



STATE OF DELAWARE
Executive Department
Criminal Justice Council
State Office Building-Tenth Floor
820 N. French Street
Wilmington, DE 19801

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**Paul Coverdell Forensic Science Improvement Act Grant
Request for Proposals**

Eligible Applicants

Grantee eligibility: Forensic laboratories operated by units of state or local government, medical examiner offices, coroner's office, law enforcement storage facility, or medical facility.

Deadline

Completed applications must be **received at the CJC Office no later than 2:00 p.m. on March 31, 2015 - no exceptions will be made.** Requests received after the deadline will not be eligible for funding. Requests may be submitted via mail or emailed.

Contact Information

If you have questions in regard to this solicitation, please contact Amy Herb at (302) 577-8717 or amy.herb@state.de.us Concept forms are attached to this solicitation and may also be found on the Criminal Justice Council website <http://cjc.delaware.gov>

Released From: The Criminal Justice Council
Release Date: March 1, 2015

Overview:

This program seeks applications for funding to improve the quality and timeliness of forensic science and medical examiner services including services provided by laboratories operated by States and/or units of local government. Among other things, funds may be used to eliminate backlogs in the analysis of general forensic evidence or to train and employ forensic laboratory personnel to eliminate such backlogs.

Available Funding:

\$63,029.00 is available in federal funds. There is no match requirement.

Eligible:

Forensic laboratories operated by units of state or local government, medical examiner offices, coroner's office, law enforcement storage facility, or medical facility.

Dun & Bradstreet Data Universal Numbering System: All applicants must have a Data Universal Numbering System (DUNS) number when applying for these federal funds. Organizations may receive a DUNS number at no cost, by calling the toll-free DUNS number request line at 1-866-705-5711. <http://fedgov.dnb.com/webform/index.jsp>

System for Award Management Registration: All potential grant recipients must register with the System for Award Management (SAM) database as well. Registrants must update or renew their registration at least once per year to maintain an active status. If your concept is approved, all applicants must be prepared to provide documentation of an active SAM prior to a CJC subgrant award. <https://www.sam.gov/portal/public/SAM/#1>

Racial & Ethnic Fairness Declaration: Each subgrantee must provide written certification that it complies with the Declaration of Leading Practices to Protect Civil Rights and Promote Racial and Ethnic Fairness in the Criminal Justice System (Declaration) as set forth by the Delaware Criminal Justice Council's Racial and Ethnic Fairness Committee. Certification shall be established through submission of the Declaration form found on the CJC website <http://cjc.delaware.gov/REFSurvey.shtml> to the Criminal Justice Council with the concept application. Applicants that submit the completed form with supporting documentation will be given preference in the grant award over applicants who do not submit the completed form and documentation.

Grant Period:

Projects must be completed by September 30, 2015. The CJC may request a federal project extension, but this is not guaranteed.

Requirements (Certifications – must be completed and submitted with the concept paper. See attached additional documents):

1. A certification and description regarding a plan for forensic science laboratories
 - a. A program intended to improve the quality and timeliness of forensic science or medical examiner services in the state must be developed.
2. A certification regarding use of generally accepted laboratory practices
 - a. Subgrantee must use generally accepted laboratory practices and procedures established by accrediting organizations or appropriate certifying bodies
3. A certification and description regarding costs of new facility.

- a. Construction must be part of a program to improve the quality and timeliness of forensic science or medical examiner services. (Please see “permissible expenses”)
4. A certification regarding external investigations into allegations of serious negligence or misconduct. (Please see certification instructions)
 - a. A government entity must exist and an appropriate process be 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 the forensic laboratory system, medical examiner’s office, coroner’s office, law enforcement storage facility, or medical facility.
 - b. The name of this existing government entity must be provided.

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

Expected Results and Outcomes

The result of Coverdell grants should be a demonstrated improvement over current operations in the quality and/or timeliness of forensic science or medical examiner 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.

Budget Information

A. Permissible Expenses

The types of expenses listed below generally may be paid with Coverdell funds.

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. **Personnel.** Funds may be used for forensic science or medical examiner personnel, overtime, fellowships, visiting scientists, interns, consultants, or contracted staff.
2. **Computerization.** Funds may be used to upgrade, replace, lease, or purchase computer hardware and software for forensic analyses and data management.
3. **Laboratory equipment.** Funds may be used to upgrade, lease, or purchase forensic laboratory or medical examiner equipment and instrumentation.
4. **Supplies.** Funds may be used 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 awardees that intend to use funds for activities involving the use or purchase of chemicals will be required to submit additional information. See the "Additional Requirements" section of this announcement.

Applicants should note that award recipients whose proposals involve the use or purchase of chemicals may encounter delays in the release of their award funds pending satisfactory completion of the NEPA review process.

5. **Accreditation.** Funds may be used to prepare for laboratory accreditation by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD-LAB), Forensic Quality Services (FQS), the National Association of Medical Examiners (NAME), the American Association for Laboratory Accreditation (A2LA), or other appropriate accrediting bodies. Funds also may be used for application and maintenance fees charged by appropriate accrediting bodies.

6. **Education, training, and certification.** Funds may be used for appropriate internal and external training of staff that are directly and substantially involved in providing forensic science or medical examiner services. In appropriate cases, funds also may be used for fees charged by appropriate certifying bodies for certification of staff in specific forensic discipline areas. All education, training, and certification activities must be designed to improve the quality and/or timeliness of forensic science or medical examiner services. The grant application should demonstrate that the proposed training or certification is directly related to the job position and duties of the individual(s) receiving the training or seeking certification.

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

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

B. Expenses That Are Not Permitted

1. Expenses other than those listed above (including expenses for general law enforcement functions or non-forensic investigatory functions).
2. Costs for any new facility that exceed the limits described above.
3. Recipient administrative expenses (direct or indirect) that exceed 10 percent of the total grant amount.

C. Minimization of Conference Costs

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does

not impact direct payment of per diem amounts to individuals in a travel status under the organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at www.ojp.usdoj.gov/funding/funding.htm.

D. Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

E. Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

Format, Scoring and Award Information

Applicants must:

Complete each of the sections in the Criminal Justice Council Concept Paper Form (attached) as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the concept proposal is complete.**

Concept narratives (sections A, B, and C) must be:

- A maximum of 10 pages double spaced
- 8 ½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Number each page

A team consisting of Criminal Justice Council Staff will review all concepts submitted and make final recommendations to the Criminal Justice Council Board no later than the May 2015 meeting. Notifications will be sent two weeks post the Board meeting.

Concept papers should be concise and **should not exceed a total of twelve (12) pages**. This allows for the cover page (1), ten (10) pages for the proposal narrative, and one (1) page for the budget (budget page alone may be single spaced). At a minimum, the submitted concept must include a cover sheet, problem statement, program description, evaluation strategy, sustainability plan, and detailed budget.

Concepts that meet the above-referenced eligibility minimum requirements will be accepted and scored based on the following criteria:

TOTAL POSSIBLE POINTS = 100

A. Statement of Problem (0-20 points)

- Does the concept paper clearly describe the problem to be addressed? (0-10 points)
- Is the concept paper based on research-based literature and or relevant information? (0-10 points)

B. Program Description (0-50 points)

- Does the concept paper demonstrate how the project will be achieved by explaining: What, How, and When it will delivered? Are the project objectives clear, achievable, and measurable? (0-50 points)

C. Evaluation – impact and sustainability (0-10 points)

- Does the concept paper explain the evaluation strategy? (0-5 points)
- Does the concept paper explain sustainability of program activities once federal funds are expended? (0-5 points)

D. Budget (0-10 points)

- Is the budget aligned with activities related to this program? (0-10 points)

E. Base Requirements (0-10 points)

- Has the agency completed the Racial & Ethnic Fairness Declaration (0-2 points)
- How is the past performance of the agency? (0-3 points)
- Did the concept paper adhere to the format? (0-5 points)

Reporting Requirements

Awarded programs are required to submit quarterly fiscal and programmatic progress reports within twenty days following the close of each quarter:

- Quarter ending March 31 – Reports are due April 20
- Quarter ending June 30 – Reports are due July 20
- Quarter ending September 30 – Reports are due October 20
- Quarter ending December 31- Reports are due January 20

Performance Measures

Objective

To improve the quality and timeliness of forensic services and to reduce the number of backlogged cases in forensic laboratories

Performance Measures

Outcome Measure

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.

2. Percent reduction in the number of backlogged forensic cases.

Output Measure

1. The number of forensic science or medical examiner personnel who completed appropriate training or educational opportunities with FY 2013 Coverdell funds (if applicable to the grant).

Data Grantee Provides

1. Average number of days to process a sample at the beginning of the grant period.

2. Average number of days to process a sample at the end of the grant period.

3. Number of backlogged cases at the beginning of the grant period.

4. Number of backlogged cases at the end of the grant period.

5. Number of forensic science personnel attending training.

6. Number of medical examiner personnel attending training programs.

CJC's Electronic Grants Management System

The CJC is pleased to announce the launch of our online Grants Management System (“Egrants”).

The “FFY2014 Paul Coverdell Forensic Science Improvement Act” competitive application will follow the current concept paper submission and review process. Any programs that have been approved for funding will be awarded and processed under the CJC’s new Egrants System.

Please make sure your agency is properly registered, and the identified users are registered for the appropriate security levels. You can find Egrants information by following this link: <http://cjc.delaware.gov/Egrants.shtml>

Completed applications must be **received at the CJC Office no later than 2:00 p.m. on March 31, 2015- no exceptions will be made.** Please send your application to Amy Herb via email at amy.herb@state.de.us or mail:

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