

**Paul Coverdell
Forensic Science Improvement Grant Program
Grant Announcement for Fiscal Year 2005**

RELEASE DATE: April 21, 2005

The National Institute of Justice (NIJ), a component of the Office of Justice Programs (OJP), U.S. Department of Justice, is pleased to announce that funding is now available to States,¹ Territories, and units of local government through the fiscal year 2005 Paul Coverdell Forensic Sciences Improvement Grant Program.

FY2005 Coverdell funds are to be used to improve the quality and timeliness of forensic science and medical examiner services and/or to eliminate backlogs in the analysis of forensic evidence, including controlled substances, firearms examination, forensic pathology, latent prints, questioned documents, toxicology, and trace evidence.

Please read this announcement carefully for important information on eligibility, funding amounts, and application instructions.

Application deadline: May 24, 2005

Applications must be submitted through OJP's Web-based Grants Management System (GMS). To ensure a timely submission, register in GMS as soon as possible at the following site: <http://www.ojp.usdoj.gov/fundopps.htm>.

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¹ In this announcement, the terms "State" or "States" are defined as the designated State Administering Agency (SAA) from each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. 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.

I. Appropriations for Paul Coverdell Forensic Sciences Improvement Grants Program

On December 8, 2004, President Bush signed into law the Consolidated Appropriations Act, 2005 (Pub. L. No. 108-447). The Act appropriated \$15 million to the U.S. Department of Justice for Paul Coverdell Forensic Sciences Improvement Grants (“Coverdell grants”) under part BB of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3797j et seq.) (the “Coverdell law”).

II. Program Description and Eligibility

Coverdell grants may be used to improve the quality and timeliness of forensic science and medical examiner services, including services provided by laboratories operated by States and those operated by 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. State Administering Agencies (SAAs) and units of local government may apply directly to NIJ for funding. A total of \$13,773,089 is available for Coverdell awards in fiscal year 2005.

All applicants for Coverdell grants—whether States or units of local government—must have developed a plan for forensic science laboratories that is designed to improve the quality and timeliness of forensic science or medical examiner services, and must specifically describe the manner in which grant funds will be used to carry out that plan. States are expected to consider the needs of laboratories operated by units of local government as well as those operated by the State.

Any forensic laboratory, forensic laboratory system, medical examiner’s office, or coroner’s office that will receive any portion of a Coverdell grant must use generally accepted laboratory practices and procedures as established by accrediting organizations or appropriate certifying bodies.

These fiscal year 2005 grants are now subject to a new eligibility requirement pursuant to the Justice for All Act of 2004, Pub. L. No. 108-405, § 311(b) (codified at 42 U.S.C. § 3797k). Each applicant for a Coverdell grant must be able to certify—with respect to any forensic laboratory system, medical examiner’s office, coroner’s office, law enforcement storage facility, or medical facility that will receive any portion of the grant—that a government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct by employees or contractors substantially affecting the integrity of forensic results.

A. *Base Funds for States*

Seventy-five percent of the funds available for Coverdell grants will be allocated among eligible States based on population (“State base funds”). To be eligible, a State must satisfy the specific application requirements outlined in this announcement and all other general requirements for NIJ and OJP grants. The approximate amount each State is eligible to receive as base funds is listed in Section VIII, “Estimated Base Funds Available to Applicant States.” Applications for State base funding **MUST** be submitted by the Coverdell State Administering Agency (SAA) listed on the Office of Justice Programs Web site at: <http://www.ojp.usdoj.gov/state.htm>.

B. *Competitive Funds for States and Units of Local Government*

Twenty-five percent of the available funds will be allocated among States and units of local government through a competitive process. For fiscal year 2005, the maximum amount a State or unit of local government may receive in competitive funds is \$95,000. Units of local government that provide forensic science or medical examiner services (whether through a forensic science laboratory, medical examiner’s office, or coroner’s office) may apply directly to NIJ for competitive funds.

Coverdell State Administering Agencies may apply for competitive funds for forensic sciences improvements above and beyond those it can accomplish with its base funds. State applications for competitive funding will only be accepted from Coverdell State Administering Agencies. Other State agencies or departments that wish to apply for competitive funds must coordinate with their respective State Administering Agency.

Requests for competitive funding will be reviewed by an independent peer-review panel. The peer-review panel will review applications to ensure that they are well written and thorough. When evaluating applications, the peer-review panel will consider existing resources and current needs, as well as Part I violent crime statistics.

C. *Minimum Awards to States*

The Coverdell law sets a floor for the total amount an eligible applicant State will receive as its Coverdell grant. For fiscal year 2005, the minimum Coverdell grant to a State is \$82,639.² If the amount a State would otherwise receive as its total Coverdell grant (including both base funds and any competitive award) is less than \$82,639, NIJ will increase that State’s total grant to \$82,639.

² Minimum awards for American Samoa and the Commonwealth of the Northern Mariana Islands are lower.

D. Grant Period

It generally takes 3 to 6 months after the closing date of the announcement to receive Coverdell funding. Applicants are encouraged to consider this time frame when creating the grant period dates for their application.

III. Expected Results and Outcomes

The result of Coverdell grants to applicant States should be a demonstrated improvement over current operations in the quality and/or timeliness of forensic science or medical examiner services provided in the State, including services provided by laboratories operated by the State and services provided by laboratories operated by units of local government within the State. Reduction of forensic analysis backlogs is considered an improvement in timeliness of services.

The result of Coverdell grants directly to units of local government should be a demonstrated improvement over current operations in the quality and/or timeliness of forensic science or medical examiner services provided by the local jurisdiction.

The output measures for recipients of funding under this program are:

- Change in the number of days between submission of a sample to a forensic science laboratory and delivery of test results to a requesting office or agency.
- The number of backlogged forensic cases analyzed with Coverdell funds, if applicable to the grant.
- The number of forensic science or medical examiner personnel who completed appropriate training or educational opportunities with Coverdell funds, if applicable to the grant. (See Section IV.B.6.)

IV. Use of Coverdell Funds

A. Grant Purposes

A State or unit of local government that receives a Coverdell grant must use the grant for one or more of these three 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 such services provided by the 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, including firearms examination, latent prints, toxicology, controlled substances, forensic pathology, questionable documents, and trace evidence.³
3. To train, assist, and employ forensic laboratory personnel, as needed, to eliminate such a backlog.

B. Permissible Types of Expenses

The types of expenses listed below may be paid with Coverdell funds. (For information on incorporating these expenses into OJP's standard budget format, see Section VII and the sample Budget Detail Worksheet.)

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 laboratory or medical examiner equipment and instrumentation.
4. **Supplies.** Funds may be used to acquire laboratory or medical examiner supplies.
5. **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 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 who 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

³ A backlog exists if forensic evidence has been stored in a laboratory, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility, and has not been subjected to all appropriate forensic testing because of a lack of resources or personnel.

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.

The Coverdell law limits the amount of funds that can be used for the costs of constructing a new facility or facilities. Maximum amounts are determined by the total amount of the Coverdell grant (including both base and competitive funds) and the total amount of funds available for Coverdell grants nationwide. The maximum amounts that may be used for costs of new facilities are as follows:

- a. Grants that do not exceed 0.6 percent of the total available funds (\$82,639 for fiscal year 2005): If the total Coverdell grant to an applicant State or unit of local government is less than or equal to \$82,639, no more than 80 percent of the total grant may be used for the costs of constructing any new facility.
- b. Grants that exceed 0.6 percent of the total available funds: If an applicant State receives a total grant that exceeds \$82,639, the amount of the grant that can be used for construction of any new facility cannot exceed the sum of \$66,111 (80 percent of \$82,639) plus 40 percent of the amount of the grant in excess of \$82,639.

For example, if a State receives a total Coverdell grant of \$100,000, no more than \$73,055 may be used for construction.

The calculation for a \$100,000 grant is as follows:

Amount in excess of \$82,639:	$\$100,000 - \$82,639 = \$17,361$
40% of amount in excess of \$82,639:	$\$17,361 \times .40 = \$6,944$
Sum of \$66,111 + \$6,944:	$\$73,055$

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

C. Expenses That Are Not Permitted

1. Expenses other than those listed above (including expenses for general law enforcement functions or nonforensic investigatory functions).
2. Costs for new facility construction that exceed the limits described above.
3. Administrative expenses that exceed 10 percent of the total grant amount.

V. Fiscal Year 2005 Application Process

A. *Due Date for Applications and Use of GMS*

Complete applications must be submitted through the OJP online Grants Management System (GMS) by 8:00 p.m. eastern time on May 24, 2005. Extensions to this deadline are not permitted. NIJ will not accept faxed or mailed proposals. NIJ reserves the right to reject incomplete applications, those not responsive to the scope of this announcement, or those not complying with format requirements.

Eligible applicants who do not submit an application for a Coverdell grant by the May 24, 2005, deadline will not receive funds under the fiscal year 2005 program.

B. *How to Apply*

All applications for Coverdell grants must be submitted through GMS at:
<http://www.ojp.usdoj.gov/fundopps.htm>.

Begin the application process early. GMS is intended to expedite and streamline the receipt, review, and processing of applications. We will accept your application only through the online GMS applications system. Applicants may call the tollfree GMS Hotline at 1-888-549-9901 to receive technical assistance with the online application process. The GMS Hotline is open Monday through Friday, 7:00 a.m. to 8:00 p.m. eastern time.

All applicants must possess a Dun and Bradstreet Data Universal Numbering System (DUNS) number in order to apply for funding using GMS. Please call 1-800-333-0505 to obtain a DUNS number if your agency does not already have one assigned.

Note: Although applicants may request a DUNS number online at:
<https://eupdate.dnb.com/requestoptions.html>, the online process can take up to 30 days.

VI. Required Forms and Documents

Those interested in submitting applications in response to this announcement must complete the required application forms and related documents. You will complete some of the forms shown as part of the development of your user profile during the GMS online application process; others must be attached to your application file. GMS accepts PDF, Word, and Text document files. It does not accept zip or executable files.

Note: Proposals containing maps, tables, digital photos, and other types of graphics will produce large file sizes that may affect the speed of electronic transfer. Please take this into consideration when submitting your application online. Applicants can obtain additional information on submitting proposals by visiting NIJ's "Guidelines: How to Submit Applications" at <http://www.ojp.usdoj.gov/nij/funding.htm> and clicking on "Getting Started."

A. *Required Documents*

1. **Proposal Abstract:** The proposal abstract is a very important part of the application. When read separately from the rest of the application, the abstract should serve as a succinct and accurate description of the proposed work. Applicants should concisely describe project goals and objectives, project plans, and methods for achieving the goals. Once an award has been granted, the abstract is computerized and serves as a summary available to all interested parties for the duration of the grant.
2. **Program Narrative:** The program narrative addresses the project objectives, the expected results, and the implementation approach. The program narrative must specifically describe the manner in which Coverdell grant funds will be used to carry out the applicant's plan to improve the quality and/or timeliness of forensic science or medical examiner services over current operations. (Reduction of forensic analysis backlogs is considered an improvement in timeliness of services.) The program narrative must not exceed 15 double-spaced pages, no matter the amount or types of funds requested. (Appendixes, government forms, tables, charts, and figures do not count toward the page limit.)

States that seek competitive funds in addition to base funds should include a **separate section** in the program narrative (as well as the proposed budget detail worksheet, budget summary, and budget narrative) that describes how competitive funds will be used to support improvements in forensic science or medical examiner services **above and beyond** the improvements it will accomplish with its base funds.

Existing resources and current needs will be considered in awarding competitive funds, and should be addressed in any request for competitive funds. Requests for competitive funds should specify the dollar amount requested, which should not exceed \$95,000.

3. **Budget Narrative:** The Budget Narrative should be a plain-language explanation of the proposed expenditures listed in the Budget Detail Worksheet.
4. **Budget Detail Worksheet and Budget Summary:** The Budget Detail addresses the specific cost estimates for the project for the standard OJP budget categories. This information is presented in a manner to depict how the costs for each of the major categories were determined. The standard budget categories to be included are: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, Consultants/Contracts, Other, and Indirect Costs. The Budget Summary should list the total amount for each budget category and the total amount of the project.

Note: A sample Budget Detail Worksheet has been included in this announcement.

5. **Appendixes:**
 - a. A certification by an appropriate official of the applicant agency that the applicant has developed a plan for forensic science laboratories designed to improve the quality and timeliness of forensic science or medical examiner services.

- b. A certification by an appropriate official of the applicant agency that any forensic science laboratory system, medical examiner's office, or coroner's office that will receive any portion of a Coverdell grant (whether directly or through a subgrant) uses generally accepted laboratory practices and procedures established by accrediting organizations or appropriate certifying bodies.
- c. If an applicant will use Coverdell grant funds for the costs of constructing a new facility or facilities (see Section IV), the applicant should submit the following:
 - A certification by an appropriate official of the applicant agency that the amount of the Coverdell grant used for the costs of the facility or facilities will not exceed the statutory limits described in Section IV of this announcement.
 - A specific description of any facility the applicant proposes to construct with Coverdell grant funds and the estimated costs of the facility.
- d. **New - Investigation Process Certification:** A certification by an appropriate official of the applicant agency 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.

B. Application Check List

The following items and/or activities are required for an FY2005 Coverdell application:

- DUNS Number.
- GMS Registration.
- SF-424 – Application for Federal Assistance (Provided in GMS).
- Assurances and Certifications (Provided in GMS).
- Program Abstract.
- Program Narrative.
- Budget Detail Worksheet and Summary.
- Budget Narrative.

Coverdell Program Certifications:

- Certification regarding plan for forensic science laboratories designed to improve the quality and timeliness of forensic science or medical examiner services.

- Certification regarding generally accepted laboratory practices and procedures.
- Certification regarding construction (if applicable).
- Certification regarding external investigation process.

VII. Additional Requirements and Information

The following requirements supplement the general OJP grant administration and reporting requirements. For details, see OJP's Office of the Comptroller's Financial Guide, "Post Award Instructions" at: <http://www.ojp.usdoj.gov/oc/FinGuide>.

1. National Environmental Policy Act.
All award recipients must comply with the National Environmental Policy Act (NEPA) (Pub. L. No. 91-190, 42 U.S.C. § 4321 et seq.). To ensure NEPA compliance, NIJ may require some award recipients (such as those proposing construction or renovation) to submit additional information. An environmental assessment may be required.
2. Record maintenance and access.
Each State or local unit of government within the State that receives funding under this program must maintain adequate records relating to the receipt and use of the total grant amount. The Attorney General and the Comptroller General of the United States (or designees thereof) will have access to these records for audit and examination purposes.
3. Reporting.
Each State and unit of local government that receives funding under the Coverdell program must submit semiannual progress reports and quarterly financial status reports for the life of the award.

In addition, Coverdell grantees must submit a final report that must include a summary and assessment of the program carried out with fiscal year 2005 grant funds and must cite the specific improvements in the quality and/or timeliness of forensic science and medical examiner services (including any reduction in forensic analysis backlog) that occurred as a direct result of the FY2005 grant award.

4. Confidentiality of information and human subjects' protection.
If activities conducted with Coverdell grants fall within the purview of privacy and human subjects rules and regulations, grant recipients will be required to comply with NIJ's policies and procedures regarding the confidentiality of information and protection of human subjects.
5. Award period.
In general, NIJ will limit grants under the Coverdell program to a maximum of 12 months.

6. Performance measures.

To ensure compliance with the Government Performance and Results Act (Pub. L. No. 103-62), this announcement notifies applicants that program performance under this project is measured by the following performance measures. Award recipients will be required to collect and report data relevant to these measures.

Program Objective	Performance Measures	Data To Be Provided by Grantee
<p>To improve operations in quality and timeliness of forensic services and to reduce the number of backlogged cases in forensic labs</p>	<p>Outcome Measure Percent reduction in the number of days from sample submission to delivery of results</p> <p>Output Measures Change in the number of days between submission of a sample to a forensic science laboratory and delivery of test results to a requesting office or agency</p> <p>The number of backlogged forensic cases analyzed with Coverdell funds (if applicable to the grant)</p> <p>The number of forensic science or medical examiner personnel who completed appropriate training or educational opportunities with Coverdell funds (if applicable to the grant)</p>	<p>Number of days at the beginning of the grant period</p> <p>Number of days at the end of the grant period</p> <p>Number of backlogged cases at the beginning of the grant period</p> <p>Number of backlogged cases at the end of the grant period</p> <p>Number of forensic science personnel attending training</p> <p>Number of medical examiner personnel attending training programs</p>

7. Restrictions on lobbying.

Funds may not be used to lobby. Award recipients may not use any Federal funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express prior written approval of OJP. For more information, see NIJ's "Guidelines: How to Submit Applications" available at <http://www.ojp.usdoj.gov/nij/funding.htm> and the OJP Financial Guide available at <http://www.ojp.usdoj.gov/FinGuide>.

8. Financial audits.

Applicant agencies that expend \$500,000 or more in Federal funds (from all sources including pass-through awards) during a fiscal year will be required to submit organizationwide audit reports. Audits must be performed in accordance with Office of

Management and Budget Circular A-133. For more information, see chapter 19 of the OJP Financial Guide.

9. Guidance and information.

Applicants who want additional guidance and information may contact the U.S. Department of Justice Response Center at 1-800-421-6770. Center staff can provide assistance or refer applicants to an appropriate NIJ professional. Applicants who have questions about GMS or need technical assistance with applying online can contact the GMS Hotline at 1-888-549-9901, Monday through Friday, 7:00 a.m. to 8:00 p.m. eastern time (except Federal holidays).

To speak with someone at NIJ about this announcement, please call Nick Viggiani (NIJ Contractor) at 1-202-307-5847, Stacia Jackson (NIJ Contractor) at 1-202-305-9076, or Dale Heideman (Program Manager) at 1-202-514-9240.

VIII. Estimated Base Funds Available to States

**FY2005 Paul Coverdell Forensic Science
Improvement Grant Program**

*** Note: If the amount a State would otherwise receive as its total Coverdell grant award—including both base funds and any competitive award—is less than \$82,639, the total Coverdell grant award will be increased to the minimum grant amount of \$82,639.**

Alabama	141,318	Nevada*	80,943
Alaska*	22,723	New Hampshire*	45,051
Arizona	179,178	New Jersey	271,359
Arkansas	85,868	New Mexico*	65,984
California	1,119,698	New York	599,784
Colorado	143,540	North Carolina	266,441
Connecticut	109,294	North Dakota*	21,992
Delaware*	28,787	Ohio	357,461
District of Columbia*	19,190	Oklahoma	109,916
Florida	542,700	Oregon	112,132
Georgia	275,430	Pennsylvania	387,011
Hawaii*	43,781	Rhode Island*	37,464
Idaho*	48,302	South Carolina	130,958
Illinois	396,599	South Dakota*	26,725
Indiana	194,579	Tennessee	184,079
Iowa	92,163	Texas	701,571
Kansas	85,333	Utah	82,824
Kentucky	129,331	Vermont*	21,543
Louisiana	140,868	Virginia	232,708
Maine*	45,667	Washington	193,526
Maryland	173,382	West Virginia*	62,935
Massachusetts	200,161	Wisconsin	171,853
Michigan	315,461	Wyoming*	17,561
Minnesota		American Samoa ⁴	
	159,123	Northern Mariana Islands	4,720
Mississippi	90,557	Guam*	5,758
Missouri	179,514	Puerto Rico	121,499
Montana*	32,133	Virgin Islands*	3,771
Nebraska*	60,573		

⁴ The Coverdell law includes specific provisions with respect to American Samoa and the Commonwealth of the Northern Mariana Islands.

IX. Sample Coverdell Budget Detail Worksheet

Section IV of the FY2005 grant announcement explains the authorized uses for Coverdell grants and permissible types of expenses. This sample worksheet illustrates how the permissible expenses may be incorporated into OJP's standard Budget Detail Worksheet.

A. Personnel – Include here any expenses for forensic science or medical examiner personnel, overtime, fellowships, visiting scientists, and interns.

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for an employee engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name and Position</u>	<u>Computation</u>	<u>Cost</u>
John Smith, Laboratory Director	(\$75,000 x 100%)	\$75,000
2 Medical Examiners	(\$50,000 x 100% x 2)	\$100,000
Laboratory Technician	(\$30,000 x 50%)	\$15,000
	Total	\$190,000

B. Fringe Benefits – Include applicable fringe benefits for personnel listed in Category (A).

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name and Position</u>	<u>Computation</u>	<u>Cost</u>
John Smith, Laboratory Director		
Employer's FICA	(\$75,000 x 7.65%)	\$5,738
Retirement	(\$75,000 x 6%)	\$4,500
Health Insurance	(\$75,000 x 12%)	\$9,000
Workman's Compensation	(\$75,000 x 1%)	\$750
Unemployment Compensation	(\$75,000 x 1%)	\$750
	Total	\$20,738

Total Personnel and Fringe Benefits \$210,738

C. Travel – Include here travel expenses, if any, that relate to accreditation, certification, or education and training as described in the FY2005 grant announcement.

Itemize travel expenses of project personnel by purpose (e.g., staff to training). Show the basis of computation (e.g., six people 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations. Do not include any registration/conference fees - those should be listed in Category H - Other Costs.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
ASCLD Meeting/Training	San Diego, CA	Airfare	(\$250 x 2 people)	\$500
		Hotel	(\$150 x 3 nights x 2 people)	\$900
		Meals	(\$35 x 4 days x 2 people)	\$280
GC/MS Training	Washington, DC	Airfare	(\$350 x 3 people)	\$1,050
		Hotel	(\$145 x 2 nights x 3 people)	\$870
		Meals	(\$45 x 3 days x 3 people)	\$405
			Total	\$4,005

D. Equipment – Include here any expenses for the upgrade, lease, or purchase of laboratory or medical examiner equipment and instrumentation.

List nonexpendable items that are to be purchases. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
GC/MS	(\$125,000 x 2)	\$250,000
Autosampler	(\$40,000 x 2)	\$80,000
Total		\$330,000

E. Supplies – Include here any expenses for the following: to acquire laboratory or medical examiner supplies, to upgrade, replace, lease, or purchase computer hardware and software for forensic analyses and data management.

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Software	(\$2,500 x 2 licenses)	\$5,000
Acetone (chemical)	(\$75/bottle x 10 bottles)	\$750
Total		\$12,500

F. Construction – Include here any proposed expenses for construction or renovation. Certain restrictions apply. Please refer to the formula in Section IV of the FY2005 grant announcement for guidance.

G. Consultants/Contracts – Include here any expenses for consultants or contracted staff, laboratory accreditation contracts, or other types of proposed contracts.

Consultant Fee: For each consultant, enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
John Doe	Forensic Consultant	(\$200/day x 30 days)	\$6,000

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.).

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	Miami	(\$400 x 6 trips)	\$2,400
Hotel		(\$125/day x 30 days)	\$3,750
Meals		(\$35/day x 30 days)	\$1,050

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
NFSTC Contract to perform audit	\$50,000
Total	\$63,200

H. Other – Include here other permissible expenses (e.g., fees charged by certifying or accrediting bodies, training fees, facilities expenses other than construction or renovation).

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
ASCLD Meeting Registration fee	(\$350 x 2 people)	\$700
Total		\$700

I. Indirect Costs – Not more than 10 percent of the total amount of a Coverdell grant may be used for administrative expenses.

Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Indirect Costs	(7.56% x \$38,954)	\$2,944
	Total	\$2,944

BUDGET SUMMARY

A. Personnel	\$190,000
B. Fringe Benefits	\$20,738
C. Travel	\$4,005
D. Equipment	\$330,000
E. Supplies	\$12,500
F. Construction (Facilities)	\$0
G. Consultants/Contracts	\$63,200
H. Other	\$700
I. Indirect Costs	\$2,944
Total	\$624,087