

National Institute of

Justice

NIJ

*Paul Coverdell Forensic
Science Improvement Grants
Program*

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Overview





Program Description

The Paul Coverdell Forensic Science Improvement Grants Program (the Coverdell program) awards grants to states and units of local government to help improve the quality and timeliness of forensic science and medical examiner services.



A state or unit of local government that receives a Coverdell grant must use the grant for one or more of these three 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 in the state, including those services provided by laboratories operated by the state and those operated by units of local government within the state.*
- *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.*
- *To train, assist and employ forensic laboratory personnel as needed to eliminate such a backlog.*



ELIGIBILITY

- ***States and units of local government may apply for Coverdell funds.***
 - ***States may be eligible for both "base" (formula) and competitive funds.***
 - ***Units of local government within States may be eligible for competitive funds and may apply directly to NIJ.***
 - ***State applications for funding MUST be submitted by the Coverdell State Administering Agency (SAA). (Other interested state agencies or departments must coordinate with their respective SAA.)***
 - ***Please be advised that accreditation is not a requirement for Coverdell funding. If your State requires applicants to be accredited, please inform the applicants that it is a State requirement not an NIJ requirement. Non-accredited laboratories and Medical Examiners offices can still apply directly to NIJ, based on the above criteria.***



Grant Period

- *12-month period*
- *October 1 → September 30*
- *The grant agreement lists these dates for the grant period*
- *If justifiable, a grant may be extended through a No Cost Extension Grant Adjustment Notification (GAN) for 6 months up to 1 year*
- *Total period should not exceed 3 years including ALL No Cost Extension GANs*

Registrations





Registrations – All Required

- *Grants Management System (GMS)*
 - *Provided by Office of Justice Programs (OJP)*
- *Data Universal Numbering System (DUNS)*
 - *Provided by Dun & Bradstreet (D&B)*
- *Central Contractor Registration (CCR)*
 - *All applicants for federal financial assistance*
 - *Maintain **current** registration (**Update** or **renew CCR** registration at least **once per year**)*
 - *Registration procedures: www.bpn.gov.ccr*
- *Address on file in OJP must match the address in DUNS and CCR systems.*

Funding





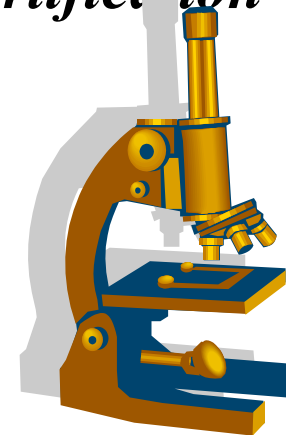
Allocation of Funds

- *Approximately seventy five (75) percent of the funds available for Coverdell grants will be allocated among eligible States and Territories based on population (“State base funds”).*
- *Twenty-five (25) percent of the available funds will be allocated among States and units of local government through a competitive process.*



USE OF FUNDS

- ***Personnel: Contracts / Consultants***
- ***Computerization: Software for data management***
- ***Laboratory Equipment and Supplies***
- ***Training and Education***
- ***Costs Associated with Accreditation and Certification***
- ***Renovations and Construction***
- ***Administrative Expenses:***





Funding Histories

*Since its inception, the Paul Coverdell Grant Program has awarded grants totaling to over **\$136 million** to states and units of local government to improve the quality and timeliness of forensic science services.*



Funding Histories Cont...

Fiscal Year	Applications				Awards				
	States Base Only	States Base and Discretionary	Units of Local Government	Total	States Base Only	States Base and Discretionary	Units of Local Government	Total	Total Amount Awarded
2010	28	29	165	222	44	9	51	104	\$ 33,285,683
2009	25	29	143	213	48	6	49	103	\$ 23,399,500
2008	27	27	89	143	45	9	45	99	\$ 16,570,703
2007	30	24	88	142	38	16	34	88	\$ 16,452,705
2006	28	24	124	177	43	10	34	87	\$ 14,821,048
2005	23	29	171	223	45	5	43	93	\$ 13,607,811
2004	31	20	133	184	42	9	26	77	\$ 9,597,656
2003	31	18 *	39	105	45	3	3	51	\$ 4,113,719
2002**	36	13***	0	49	36	13	0	49	\$ 4,863,000
Totals	230	215	950	1457	386	80	284	750	\$ 136,711,825

*One State submitted two application

** In FY2002, NIJ received 49 total applications for formula funding but only seven applications were received in time to receive an award in FY2002. The remaining applications for formula funding were awarded in FY2003.

*** In FY2002, NIJ received 13 applications for discretionary funding. Eligible applicants included states only and was based on part 1 violent crime rates in that particular State/Territory.



Competitive Funding

- *FY 2009, the maximum amount for competitive funds was \$125,000*
- *FY 2010, the maximum amount for competitive funds was \$175,000*
- *FY 2011, the maximum amount for competitive funds is \$175,000*

Reporting





Progress Report

As an award recipient, your organization is required to report grant project progress.

- Project Start Date: 10/01/2010*
- Project End Date: 09/30/2011*
- Reporting Frequency: Semi-Annual during the lifetime of the project*

Progress Report Number	Reporting Period Start Date	Reporting Period End Date	Reporting Due Date
1	10/01/2010	12/31/2010	01/30/2011
2	01/01/2011	06/30/2011	07/30/2011
3 (Final)	07/01/2011	09/30/2011	12/29/2011



Reporting Requirements

The below information are reporting requirements; please note these prior to starting your grant project(s). If no grant activity has occurred during the report period, please do not list “N/A”; “0” is an appropriate response for questions where no activity has occurred during the reporting period. The report data only applies to the report period not the lifetime of the project.

Required report data:

- 1. Average number of days to process a sample at the beginning of the grant period (this number should remain the same throughout 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 (this number should remain the same throughout 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*



*Reporting requirements
must be met during
the entire life of the grant.*



Delinquent Reports

- *Hold up the processing of Grant Adjustment Notices*
 - *Grant funds will be frozen for that award*
- *Delays processing of new awards to your agency*



Progress Report

List of errors which causes reports to be returned for corrections

- *Reporting percentages instead of whole numbers.*
- *Math calculation errors.*
- *Reporting incorrect responses.*
- *Report number of backlogged cases, when measure refers to number of days*
- *Reporting "N/A".*
- *Even if no grant activity occurred, the number of days and number of backlogged cases can still be reported; "0" is a valid response.*
- *Reporting data only in attachments to the progress report, and not in the GMS form.*
- *Reporting measures over the lifetime of the grant period, not the reporting period.*
- *Inconsistent reporting among sub-recipients across all measures.*
- *Data listed by sub-recipient, yet not all sub-recipients included for all measures*
- *Reporting the "average" number of days as a range.*
- *Incomplete data for some measures.*
- *Report backlog at end of the reporting period, but did not report backlog at the beginning of the reporting period*
- *Reporting as a narrative response with no data (i.e. Grantee reduced backlog with Coverdell funds)*



Financial Status Report

As an award recipient, your organization is required to report your grant financial status (FFR-425). A quarterly financial status report is required no later than 30 days after the end of each calendar quarter

- Project Start Date: 10/01/2010 - Project End Date: 09/30/2011*
- Reporting Frequency: Quarterly during the lifetime of the project*

Financial Status Report Number	Reporting Period Start Date	Reporting Period End Date	Reporting Due Date
1	10/01/2010	12/31/2010	01/30/2011
2	01/01/2011	03/31/2011	04/30/2011
3	04/01/2011	06/30/2011	07/30/2011
4 (Final)	07/01/2011	09/30/2011	12/31/2011

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Roles and Responsibilities





Grant Cycle Stages	Grantee	Program Office
Solicitation	<ol style="list-style-type: none"> 1. Read the Solicitation 2. Identify and highlight sections that are relevant to your program 	<ol style="list-style-type: none"> 1. Prepares and releases the solicitation 2. Provides technical assistance to applicants
Application	<ol style="list-style-type: none"> 1. Make sure you are registered in GMS, DUNS and CCR. 2. Sign all documents in the application through GMS 3. Submit the application with complete information 	<ol style="list-style-type: none"> 1. Reviews submitted applications through GMS 2. Provides completed applications to peer reviewers
Award	<ol style="list-style-type: none"> 1. Read the award agreement, including ALL special conditions 2. Acceptance of Award 3. Identification of Financial Point of Contact 	<ol style="list-style-type: none"> 1. Reviews and approves applications for awarding



Grant Cycle Stages	Grantee	Program Office
Progress and Financial Activities	<ol style="list-style-type: none"> 1. Obligate and expend funding according to OJP Financial Guide, Coverdell regulations, and approved budget and narrative 2. Submit semi-annual Progress Reports to NIJ 3. Submit quarterly Financial Status Reports to NIJ 4. Final Progress Reports are due within 90 days of the end date of the award. 5. Describe the project activities during the entire grant period (cumulative) 	<ol style="list-style-type: none"> 1. Review and approve Progress Reports, including final reports, to establish consistency with the approved budget 2. Provide technical assistance to grantees
Grant Adjustment Notice	<ol style="list-style-type: none"> 1. Submit request and brief explanation in writing to your Program Manager. Make sure to emphasize the reasoning for your request. 	<ol style="list-style-type: none"> 1. Review and approve grant adjustment requests
Monitoring	<ol style="list-style-type: none"> 1. Prepare for bi-annual Grant Progress Assessments (http://www.nfstc.org/assessments/) 2. Prepare for program office site visit 	<ol style="list-style-type: none"> 1. Provide technical assistance to grantees if there are findings after the bi-annual assessment 2. May conduct site visits
Close Out	<ol style="list-style-type: none"> 1. Prepare and submit (in a timely manner) standard close out package 	<ol style="list-style-type: none"> 1. Review close out package

Program Updates



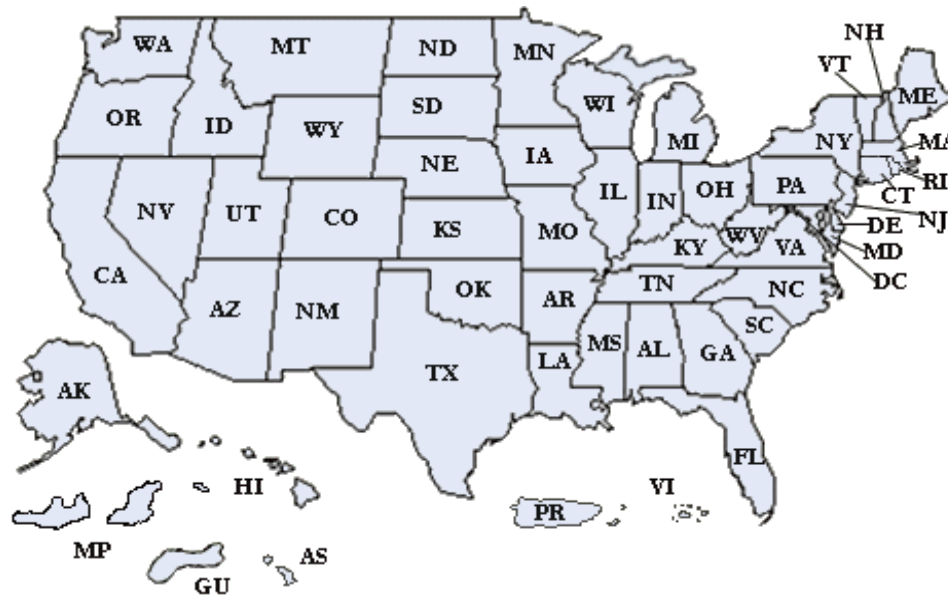


- Allegation Report is due with your final progress report **OR** if you extend, the report is due no later than January 30th along with your July through December progress report.
- The Re-authorization of Coverdell was introduced by Senator Leahy for five (5) years at \$35,000,000 each year. The pending Legislation is still at the Senate.



Important Links

- NIJ Web Site: www.ojp.usdoj.gov/nij/welcome.html
- OJP Web Site: <http://www.ojp.usdoj.gov>
- List of State Administering Agencies: <http://www.ojp.usdoj.gov/saa/>





Contact Information



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