](#)" for definition of "forensic science laboratory". Additionally, after ascertaining the accreditation status of all forensic laboratories within its State, each SAA is to include within the program narrative plans for each forensic science laboratory within its state lacking accreditation to prepare and apply for accreditation.

**The program narrative should be attached as a separate file with an appropriately descriptive file name.**

The following sections should be included as part of the program narrative.<sup>10</sup>

- a. Description of the Issue
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "[General Information about Post-Federal Award Reporting Requirements](#)" in Section F. Federal Award Administration Information). The performance data directly relate to the goals, objectives, and deliverables identified under "[Goals, Objectives, and Deliverables](#)" in Section A. Program Description.

Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix 5: Performance Measures Table](#).

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<sup>10</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see "[Budget and Associated Documentation](#)" under Section D. Application and Submission Information.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

#### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under "Note on Project Evaluations" in the [OJP Grant Application Resource Guide](#).

#### **4. [Budget and Associated Documentation](#)**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

See the "**Note on the use of funds to address issues opioid and synthetic drug related challenges**," in the "Budget Information" section above, under Section B. Federal Award Information, for an important discussion relevant to applicants requesting funds to address forensic science challenges relating to the opioids and/or synthetic drugs.

#### **Accreditation**

The Budget Detail Worksheet (which includes a "Narrative" section the applicant is to populate for each budget category) should clearly identify the cost for any proposed accreditation activities, within the appropriate cost category (e.g., personnel, fringe benefits, travel, equipment, supplies, and (procurement) contracts) of the budget documents. For each forensic science laboratory within the State lacking accreditation, each SAA is to request funds in its application budget for such laboratories to prepare and apply for accreditation.

#### **Pre-Agreement Costs**

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high risk status\)](#)
7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)

## 9. [Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>\[1\]</sup>](#) (if applicable)

### 10. Additional Attachments

#### a. Coverdell Statutory Certifications

As described above in the [Eligibility](#) section, the Coverdell law provides that, to request a grant, each applicant **must** submit **five** certifications specific to the Coverdell program. (Applicants requesting funds for **only** medical examiner’s offices or coroner’s offices in the state are not required to submit the certification regarding accreditation. See 34 U.S.C. § 10562(2).) A certification may only be completed by an official familiar with its requirements and authorized to certify on behalf of the applicant agency (i.e., the agency applying directly to BJA). Templates for the statutory certifications appear in [Appendix 2](#). **All five** certifications **must** be completed using these templates. Certifications made on behalf of subrecipients of award funds—rather than certifications made on behalf of the agency applying directly to BJA—are **not** acceptable to satisfy the certification requirements.

The five required Coverdell statutory certifications are as follows:

1. Certification as to Plan for Forensic Science Laboratories—Application from a State
2. Certification as to Generally Accepted Laboratory Practices and Procedures
3. Certification as to Forensic Science Laboratory System Accreditation
4. Certification as to Use of Funds for New Facilities
5. Certification as to External Investigations

**Please note:** Specific information and guidance with respect to the “Certification as to External Investigations” are provided above, under “[Eligibility](#).” Certifying officials must read and review this information and guidance prior to executing the certification.

#### b. External Investigations Attachment

All applicants are to provide the name(s) of the existing “government entity” (or entities) that is the subject of the certification (see [Appendix 2](#)) 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.

[Appendix 3](#) includes a template for this attachment. Note that funds **will not be made available** to applicant agencies that fail to provide the necessary information.

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<sup>[1]</sup> A “DOJ High Risk Grantee” is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

**The five certifications and the external investigations attachment should be attached as a separate file with an appropriately descriptive file name.**

**c. Forensic Laboratory Accreditation Documentation (if applicable)**

Applicants should provide documentation of current accreditation with the application for any accredited laboratory (including a subrecipient laboratory) that is to receive funds under the FY 2020 Coverdell award. Acceptable types of documentation of current accreditation include: an electronic (scanned) copy of the current accreditation certificate(s), a digital photograph of the current accreditation certificate(s), or a letter from the accrediting body that includes the certificate number. Additionally, if a certificate references another document that contains key information on the type or scope of the accreditation, provide a copy of that supplemental documentation. Independent accrediting or certifying organizations may include ANAB, NAME, A2LA, IAC&ME, or other appropriate accrediting bodies.<sup>11</sup> Note that funds **will not be made available** to applicant agencies that fail to provide the necessary information.

**Accreditation document(s) should be attached as a separate file with an appropriately descriptive file name.**

**d. Accreditation Status of all Forensic Labs within the State**

Each applicant is to prepare a list of all forensic science laboratories in the state that specifies each forensic science laboratory's accreditation status and, if applicable, the name of the accrediting body and the scope of each accreditation.

**The accreditation status documentation should be attached as a separate file with an appropriately descriptive file name.**

**e. Statement Regarding Proposed Use of Funds to Address Challenges Posed by the Opioids and/or Synthetic Drugs**

See the “**Note on the use of funds to address opioid and synthetic drug related challenges**,” in the [Budget Information](#) section above, under Section B. Federal Award Information, for an important discussion relevant to applicants requesting funds to address forensic science challenges relating to opioids and/or synthetic drugs.

A state that does not intend to include any opioid and synthetic drug related projects in its request for Coverdell funds, or that intends to request an amount for opioid and synthetic drug related projects that would amount to less than 64 percent of its FY 2020 Coverdell allocation, is to prepare and submit a statement (signed by the authorized representative of the applicant) affirming that, of the total FY 2020 allocation for which it is eligible under the FY 2020 Coverdell grant program, the state intends to use none of the funds for opioid and synthetic drug projects or, if applicable, that it intends to use less than 64 percent (the statement should specify the approximate percentage) of its grant funds for opioid and/or synthetic drug related projects.

This document should be attached as a separate file with an appropriately descriptive file name (for example, “Opioids and Synthetic Drugs Use of Funds Statement”)

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<sup>11</sup> Per 34 U.S.C. § 10562(2), such an accrediting body would be “an accrediting body that is a signatory to an internationally recognized arrangement and that offers accreditation to forensic science conformity assessment bodies using an accreditation standard that is recognized by that internationally recognized arrangement[.]”

**f. Potential Environmental Impact Coversheet and Checklist**

Each applicant is to submit a BJA Programmatic Coversheet and Checklist with its application to assist BJA in assessing the potential environmental impacts of the activities proposed for funding by the applicant. Specifically, the applicant is expected to:

- Carefully read the [Programmatic Environmental Assessment](#).
- Complete the [Cover Sheet and the attached the Programmatic Checklist](#).
- Attach the completed documents to the grant application.

The applicant should also submit a Cover Sheet and BJA Programmatic Checklist for any organization identified in the Budget Detail Worksheet that will receive grant funds through a subaward or procurement contract to perform any of the following activities: new construction or renovations that change the basic prior use of a facility or significantly change the size; research and/or technology development that could be expected to have an effect on the environment; or implementation of programs involving the use of chemicals. For more information about NEPA and BJA's NEPA Process, please go to <https://bj.a.ojp.gov/national-environmental-policy-act-nepa-guidance>.

**How To Apply**

An applicant must submit its application through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Find information, registration and submission steps on how to apply in GMS in response to this solicitation under **How to Apply (GMS)** in the [OJP Grant Application Resource Guide](#).

**E. Application Review Information**

**Review Process**

Formula funds and minimum awards

Subject to the availability of appropriated funds, states that satisfy the specific requirements (including eligibility requirements) outlined in this solicitation, the general requirements for BJA and OJP grants, and all other applicable legal requirements, may expect to be awarded formula funds or minimum awards determined in accordance with the Coverdell law.

BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

## F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

### [Federal Award Notices](#)

#### [Administrative, National Policy, and Other Legal Requirements](#)

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### [Information Technology \(IT\) Security Clauses](#)

#### [General Information about Post-Federal Award Reporting Requirements](#)

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

**Required reports.** Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

In addition, Coverdell grantees are required to submit a final report that must, among other things: (1) include a summary and assessment of the program carried out with FY 2020 grant funds, (2) identify the number and type of cases accepted during the FY 2020 award period by the forensic laboratory or laboratories that received FY 2020 grant funds, (3) cite the specific improvements in forensic science and medical examiner/coroner services (including any reduction in forensic analysis backlog) that occurred as a direct result of the FY 2020 grant award, and (4) detail the progress of any unaccredited forensic science service provider that received FY 2020 grant funds toward obtaining accreditation.

Further, as noted earlier under “[Eligibility](#),” for each fiscal year of an award, recipients will be required to report to BJA 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)
- 4) If any such allegations were not referred, the reason(s) for the non-referral

Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

## **G. Federal Awarding Agency Contact(s)**

For OJP contact(s), see page 2.

For contact information for GMS, see page 2.

## **H. Other Information**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)



## Appendix 1: Estimated Amount of FY 2020 Formula Funds, by State<sup>12</sup>

*Note: If the amount a state would otherwise receive as its total Coverdell grant award, including both formula 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 \$264,698. See " <a href="#">Available Funding</a> " under "B. Federal Award Information" for additional details.			
	Opioid or synthetic drug related funding	Non-opioid or synthetic drug related funding	Total estimated award amount
Alabama	\$212,783	\$119,691	\$332,474
Alaska*	\$31,747	\$17,858	\$49,604
American Samoa/N. Mariana Islands*	\$4,420	\$2,486	\$6,906
Arizona	\$246,601	\$138,713	\$385,314
Arkansas*	\$130,964	\$73,667	\$204,631
California	\$1,338,662	\$752,997	\$2,091,659
Colorado	\$195,104	\$109,745	\$304,850
Connecticut*	\$154,723	\$87,032	\$241,754
DC*	\$42,258	\$23,770	\$66,029
Delaware*	\$30,627	\$17,228	\$47,855
Florida	\$727,659	\$409,308	\$1,136,967
Georgia	\$359,715	\$202,340	\$562,055
Guam*	\$7,297	\$4,105	\$11,402
Hawaii*	\$61,445	\$34,563	\$96,007
Idaho*	\$77,553	\$43,624	\$121,177
Illinois	\$429,317	\$241,491	\$670,808
Indiana	\$228,085	\$128,298	\$356,384
Iowa*	\$136,921	\$77,018	\$213,938
Kansas*	\$126,429	\$71,116	\$197,545
Kentucky	\$193,884	\$109,060	\$302,943
Louisiana	\$201,744	\$113,481	\$315,244
Maine*	\$58,335	\$32,813	\$91,148
Maryland	\$204,826	\$115,214	\$320,040
Massachusetts	\$233,516	\$131,353	\$364,869
Michigan	\$338,352	\$190,323	\$528,674
Minnesota	\$191,069	\$107,476	\$298,545
Mississippi*	\$129,156	\$72,650	\$201,806
Missouri	\$207,934	\$116,963	\$324,897

<sup>12</sup> Under the provisions of the Coverdell law, several factors (including the number of eligible state applicants) affect formula amounts. **All awards are subject to the availability of appropriated funds.**

**\*Note: If the amount a state would otherwise receive as its total Coverdell grant award, including both formula 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 \$264,698. See “[Available Funding](#)” under “B. Federal Award Information” for additional details.**

	Opioid or synthetic drug related funding	Non-opioid or synthetic drug related funding	Total estimated award amount
Montana*	\$46,382	\$26,090	\$72,471
Nebraska*	\$83,947	\$47,220	\$131,168
Nevada*	\$133,669	\$75,189	\$208,859
New Hampshire*	\$59,007	\$33,192	\$92,199
New Jersey	\$300,926	\$169,271	\$470,197
New Mexico*	\$90,996	\$51,185	\$142,181
New York	\$659,081	\$370,733	\$1,029,813
North Carolina	\$355,333	\$199,875	\$555,208
North Dakota*	\$33,071	\$18,603	\$51,674
Ohio	\$396,023	\$222,763	\$618,786
Oklahoma	\$171,721	\$96,593	\$268,313
Oregon	\$183,037	\$102,958	\$285,995
Pennsylvania	\$433,727	\$243,972	\$677,699
Puerto Rico*	\$138,597	\$77,961	\$216,557
Rhode Island*	\$45,973	\$25,860	\$71,833
South Carolina	\$174,437	\$98,121	\$272,558
South Dakota*	\$38,392	\$21,595	\$59,987
Tennessee	\$231,370	\$130,146	\$361,516
Texas	\$982,371	\$552,584	\$1,534,955
Utah*	\$139,129	\$78,260	\$217,389
Vermont*	\$27,079	\$15,232	\$42,311
Virgin Islands*	\$4,627	\$2,603	\$7,230
Virginia	\$289,181	\$162,664	\$451,845
Washington	\$257,990	\$145,119	\$403,110
West Virginia*	\$77,774	\$43,748	\$121,522
Wisconsin	\$197,262	\$110,960	\$308,222
Wyoming*	\$25,116	\$14,128	\$39,244

## **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  
BUREAU OF JUSTICE ASSISTANCE

**FY 2020 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 Bureau of Justice Assistance, 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/or 1621 and/or 34 U.S.C. §§ 10271-10273. 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 Bureau of Justice Assistance).

\_\_\_\_\_  
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  
BUREAU OF JUSTICE ASSISTANCE

**FY 2020 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 Bureau of Justice Assistance, 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/or 1621 and/or 34 U.S.C. §§ 10271-10273. 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 Bureau of Justice Assistance).

\_\_\_\_\_  
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  
BUREAU OF JUSTICE ASSISTANCE

**FY 2020 Coverdell Forensic Science Improvement  
Grants Program**

Certification as to Forensic Science Laboratory System Accreditation

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

Before receiving any funds under this grant, any forensic science laboratory system 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 (except with regard to any medical examiner's office in the State) either—

a) is accredited by an accrediting body that is a signatory to an internationally recognized arrangement and that offers accreditation to forensic science conformity assessment bodies using an accreditation standard that is recognized by that internationally recognized arrangement, **or**,

b) is not so accredited, but will (or will be required in a legally binding and enforceable writing to) use a portion of the grant amount to prepare and apply for such accreditation not more than 2 years after the date on which a grant is awarded under the FY 2020 Paul 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/or 1621 and/or 34 U.S.C. §§ 10271-10273. 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 Bureau of Justice Assistance).

\_\_\_\_\_  
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  
BUREAU OF JUSTICE ASSISTANCE

**FY 2020 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 Bureau of Justice Assistance, 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 34 U.S.C. § 10564(c) and summarized in the FY 2020 Coverdell Forensic Science Improvement Grants Program solicitation.

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/or 1621 and/or 34 U.S.C. §§ 10271-10273. 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 Bureau of Justice Assistance).

\_\_\_\_\_  
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  
BUREAU OF JUSTICE ASSISTANCE

**FY 2020 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 Bureau of Justice Assistance, 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 2020 program solicitation 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/or 1621 and/or 34 U.S.C. §§ 10271-10273. 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 Bureau of Justice Assistance).

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

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

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

\_\_\_\_\_  
Name of Applicant Agency  
(Including Name of State)

\_\_\_\_\_  
Date



### **Appendix 3: Template for “External Investigations” Attachment**

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

**FY 2020 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 directly to the Bureau 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 solicitation for the FY 2020 Coverdell program.

-----  
**Name of Applicant Agency (including Name of State):**

\_\_\_\_\_

**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 2020 External Investigations Attachment (continued)**

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

3. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Appendix 4: Frequently Asked Questions

### Suggested Frequently Asked Questions for the FY 2020 Paul Coverdell Formula Solicitation

1. **Q: If an applicant unit of local government gets a Coverdell Competitive Award, does that affect the maximum amount the state can apply for under the formula grant?**

**A:** No. If an applicant unit of local government is the entity that receives a competitive award that does not impact the maximum amount the state can apply for under this funding opportunity.

2. **Q: If a state for which the population allocation would fall below the Coverdell statutory minimum is applying for only the Coverdell formula funds, does it still have to apply for the formula funding amount based on population (see 34 USC 10563(a)(1) and solicitation page 6), or can it apply for the Coverdell statutory minimum amount (see 34 USC 10563(a)(3) and solicitation page 6)**

**A:** A state for which the population allocation would fall below the Coverdell statutory minimum can apply for the Coverdell statutory minimum amount if it does not intend also to submit an application for Coverdell competitive funding.

3. **Q: I am a state agency. Do I have to apply through the SAA in order to be considered eligible?**

**A:** Yes, all state agencies must apply through the SAA.

4. **Q: Do I have to be accredited in order to apply?**

**A:** Applicants do not have to be currently accredited to apply; however, Coverdell awardees must use grant funds to prepare and apply for accreditation of any FY 2020 Coverdell grant-funded unaccredited forensic laboratory system, including any laboratory operated by a unit of local government within the state, not more than 2 years after the FY 2020 Coverdell award date. Medical examiner's and coroner's offices are exempt from this accreditation requirement. The accrediting body must be "a signatory to an internationally recognized arrangement" and one that "offers accreditation to forensic science conformity assessment bodies using an accreditation standard that is recognized by that internationally recognized arrangement[.]"

### Appendix 5: Performance Measures Table

Objective	Performance Measure(s)	Data Recipient Provides
<p>To improve the quality and timeliness of forensic services and to reduce the number of backlogged cases in forensic laboratories.</p>	<p><b>Outcome Measure</b></p> <ol style="list-style-type: none"> <li>1.Reduction in the average number of days from the submission of a sample to a forensic science laboratory to the delivery of test results to a requesting office or agency.</li> <li>2.Percent reduction in the number of backlogged forensic cases.</li> </ol> <p><b>Output Measure</b></p> <ol style="list-style-type: none"> <li>1.The number of appropriate training or educational opportunities provided with FY 2020 Coverdell funds for forensic science or medical examiner/coroner (if applicable to the grant).</li> </ol>	<ol style="list-style-type: none"> <li>1.Average number of days to process a sample at the beginning of the grant period.</li> <li>2.Average number of days to process a sample at the end of the grant period.</li> <li>3.Number of backlogged cases at the beginning of the grant period.</li> <li>4.Number of backlogged cases at the end of the grant period.</li> <li>5.Number of training opportunities for forensic science personnel.</li> <li>6.Number of training opportunities for medical examiner/coroner personnel.</li> </ol>
<p>To increase the number of agencies/organizations that are accredited with Coverdell funding.</p>	<p><b>Percent of agencies/organizations that are accredited per FY 2020 Coverdell funding</b></p>	<p>Number of agencies/organizations receiving funding</p> <p>Number of agencies/organizations currently accredited</p> <p>Number of agencies/organizations seeking initial accreditation with FY 2020 Coverdell funding</p> <p>Number of agencies/organizations obtaining initial accreditation with FY 2020 Coverdell funding</p>

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Recipient Provides</b>
		Number of agencies/organizations using FY 2020 Coverdell funding to maintain accreditation
To increase the number of individuals certified with Coverdell funding.	<b>Percent of certified individuals</b>	Number of analysts  Number of analysts currently certified  Number of analysts seeking certification with FY 2020 Coverdell funding

## **Appendix 6: Application Checklist**

### **Paul Coverdell Forensic Science Improvement Grants Program – Formula**

This application checklist has been created as an aid in developing an application.

#### **What an Applicant Should Do:**

Prior to Registering in GMS:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with GMS:

- For new users, acquire a GMS username and password\*  
(see [OJP Grant Application Resource Guide](#))
- For existing users, check GMS username and password\* to ensure account access (see [OJP Grant Application Resource Guide](#))
- Verify SAM registration in GMS (see [OJP Grant Application Resource Guide](#))
- Search for and select correct funding opportunity in GMS  
(see [OJP Grant Application Resource Guide](#))
- Register by selecting the “Apply Online” button associated with the funding opportunity title  
(see [OJP Grant Application Resource Guide](#))
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))
- If experiencing technical difficulties in GMS, contact the NCJRS Response Center  
(see page 2)

\*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contact 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.

#### **Overview of Post-Award Legal Requirements:**

- Review the ["Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards"](#) in the [OJP Funding Resource Center](#).

**Eligibility Requirement:** See the title page.

#### **What an Application Should Include:**

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Intergovernmental Review (see page 16)

- Project Abstract (see page 16)
- Program Narrative (see page 17)
- Budget Detail Worksheet (including Narrative) (see page 18)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (see [OJP Grant Application Resource Guide](#))

### **Additional Attachments**

- Coverdell Statutory Certifications (see page 19)
  - Certification as to Plan for Forensic Science Laboratories — Application from a State
  - Certification as to Generally Accepted Laboratory Practices and Procedures
  - Certification as to Forensic Science Laboratory System Accreditation
  - Certification as to Use of Funds for New Facilities
  - Certification as to External Investigations
- External Investigations Attachment (see page 19)
- Forensic Laboratory Accreditation Documentation (if applicable) (see page 20)
- Accreditation Status of all Forensic Labs within the State (see page 20)
- Statement Regarding Proposed Use of Funds to Address Challenges Posed by the Opioids and Synthetic Drugs (see page 20)
- Potential Environmental Impact Coversheet and Checklist (see page 21)