

**GOVERNOR'S OFFICE of CRIME CONTROL & PREVENTION
2016 Paul Coverdell Forensic Science Improvement Grant
(Coverdell)**

**Notice of Funding Availability
Application Guidance Kit**



**Online Submission Deadline: January 26, 2016, 3 pm
Hardcopy Submission Deadline: February 2, 2016, 3 pm**

**Funded through:
The National Institute of Justice
CFDA 16.742**

Governor's Office of Crime Control & Prevention
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Baltimore, MD 21286-3016
(410) 821-2828
(877) 687-9004

[www.CrimeControl & Prevention.maryland.gov](http://www.CrimeControl&Prevention.maryland.gov)

Lawrence J. Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
Christopher B. Shank, Executive Director

ELIGIBILITY

To be considered eligible for the Coverdell Program, applicants must be a Forensic Science Laboratory within a Local Law Enforcement agency or a Medical Examiner's office. Eligible applicants must be able to complete the certifications listed in part VI of this document.

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control & Prevention online application process located on the office website <https://grants.goccp.maryland.gov>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with www.SAM.gov. A screen shot from SAM.GOV reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Paul Coverdell Forensic Science Improvement Grant (Coverdell) Program** from the **Governor's Office of Crime Control & Prevention**.

The primary purpose of the CFSI program is to demonstrate improvement over current operations in the quality and/or timeliness of forensic science or medical examiner services provided. Grant funds should be used for one or more of the following purposes:

- To carry out all, or a substantial part, of a program intended to improve the quality and timeliness of forensic science or medical examiner services, including those services provided by laboratories operated by the State and those operated by units of local government within the State of Maryland.
- To eliminate a backlog in the analysis of forensic science evidence, including a backlog with respect to firearms examination, latent prints, toxicology, controlled substances, forensic pathology, questioned documents, and trace evidence.
- To train, assist, and employ forensic laboratory personnel as needed to eliminate any backlogs listed above.

If you need application assistance, please contact:

Linda Brookes, Coverdell Program Manager
410-821-2824
Linda.Brookes@maryland.gov

Justice Schisler, Division Chief
410-821-2848
Justice.Schisler@maryland.gov

Crime Control & Prevention success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how Crime Control & Prevention can serve you better, email us at info@goccp.state.md.us.

Governor's Office of Crime Control & Prevention Mission:

Crime Control & Prevention is Maryland's one stop shop for resources to improve public safety. Crime Control & Prevention exists to educate, connect, and empower Maryland's citizens and public safety entities through innovative funding, strategic planning, crime data analysis, best practices research, and results-oriented customer service.

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I. TRAINING / TECHNICAL ASSISTANCE

To help applicants prepare and submit applications that reflect Crime Control & Prevention's established guidelines and procedures, training is provided through training videos posted on the Crime Control & Prevention website. These may be accessed through the following web URL: <http://www.goccp.maryland.gov/gms-training/>.

Please review the training videos prior to working on your application (system guidelines, fiscal review and tips, civil rights requirements, and those specific to the program funding source).

II. INTRODUCTION/SCOPE

The Paul Coverdell Forensic Science Improvement Grants Program (Coverdell) furthers the mission of the Department of Justice by providing States and units of local government with tools needed to meet the challenges of crime and justice. Specifically, this program seeks to improve the quality and timeliness of forensic science and medical examiner services, including services provided by laboratories operated by States and units of local government.

All funding is contingent upon Crime Control & Prevention receiving the specified grant funds from the National Institute of Justice. As of the posting of this Notice of Funding Availability, the National Institute of Justice had not released FY 2016 allocations.

III. BACKGROUND

Applicants are encouraged to assess all aspects of evidentiary forensic sample examination. This could include crime scene through laboratory analysis, identifying bottlenecks, and general inefficiencies that could be alleviated with Coverdell funds. The result of Coverdell funding **must** demonstrate improvement over current operations in the quality and/or timeliness of forensic science or medical examiner services provided.

IV. ELIGIBILITY CRITERIA

To be considered eligible for the Coverdell Program, applicants must be a forensic science laboratory within a local law enforcement agency or a medical examiner's office. Eligible applicants must be able to complete the certifications listed in part VI of this document.

An established forensic science laboratory or laboratory system is one that:

- Employs one or more full-time scientists whose principal duties are examining physical evidence for law enforcement agencies in criminal matters and providing testimony with respect to such physical evidence to the criminal justice system,
- Employs generally accepted practices and procedures, as established by appropriate accrediting organizations, and
- Is accredited by the Laboratory Accreditation Board of the American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLD-LAB) or the National Association of Medical Examiners (NAME) and will use a portion of the grant funds to prepare and apply for such accreditation.

A medical examiner's office is one that:

Employs generally accepted practices and procedures that were established by appropriate accrediting organizations, and is accredited by the Laboratory Accreditation Board of the American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLAD-LAB) or the National Association of Medical Examiners (NAME).

V. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Crime Control & Prevention web-based application process, which may be accessed through the Crime Control & Prevention website homepage: www.goccp.maryland.gov by clicking on **GRANTS MANAGEMENT SYSTEM (GMS)**, or go directly to the login screen using the web URL goccp.maryland.gov .

In order to use the Crime Control & Prevention web-based application you must have a User ID.

If you have *not* previously applied through the web go to the following web URL to obtain instructions and the information required to obtain a User ID and password:

<http://www.goccp.maryland.gov/grants/access-to-gms.php>

If you have previously applied to Crime Control & Prevention but *do not have your User ID*, or are having *technical issues with the system*, contact the Crime Control & Prevention Helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program specific information required in the online application please contact Ms. Linda Brookes at 410-821-2824 or Lbrookes@maryland.gov or Ms. Justice Schisler at 410-821-2848 or jschisler@maryland.gov

In addition to the online submission, you must submit one (1) hard copy original (generated by the online system and bearing original signatures in blue ink for the certifications and anti-lobbying documents) **and three (3) additional copies of the application.**

The online application must be submitted no later than 3:00 PM on January 26, 2016 All of the aforementioned documents must be submitted to Crime Control & Prevention no later than 3:00 PM on February 2, 2016.

Email/Fax submissions will not be accepted. Please do not use binders or folders; all hard copies must be generated by the online system.

VI. APPLICATION REQUIREMENTS

Applicants are required to:

- include the Uniform Crime Report (UCR) for their respected jurisdiction for the last two years with their application, and,
- submit the following certification forms with their application:
 1. Unit of Local Government
 2. Generally accepted Laboratory Practices and Procedures
 3. Use of Funds for New Facilities
 4. External Investigation
 5. **Application from a State (to be submitted by the State Administering Agency)**

Certifications must be signed in blue ink by the authorized official, and submitted with your application. **The certifications are located at the end of this document.**

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

The highest standards of integrity in the practice of forensic science are critical to enhance the administration of justice. Crime Control & Prevention strongly encourages sub-recipients of Coverdell funds to make use of the process referenced in their certification as to external investigations and to refer allegation of serious negligence or misconduct substantially affecting the integrity of forensic results to government entities. It is a mandatory requirement that an appropriate process exist to conduct independent external investigations.

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

VII. IMPORTANT DATES

- | | |
|---|---------------------------|
| ➤ Program Specific Webinar Posted by | December 10, 2015 |
| ➤ Deadline to Submit an Online Application | January 26, 2016, 3:00 pm |
| ➤ Hardcopy (plus 3 copies) Application Due
<i>Fax/Email hardcopies will not be accepted.</i> | February 2, 2016, 3:00 pm |
| ➤ Copy of Abstract for Competitive Application Due | June 1, 2016 |
| ➤ Award Documents/Denial Letters Mailed | September 25, 2016 |
| ➤ Sub-award Start Date | October 1, 2016 |
| ➤ Sub-award End Date (Except Personnel) | August 30, 2017 |

VIII. OBJECTIVES

Objectives are specific, steps that will be taken to achieve the goal(s), targets or benchmarks that mark your progress toward achieving your goal(s), and must be measureable. Examples include:

- To carry out all, or a substantial part, of a program intended to improve the quality and timeliness of forensic science or medical examiner services, including those services provided by laboratories operated by the State and those operated by units of local government within the State of Maryland.
- To eliminate a backlog in the analysis of forensic science evidence, including a backlog with respect to firearms examination, latent prints, toxicology, controlled substances, forensic pathology, questioned documents, and trace evidence.
- To train, assist, and employ forensic laboratory personnel as needed to eliminate any backlogs listed in the application.

IX. FUNDING EVALUATION

Crime Control & Prevention will assess the worth of each organization's overall project based on the following:

- Problem Statement/Needs Justification

- Project Description - improvement over current operations in the quality and/or timeliness of forensic science or medical examiner services provided.
- Description of Goals, Objectives, and Reaching Objectives
- Performance Measures - mandated by NIJ
- Projected Work Plan Schedule
- Organization Management Capabilities
- Project Evaluation & Sustainability
- Budget

Coverdell is a competitive application process. Crime Control & Prevention will conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this document.

X. FUNDING SPECIFICATIONS

Funding Cycle

Commencement of awards funded under the Coverdell Program for FY 2016 will begin October 1, 2016 and end on August 30, 2017 or September 30, 2017 (awards with personnel only). Funds are paid on a reimbursable basis.

A final report is due 10 days after the end of the award. Refer to the special condition regarding Final Report requirements which states: The sub-recipient agrees to submit a final report, at the end of this award, documenting all relevant project activities during the entire period of support under this award. This report is due no later than ten (10) calendar days following the close of the award period.

Budget

Budgets must be clear and specific. Budgets must reflect one year of spending and, where applicable, be adjusted to reflect start date, state furlough days, and holidays. Crime Control & Prevention reserves the right to reduce budgets.

The prioritization of line items is required for all applications having multiple line items. Applicant requirements will be taken into consideration should budgets need to be reduced.

The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and its relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives"**.

Allowable Costs for Direct Services

The following is a listing of services, activities, and costs that are eligible for support with Coverdell grant funds

- **Personnel** - Funds may be used for forensic science or medical examiner personnel, overtime, fellowships, visiting scientists, interns, consultants, or contracted staff. Indirect costs are allowable with Coverdell funds.

- **Laboratory equipment** - Funds may be used to upgrade, lease, or purchase forensic laboratory or medical examiner equipment and instrumentation. Equipment is defined as having a useful life in excess of one year and a procurement cost of \$100 or more per unit or \$50 or more per unit for computer and sensitive items. Costs may include taxes, delivery, installation and similarly related charges. The value of trade-ins and discounts should be shown as a deduction. The procurement process used must be consistent with your written procurement guidelines. If such guidelines do not exist, refer to the State of Maryland guidelines by accessing General Condition # 17 on the Crime Control & Prevention Website under the Grantees' Area. Maintaining internal inventory records for equipment under this funding source is mandatory.
- **Supplies** (must be listed in "OTHER" Budget Tab in the application) - Funds may be utilized to acquire forensic laboratory or medical examiner supplies. Note: to help ensure compliance with the National Environmental Policy Act (NEPA) and Department of Justice regulations, Coverdell applicants who intend to use funds for activities involving the use or purchase of chemicals will be required to submit additional information. Applicants should note that award recipients whose proposals involve the use or purchase of chemicals may encounter delays in the release of funds pending satisfactory completion of the NEPA review process.
- **Accreditation** - Funds may be used to prepare for laboratory accreditation by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD-LAB), the National Association of Medical Examiners (NAME), or other appropriate accrediting bodies. Funds may also be used for application and maintenance fees charged by appropriate accrediting bodies.
- **Education, training, and certification** - Funds may be utilized for appropriate internal and external training of staff that are directly and substantially involved in providing forensic science or medical examiner services. In appropriate cases, funds may also be used for fees charged by appropriate certifying bodies for certification of staff in specific forensic discipline areas. All education, training, and certification activities must be designed to improve the quality and/or timeliness of forensic science or medical examiner services. Applicants 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. Note: All registration fees must be listed in the "Other" category, not the "Travel" category.
- **Facilities** - Funds may be utilized for program expenses relating to facilities, provided the expenses are directly attributable to improving the quality and/or timeliness of forensic sciences or medical examiner services.
- **National Environmental Policy Act (NEPA)** - To help ensure compliance with the National Environmental Policy Act, and the Department of Justice regulations, Coverdell Awardees who intend to use funds for activities involving the renovation of facilities will be required to submit additional information. Applicants whose proposals involve renovations may encounter delays in the release of their award funds pending satisfactory completion of the NEPA review process.

Unallowable Costs

- **Printing**
- **Telephone/Fax**
- **Food/Beverage**

Crime Control & Prevention reserves the right to make additional budget reductions and adjustments at its discretion.

Indirect Cost Rate

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement.

Non-federal entities, other than State and local governments that have never received a Federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-federal entity chooses to negotiate for a rate.

For guidance on calculating indirect cost please refer to the indirect cost calculator:

<http://www.goccp.maryland.gov/grants/grantee-toolbox.php>

Consultant Rates

The limit for consultant rates is \$650 per day. Fees in excess of the set limits will not be considered.

XI. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

Crime Control & Prevention will distribute awarded funds to sub-recipients on a quarterly reimbursement of expenditures basis in conjunction with the timely submission of corresponding quarterly Fiscal and Programmatic Reports. These reports must be submitted through the online Crime Control & Prevention Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter; financial report hardcopies are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Crime Control & Prevention GMS, using the same User ID and password that was used for the application process.

A final report is due 10 days after the end of the award. Refer to the special condition regarding Final Report requirements which states: The sub-recipient agrees to submit a final report, at the end of this award, documenting all relevant project activities during the entire period of support under this award. This report is due no later than ten (10) calendar days following the close of the award period.

For further Post Award Instructions read your Special Conditions, and go to:

<http://www.Crime Control & Prevention.maryland.gov/grants/general-conditions.php>

Electronic Funds Transfer (EFT) – Crime Control & Prevention encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

[http://compnet.comp.state.md.us/General Accounting Division/Vendors/Electronic Funds Transfer/](http://compnet.comp.state.md.us/General_Accounting_Division/Vendors/Electronic_Funds_Transfer/)

XII. MATCH

There is no match required for this funding source. Do NOT enter match into your budget.

XIII. SUPPLANTING, TRANSPARENCY AND ACCOUNTABILITY

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Award recipients must be prepared to track report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

XIV. CHECKLIST

- Face Sheet – Printed from the online software
- Project Summary/Narrative – Printed from the online software
- Screenshot Data Universal Numbering System (DUNS) and System for Award Management (SAM)
- Project Budget – Printed from the online software
- Audit Requirements – Printed from the online software
- Certified Assurances – Printed from the online software and signed
- Certification Lobbying - Drug Free Workplace – Printed from the online software and signed
- United Crime Report for Jurisdictions – Should be included in narrative
- National Institute of Justice Certifications – See section VI

XV. APPLICATION WEBSITE WORKSHEET

Notice to All Applicants:

The information collected on the grant application form is collected for the purposes of the Governor's Office of Crime Control & Prevention's function under Executive Order 01.01.2005.36. Failure to provide all of this information may result in the denial of your application for funding. Crime Control & Prevention is a government entity; upon submission, this application is considered public information. Crime Control & Prevention does not sell collected grant information. Under the Maryland Public Information Act, MD State Government Code Ann. 10-617 (h)(5), you may request in writing to review grant award documentation. Please send those requests to Crime Control & Prevention, 300 E. Joppa Rd., Suite 1105, Baltimore, MD 21286-3016

FACE SHEET TAB INSTRUCTIONS

1. PROJECT TITLE:

The project title should be brief, precise, and reflect what is being funded. For example: "Forensic Enhancements", "Backlog Reduction", or "Casework Backlog."

2. APPLICANT AGENCY

The unit of local government (county, city, town, or township) or State agency that is eligible to apply for grant funds (See Eligible Applicants). Full details about the Applicant Agency (Federal ID, DUNS, etc) may be viewed by clicking the corresponding underlined organization field. If any information needs to be revised, contact support@goccp.freshdesk.com.

If the Government, Township, or Board of Commissioners mandates that the County Executive, Mayor, or Commissioner sign all grant award documents (for all subordinate agencies) then the Government, Township, or Board of Commissioners MUST be the APPLICANT Agency.

Provide your **Data Universal Numbering System (DUNS)/System for Award Management (SAM) Registration** and *expiration date at the end of your Narrative*. In an appendix, attach proof of your agency's current SAM registration from www.sam.gov. Include a printed screenshot of **just the page that lists your DUNS number and SAM.GOV expiration date**. Please do not include any additional pages (i.e., those containing banking information). **Access to SAM.GOV and DUNS (D&B):**

<https://www.sam.gov/portal/public/SAM/>

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>

3. AUTHORIZED OFFICIAL

You may view the contact information for the agency's Authorized Official by clicking the underlined name. A popup box will appear after clicking on a name. Procedures for revising an agency's authorized official can be obtained by contacting support@goccp.freshdesk.com or by viewing General Condition #18 at: goccp.maryland.gov/grants/general-conditions.php.

4. IMPLEMENTING AGENCY

The name of the entity that is responsible for the operation of the project. Full details about the Implementing Agency (Federal ID, Data Universal Numbering System, etc) may be viewed by clicking the corresponding underlined organization field. Contact support@goccp.freshdesk.com to make any revisions.

5. 'Is service site?' CHECKBOX

Clicking these checkboxes automatically adds the Applicant and/or Implementing Organization to the Service Site tab.

6. PROPOSED START/END DATES

Start and end date are determined by the parameters of the NOFA and are filled in automatically. Projects may not exceed twelve (12) months or commence before the Notice of Funds Available defined start date of October 1, 2016 or end before September 30, 2017.

7. PREPARER INFORMATION

Enter the name of the person completing the application, his/her phone number and his/her email address.

8. OFFICERS TAB INSTRUCTIONS

To add a new officer or new contact to the Grant Management System, contact support@goccp.freshdesk.com.

9. PROJECT DIRECTOR

Select the person who will be responsible for oversight and administration of the project on behalf of the applicant. Selections are limited to implementing/applicant agency personnel in the GMS.

10. FISCAL OFFICER

Select the person who will be responsible for financial reporting and record keeping for the project. You may select any contact currently in the Grant Management System. Use the search windows to search by last name, organization, and/or job title.

11. CIVIL RIGHTS CONTACT

Select the agency's point of contact for handling internal civil rights violation complaints (usually a Human Resources or Personnel Manager). You may select any contact currently in the Grant Management System. Use the search windows to search by last name, organization, and/or job title.

12. SERVICE SITES TAB INSTRUCTIONS

If the service site is either the applicant agency and/or the implementing agency, select the associated "Is service site?" check box (es) on the application Face Sheet.

Otherwise, provide the site name and full address, **for the location(s) the project is taking place/serving**. If there is more than one location, please enter complete information for each site (up to five). If the project has a statewide or countywide impact, please enter "state-wide," or "county-wide" in the 'Site Name' field and the county served in the 'City' field. Whether an address is provided, or "state-wide" or "county-wide" is entered, the 'CITY' field and nine (9) digit zip-code must be provided.

Example:

Site Name: **Anytown Police Department**
Address: **123 Main Street**
Some City, MD 21000-0570

OR if Location is 'County-wide' or 'State-wide': **must still list a City and 9-digit zip for funding source reporting.**

SUMMARY TAB INSTRUCTIONS

The Project Summary should provide a concise summary of your proposal and be limited to 100 words or less. Because the Coverdell program is funding a very specific service, Crime Control & Prevention would like to make writing the project summary as simple and consistent as possible. Use the template provided below for your project summary.

The ____ (Implementing Agency's) ¹ _____ (Title) ¹ _____ program assists in developing and implementing strategies specifically intended to increase the efficiency within the ____ (Implementing Agency's) ¹ crime laboratory. The program provides updated equipment, allowing the forensic examiners to use their time more efficiently, over time to reduce the Firearms and Latent Units backlog and targeted training to meet certification and accreditation requirements. Program funds provide personnel, equipment, and training.³

Make the following additions/changes to the above template:

1. The beginning of the first sentence contains the Agency's Name and the Program Project Title.
2. 1-2 sentences describing the program's main function and who the program benefits/serves.
3. The last sentence summarizes the budget items proposed to be funded.

Examples:

1. *The Chesapeake Bay Police Department's Backlog Reduction program assists in developing and implementing strategies specifically intended to increase efficiency in the department's crime laboratory. Program funds provide overtime to reduce the Firearms and Latent Units' backlogs.*
2. *The Chesapeake Bay Police Department's Forensic Enhancements program assists in developing and implementing strategies specifically intended to increase efficiency within the crime laboratory. Program funds provide updated equipment and accreditation and licensing fees.*
3. *The Chesapeake Bay Police Department's Crime Laboratory Enhancements program assists in developing and implementing strategies specifically intended to increase the efficiency of crime labs throughout the State of Maryland. The program provides state of the art forensic equipment and training necessary to maintain examiner proficiency and to meet ASCLD/LAB accreditation requirements for continued professional education. Program funds provide training and related equipment.*

NARRATIVE TAB INSTRUCTIONS

Provide a description of the program timeline, and potential for information sharing. The contents for the narrative are explained below. The Narrative must be in an outline-styled format (**retaining all numbering, lettering, and headers**). Incomplete narratives may be returned for revision.

1. **Problem Statement:** Include a description of the nature and extent of the problem to be addressed, target population, and geographical area served. Provide the latest statistical data to document the problem. What efforts have been made to address this problem in the past, if any? What will be accomplished by this project?
2. **Goals, Objectives and Performance Measures:** Each application must include clearly defined goals, objectives, and performance measures.
 - **GOALS:** Provide a broad statement that conveys, in general terms, the program's intent to change, reduce, or eliminate the problem described. Goals identify the program's intended short and long-term results for the anticipated funding year.

- **OBJECTIVES:** Explain how the program will accomplish the goals. Objectives are specific, quantifiable statements of the program's desired results, and should include the target level of achievement, thereby further defining goals and providing the means to measure program performance.
 - **PERFORMANCE MEASURES:** Data collection plan should be rigorous to ensure that the performance measure data provided are accurate, auditable and correctly measure the impact of Coverdell funds provided. Mandated performance measure questions will be included in all Coverdell awards, and all performance measure questions need to be answered. No award can have a zero (0) for all of the mandated performance measure questions. Applicant must provide a plan or process on how the data will be collected and who will collect the data for the mandated Performance Measures.
- 3. Strategy and Timeline:** This section details any planning process that was undertaken in developing the plan of response. Further, it should provide an overview of the strategy to be employed and the timeline for implementing the strategy. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the grant program.

Applicants must submit a detailed timeline/work plan. This timeline/work plan must include:

- Key tasks that must be carried out to implement the program successfully
 - Person(s) responsible for seeing that each task is completed within the proposed timeline
 - Target dates for task completion
- 4. Spending Plan:** Detail the timeline for the implementation of each budget line item (i.e., personnel costs will be expended evenly in each quarter; personnel costs cannot be projected evenly in each quarter due to overtime variance, computer will be procured during the 2nd quarter).
- 5. Management Capabilities:** Qualifications and Experience of Implementing Agencies: Provide a brief description of the agency's experience and achievements that qualify the agency to conduct the project.

Present and Proposed Staff: List the names and provide a short professional biography of the project director, key consultants, financial officer, and other professional staff members. Clearly identify, by name and title, requested personnel. Indicate how all requested staff are currently funded (i.e., name grant fund or state that personnel are line items in the existing agency budget. If funded by more than one source, list percentages for each funding source).

- 6. Sustainability:** What prospects exist for continued financing of the project when grant funds are terminated: What efforts have been or will be made to continue the methods, techniques, and operational aspects of the project when the grant funds are concluded? Indicate planned future sources of funding or proposed jurisdictional planning efforts (if possible, include one copy of your Annual Report with your original application).

BUDGET TAB INSTRUCTIONS

BUDGET – GENERAL REQUIREMENTS

You must complete a detailed budget for your proposed project. All 'Total Budget' fields will be rounded by the Grant Management System to the nearest whole dollar. There is no match requirement for this program.

Budgets must be clear and specific. Budgets must reflect 11 months or 12 months (for personnel support) of spending and where applicable, be adjusted to reflect start date, state furlough days, and holidays. Grants start October 1, 2016. Those without personnel will reflect eleven (11) months and end August 30, 2016. Those with personnel will reflect twelve (12) months and end September 30, 2016.

Each budget line item must include a justification entry. The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives"**.

Crime Control & Prevention is requiring prioritization of budget requests. This requirement is addressed following the Budget Tab Instructions under 'Budget Priority Tab.'

Refer to the GMS training videos for further instructions <http://www.Crime Control & Prevention.maryland.gov/gms-training>.

Match Not Required:

Match is not required for this program, therefore DO NOT enter match into your budget.

PERSONNEL

The salaries and fringe benefits for staff required to implement the project are listed in the personnel category. Consultants must be listed in Contractual Services. **Time and Effort reports (Timesheets) must be maintained for all personnel included in the grant project. Refer to the bottom of the page at <http://www.goccp.maryland.gov/grants/grantee-toolbox.php> for more information.**

If you are paying an employee directly, they should be entered in the Personnel category. For each position, list salary and fringe benefits on separate line items.

Current Grant Award Budget (#1)					Original Budget	Print	Refresh
Help	Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget		
?	Personnel	\$19,349.00	\$0.00	\$0.00	\$19,349.00		
	Description of Position	Salary Type	Funding	Wage Type	Wage Amount	Total Budget	Just.
	Fingerprint Specialist II - A					\$2,901.00	\$2,901.00
	Fingerprint Specialist II - A	Overtime	Grant Funds	Annual	\$0.00	\$2,901.00	Funds will [...more...]
	Fingerprint Specialist II - B					\$1,134.00	\$1,134.00
	Fingerprint Specialist II - B	Overtime	Grant Funds	Annual	\$0.00	\$1,134.00	To work on [...more...]
	Fingerprint Specialist II - C					\$1,134.00	\$1,134.00
	Fingerprint Specialist II - C	Overtime	Grant Funds	Annual	\$0.00	\$1,134.00	To work on [...more...]
	Fingerprint Specialist II - D					\$1,214.00	\$1,214.00
	Fingerprint Specialist II - D	Overtime	Grant Funds	Annual	\$0.00	\$1,214.00	To work on [...more...]
	Forensic Chemist I/II - A					\$2,300.00	\$2,300.00
	Forensic Chemist I/II - A	Overtime	Grant Funds	Annual	\$0.00	\$2,300.00	Funds will [...more...]
Totals:		\$19,349.00	\$0.00	\$0.00	\$0.00	\$19,349.00	

- The 'Description of Position' field must contain the title of the position.
- Position line items (salary and fringe) are grouped via the 'Description of Position' field.
- After completing the first Position's line item, use the dropdown to add additional budget items to the position.
- The 'Description of Position' field is used to select existing positions and to add new positions.
- For multiple staff in the same position, use a suffix (i.e., Position 1, Position 2, etc.)
- Multiple positions with the same hourly rate may be grouped (i.e., Overtime Latent Print – 10 Examiners).

Notes: Fringe benefits cannot exceed 30% of reported salary costs. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Example justifications based on the Personnel category:

- Justification (line 1):
Funds will be used to complete the analysis of 74 backlogged cases and scanning of ten print card into the latent print computer, 74 hrs @ \$39.00 = \$2,901
- Justification (line 2):
Funds will be used to complete analysis on backlogged cases.
74 hrs @ \$34.27 pr hr = \$2,536 rounded off to the nearest whole number
- Justification (line 3):
The Firearms Unit will utilize 26 hours of overtime to perform complex cases, or as needed to reduce the backlog, 152 hrs @ \$65.79 per hr = \$10,000.
- Justification (line 4):
The Latent Print Unit will use 156.25 overtime hours to complete AFIS verification reviews. 156.25 hrs @ \$64.00 per hr. = \$10,000

TRAVEL

Travel		\$1,050.00	\$0.00	\$0.00	\$1,050.00
Add new record		Refresh			
Description	Funding	Quantity	Unit Cost	Total Budget	Just. Edit Delete
Mileage	Grant Funds	600.00	0.56	\$333.00	Just. Edit Delete
Meals (B \$8, L \$10, D \$24)	Grant Funds	5.00	42.00	\$210.00	Just. Edit Delete
Hotel	Grant Funds	5.00	\$101.40	\$507	Just. Edit Delete

Travel expenses may include mileage and/or other transportation costs, meals and lodging consistent with the local jurisdiction's travel regulations and cannot exceed the State of Maryland reimbursement rate specified below. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Mileage maximum: \$.575 cents/mile as of 1/1/2015.

Maximum Per Diem/Meal Allowance is \$45/day (\$9 Breakfast, \$11 Lunch, \$25 Dinner).

CONTRACTUAL SERVICES *

Consultant contracts for training or evaluation should be included here and shall be consistent with federal guidelines. If you are paying an outside agency for an employee, they are Contractual. For the line item description, enter the agency (Consulting firm, temporary agency, etc.), a dash and then the nature of the service to be provided (e.g., Consultants ABC – training for Seminar). For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

A copy of all contracts associated with items listed in the Contractual Services category must be included with your application.

**Construction projects are ineligible for funding under grant programs and expenses for construction may not be included.*

EQUIPMENT

Equipment is defined as having a useful life in excess of one year and a procurement cost of \$100 or more per unit or \$50 or more per unit for computer and sensitive items. Costs may include taxes, delivery, installation and similarly related charges. The procurement process used must be consistent with your written procurement guidelines. If such guidelines do not exist, refer to the State of Maryland guidelines by accessing General Condition # 17 on the Data Universal Numbering System Website under the Grantees Area.

Maintaining internal inventory records for equipment procured under this funding source is mandatory. For post award inventory requirements, access General Condition #18 on the Data Universal Numbering System Website. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

OTHER

Include all other anticipated expenditures which are not included in the previous categories such as registration fees, workshops and program supplies. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

BUDGET PRIORITIZATION TAB (required for all applications with multiple line items)

After completing the Budget tab, click on the Budget Priority tab in the Grant Management system. This tab will provide a list of all budget line items that the applicant has entered in the previous Budget tab. The Budget Priority tab allows the applicant to 'drag and drop' the budget line items in order of priority for funding, beginning with the most essential line item.

BUDGET PRIORITY

Below is a list of budget line items that have been entered for this project. Sort them, by dragging and dropping, so that the most essential items are at the top of the list.

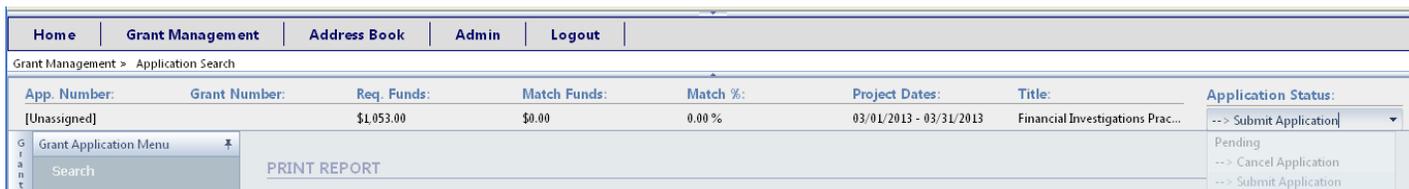
Priority	Description	Salary Type	Funding	Total Budget
1	Executive Director	Salary	Grant Funds	\$3,350.00
2	Program Director	Salary	Grant Funds	\$18,723.00
3	Program Director	Salary	Cash Match	\$3,775.00
4	Volunteer Supervisor - Lucretia Scott	Salary	Grant Funds	\$4,000.00
5	Volunteer Supervisor - Daniel McEachran	Salary	Cash Match	\$8,400.00
6	Volunteer Supervisor - Patti Ross	Salary	Grant Funds	\$2,908.00
7	Volunteer Supervisor - Karen Coleman	Salary	Grant Funds	\$2,234.00
8	Volunteer Supervisor - Anne Feehley	Salary	Cash Match	\$1,795.00

PRINT TAB INSTRUCTIONS

The Print tab allows users to generate a .pdf version of their application for review and/or submission. Application hardcopies generated while in Application Status 'Pending' have '*Pending Submission*' printed at the top of the application pages, and are unacceptable for submission.

The Application Status must read 'Awaiting Hard Copy' before generating a final .pdf. The final .pdf version is printed (and if requested, photocopied) by the applicant, signed, and sent or delivered to Data Universal Numbering System before the hardcopy deadline.

APPLICATION STATUS DROP DOWN INSTRUCTIONS



App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:	Application Status:
[Unassigned]		\$1,053.00	\$0.00	0.00 %	03/01/2013 - 03/31/2013	Financial Investigations Prac...	--> Submit Application

Grant Application Menu

Search

PRINT REPORT

Pending

--> Cancel Application

--> Submit Application

After completing and reviewing all sections of the application, use the 'Application Status' dropdown to submit your application electronically. Selecting 'Submit Application' from the dropdown performs a final validation check. If the validation check is successful, the application's status changes to 'Awaiting Hard Copy'.

Your Application must be placed in 'Awaiting Hard Copy' status for it to be considered for funding. After Crime Control & Prevention has received your signed hardcopy(ies), the status will appear as 'Hardcopy Received'.

DOCUMENTS TAB INSTRUCTIONS

If there are any additional required forms (e.g., Collaborative Revenue Form) or other documents that you would like included with your application, use the Documents tab to attach those files. You may upload documents throughout the application process. This could include: DUNS/SAM verification, letters of support, etc.

SIGNATURE PAGES

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by the appropriate agency representative and included with the application hardcopies. **Both forms may only be signed by the Applicant Agency's Authorized Official or their duly assigned alternate signatory.** Both forms must be generated by the online application software.

In order for an alternate signatory to be valid, Crime Control & Prevention must receive a signed, written notification from the applicant agency's Authorized Official (on agency letterhead) stating that an alternate signatory has been designated.

AUDIT FINDINGS / CORRECTIVE ACTION PLAN

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. **Do not send a copy of your audited financial statements;** ONLY the applicable audit findings and/or corrective action plan is required.

XVI. CERTIFIED ASSURANCES

This signed form must be generated by the Online Application Software

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the

Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention, but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

9. That the Grantee will comply with the provisions of the Governor's Office of Crime Control & Prevention's General and Special Conditions for Grants. General Conditions are posted on Crime Control & Prevention's website (<http://www.goccp.maryland.gov/grants/general-conditions.php>).

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control & Prevention.

This signed form must be generated by the Online Application Software

XVII. CERTIFICATION REGARDING LOBBYING

This signed form must be generated by the Online Application Software



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-Procurement) and Government-wide Requirements for Drug-free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE

(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

This signed form must be generated by the Online Application Software

1. Grantee Name and Address:
2. Application Number and/or Project Name
3. Grantee Internal Revenue Service/Vendor Number
4. Typed Name and Title of Authorized Representative
5. Signature
6. Date

This signed form must be generated by the Online Application Software

XVIII. NIJ - CERTIFICATES:

Certifications must be signed in blue ink by the authorized official, and submitted with your application. **The certifications are located at the end of this document.**

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

The highest standards of integrity in the practice of forensic science are critical to enhance the administration of justice. Crime Control & Prevention strongly encourages sub-recipients of Coverdell funds to make use of the process referenced in their certification as to external investigations and to refer allegation of serious negligence or misconduct substantially affecting the integrity of forensic results to government entities. It is a mandatory requirement that an appropriate process exist to conduct independent external investigations.

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

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

FY 2016 Coverdell Forensic Science Improvement Grants Program

Certification as to Plan for Forensic Science Laboratories-
Application from a **Unit of Local Government, or State Agency**

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.DPARTMENT OF JUSTICE

Coverdell Forensic Science

OFFICE OF JUSTICE PROGRAMS
NATIONAL INSTITUTE OF JUSTICE

FY 2016 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 2016 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 2014 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.DPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
NATIONAL INSTITUTE OF JUSTICE

FY 2016 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 2014 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

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

FY 2016 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 2016 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 2016 External Investigations Attachment (continued)

Name of Applicant Agency: _____

3. _____

4. _____

5. _____

6. _____

7. _____

