

**2022
COVERDELL FORENSIC SCIENCE
IMPROVEMENT GRANT
FORMULA APPLICATION**

**APPLICATION DEADLINE:
June 24, 2022
5:00 p.m.**

District Attorneys Council
Federal Grants Division
421 N.W. 13th St., Suite 290
Oklahoma City, OK 73103
Phone: 405-264-5008
Website: www.ok.gov/dac

**2022 COVERDELL FORENSIC SCIENCE IMPROVEMENT GRANT
Formula Application Information**

INTENT OF APPLICATION

This grant application is intended for applicants that wish to apply for funds under the 2022 Coverdell Forensic Science Improvement Grant Program Formula Grant.

AVAILABILITY OF FUNDS

The District Attorneys Council, Federal Grants Division and the Justice Assistance Grant (JAG) Board estimates that the State of Oklahoma will receive \$296,875.00 of which \$267,187.00 will be available for distribution.

IMPORTANT NOTE

Congress has appropriated funding to help the forensic science community address the specific challenges crime laboratories are confronting related to the proliferation of opioids and synthetic drugs. **To address these issues, an applicant should plan to allocate at least 58% of their request to include any opioid or synthetic drug related projects.**

PURPOSE OF FORMULA GRANTS

A State or unit of local government that receives a Coverdell grant must use the grant for one or more of these six purposes:

1. To carry out all or a substantial part of a program intended to improve the quality and timeliness of forensic science or medical examiner/coroner's office services in the state, including those services provided by laboratories operated by the state and those operated by units of local government within the state.
2. To eliminate a backlog in the analysis of forensic science evidence, including, among other things, a backlog with respect to firearms examination, latent prints, impression evidence, toxicology, digital evidence, fire evidence, controlled substances, forensic pathology, questioned documents, and trace evidence. A backlog in the analysis of forensic science evidence 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 lack of resources or personnel.
3. To train, assist, and employ forensic laboratory personnel and medicolegal death investigators, as needed to eliminate such a backlog.
4. To address emerging forensic science issues (such as statistics, contextual bias, and uncertainty of measurement) and emerging forensic science technology (such as high throughput automation, statistical software, and new types of instrumentation).
5. To educate and train forensic pathologists.

6. To fund medicolegal death investigation systems to facilitate accreditation of medical examiner and coroner offices and certification of medicolegal death investigators.

EXPECTED RESULTS AND OUTCOMES

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

If an applicant is interested in applying for funds that would be used for the renovations of facilities, contact the Federal Grants Division Director for further instruction.

ALLOWABLE EXPENSES:

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

Note: The following list details the types of expenses allowed under the Coverdell program. These expenses should **NOT** be used as budget categories—instead they are to be incorporated into the appropriate standard OJP budget categories.

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

Examiners (NAME), the American Association for Laboratory Accreditation (A2LA), International Association of Coroners & Medical Examiners (IAC&ME) or other appropriate accrediting bodies. Funds also may be used for application and maintenance fees charged by appropriate accrediting bodies. Per 34 U.S.C. § 10562(2), such an accrediting body would be “an accrediting body that is a signatory to an internationally recognized arrangement and that offers accreditation to forensic science conformity assessment bodies using an accreditation standard that is recognized by that internationally recognized arrangement[.]”

7. **Education, training, and certification.** Funds may be used for appropriate internal and external training of staff who are involved directly and substantially in providing forensic science or medical examiner/coroner services. In appropriate cases, funds also may be used for fees charged by appropriate certifying bodies for certification of staff in specific forensic discipline areas. All education, training, and certification activities must be designed to improve forensic science or medical examiner/coroner services. The grant application should demonstrate that the proposed training or certification is directly related to the job position and duties of the individual(s) receiving the training or seeking certification.
8. **Facilities.** Funds may be used for program expenses relating to facilities, provided that the expenses are directly attributable to improving forensic science or medical examiner/ coroner services. Funds also may be used for renovation and/or construction undertaken as part of the applicant’s program to improve forensic science or medical examiner/ coroner services.

EXPENSES THAT ARE NOT PERMITTED:

1. **Funds to conduct research.** Applicants may address emerging forensic science issues and technology through implementation of new technologies and processes into public laboratories.
2. **Expenses other than those listed above** (including expenses for general law enforcement functions or non-forensic investigatory functions).
3. **Costs for any new facility** that exceed the limits described above.
4. **The use of funds for the purchase and/or lease of vehicles** such as crime scene vans.
5. **The use of BJA grant funds for unmanned aircraft systems (UAS)**, including unmanned aircraft vehicles (UAV), and/or any accompanying accessories to support UAS or UAV devices/systems, is unallowable.

FORMULA GRANTS AWARD PERIODS

It is anticipated that the award period for these grants will be January 1, 2023, through December 31, 2023.

FORMULA GRANT ESTIMATED ALLOCATION AMOUNTS

The following table indicates the estimated amount that has been allocated to each agency for the Formula Grant with 58% going toward opioid and/or synthetic drug project(s):

Agency	Amount of 2022 Allocation
<i>Ardmore Police Department</i>	<i>\$3,239.00</i>
<i>Oklahoma City Police Department</i>	<i>\$32,386.00</i>
<i>Tulsa Police Department</i>	<i>\$34,006.00</i>
<i>Office of the Medical Examiner</i>	<i>\$76,108.00</i>
<i>OSBI</i>	<i>\$121,449.00</i>
TOTAL	<i>\$267,188.00</i>

ELIGIBILITY REQUIREMENTS

To be eligible for funding from the NFSIA Formula Grant, an applicant must be one of the following:

1. A unit of local government (i.e., state, city, town, county) that has an established forensic science laboratory or medical examiner's office that:
 - Employs generally accepted practices and procedures as established by the appropriate accrediting organization.
 - Is accredited or seeking accreditation by the ASCLD/LAB, FQS, NAME, A2LA, IAC & ME, or other appropriate accrediting body. **Any laboratory that is seeking funding under this eligibility requirement must submit the Memorandum of Assurance Accreditation Certification (contact sinead.maguina@dac.state.ok.us for more information.**
 - Is accredited or seeking accreditation by the American Board of Forensic Toxicologists.

UNIQUE ENTITY IDENTIFIER (UEI)

All applicants are required to include a UEI (Unique Entity Identifier) number in their application. A UEI is the standard for identifying and keeping track of entities receiving federal funds. For more information or to register with SAM, go to <https://www.sam.gov>

Applications without a UEI number will not be reviewed.

SYSTEM FOR AWARD MANAGEMENT (SAM)

Coverdell funding requires all applicants to be registered on the FREE System for Award Management (SAM) database. The SAM database is the repository for standard information about applicants, recipients, and subrecipients of federal financial assistance. An agency's SAM registration must be current throughout the life of the grant. If a SAM registration expires during the grant period, it must be renewed in order to request or continue to request reimbursement.

For more information or to register with SAM, go to <https://www.sam.gov>

PERSONNEL REQUIREMENTS

The Project Director is the direct contact person for program activities and is responsible for meeting the goals and objectives of the award. The Fiscal Officer is responsible for reporting the financial activity related to the award. **The Project Director and Fiscal Officer may not be the same person.**

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be a state agency head, mayor, city manager, chairperson of the county commission, or an authorized tribal leader.

GRANT CONTINUATION POLICY

The federal granting agency requires the District Attorneys Council (DAC) to make application for funding on an annual basis. While an effort will be made to continue funding projects with proven effectiveness, a project must stand on its own merit each year. No project is guaranteed continued funding.

NON-SUPPLANTING OF FUNDS

Supplanting is to reduce the amount of state or local funds with federal funds. Federal funds must be used to add to existing funds for project activities and not replace those funds appropriated for the same purpose. **Federal funds shall not be used to supplant, or replace, state or local funds in an agency's or organization's budget.**

FINANCIAL ACCOUNTABILITY AND PROGRAMMATIC REPORTING REQUIREMENTS

A subgrantee of the NFSIA Coverdell Grant agrees to comply with all of the state and federal provisions of the NFSIA Grant and the provisions as set forth in the *Administrative and Financial Guidelines Manual*. The manual will be provided by the Federal Grants Division after the award is signed and returned. These requirements include project record keeping, programmatic reporting and financial reporting. The following is a list of the required reporting requirements:

- **Quarterly Expenditure and Financial Status Report**
Financial Status Reports (QFR) are due on a quarterly basis by the deadlines as set forth in the most current edition of the *Administrative and Financial Guidelines Manual*.
- **Request for Funds Form**

The subgrantee is required to submit the Monthly Fund Request Form (MFR) on a monthly basis by the deadlines as set forth in the *Administrative and Financial Guidelines Manual*.

- **Progress Reports**

The subgrantee shall complete and submit progress reports by July 15th and January 15th for the life of the award.

- **Case Turnaround and Case Backlog Reports**

The subgrantee shall complete and submit a bi-annual Case Turnaround Survey with the progress Reports by July 15th and January 15th for the life of the award.

- **Final Activity Report**

The subgrantee shall complete and submit a Final Activity Report which will be due within 60 days of the end of the award period. This report shall describe the project's activities in sufficient detail so that a report may be made to the National Institute of Justice.

COMPLIANCE WITH REPORTING REQUIREMENTS

The Program Specialist of the NFSIA Grant will review and report on the status of the fiscal and programmatic reporting requirements for all current subgrantees to the Federal Grants Division Director. Current subgrantees must have all reporting requirements up-to-date prior to drawing funds on an approved award.

STANDARD ASSURANCES

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

The chief executive officer of the applicant agency is required to accept the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements. The applicant agrees to comply with the following requirements:

- **Lobbying**

The subgrantee, contractors, and subcontractors will not use any federal funds for lobbying. Any lobbying activities will be disclosed by completing the form, Disclosure of Lobbying Activities.

- **Debarment**

The subgrantee has not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; has not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or has destruction of records, making false statements, or receiving stolen property; and has not had a public transaction terminated for cause or default.

- **Drug-Free Workplace Policy**
Each subgrantee shall implement and post within the agency a Drug-Free Workplace Policy.
- **Information Technology Compliance**
As appropriate, all equipment and software developed under this grant program must be compliant with U.S. Department of Justice information technology interface standards, including the National Criminal Intelligence Sharing Plan, the Global Justice XML Data Model, and the Law Enforcement Sharing Plan.
- **National Environmental Policy Act**
All actions significantly affecting the quality of the environment are subject to the provisions of the National Environmental Policy Act (NEPA) and other related federal environmental laws. Most projects will not be affected by NEPA. If however, a project involves minor renovation, construction, or any other activity that may have an impact on the environment or change the use or function of a facility, the subgrantee must provide a full description of the proposed project to DAC prior to project implementation. A determination regarding whether any further action is necessary will be made to and by the Bureau of Justice Assistance (BJA).
- **Seat Belt Use**
Recipients of federal funds shall encourage the adoption and enforcement of on-the-job seat belt policies and programs for its employees when operating company owned, rented, or personally owned vehicles.
- **Limited English Persons**
Recipients are required to take reasonable steps to ensure that limited English persons (LEP) have meaningful access to services provided by the grant. Meaningful access may entail providing language assistance services, including oral and written translation when necessary.

EQUAL EMPLOYMENT OPPORTUNITY ASSURANCE OF COMPLIANCE CLAUSE

Compliance with the provisions of the following federal laws is required:

- Title VI of the Civil Rights Act of 1964, as amended
- Omnibus Crime Control and Safe Street Act of 1968, as amended
- Section 504 of the Rehabilitation Act of 1973, as amended
- Title IX of the Education Amendments of 1972, as amended
- Juvenile Justice and Delinquency Prevention Act of 1974, as amended

- Age Discrimination Act of 1975, as amended
- Victims of Crime Act of 1984, as amended
- Title II of the Americans with Disabilities Act of 1990, as amended
- Violence Against Women Act of 1994, as amended
- Regulations on the Partnerships with Faith-Based and Other Neighborhood Organizations

These statutes prohibit discrimination on the basis of race, color, national origin, religion, sex, age, or disability.

CIVIL RIGHTS COMPLIANCE

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of Office of Justice Programs (OJP). All applicants should consult the assurances required with the awarding of funds to understand the applicable legal and administrative requirements.

AUDITS

Non-federal entities that expend \$750,000 or more in federal funds (from all sources including pass-through sub-awards) in the organization's fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of CFR Part 200. Non-federal entities that expend less than \$750,000 a year in federal awards are exempt from federal audit requirements for that year.

All subgrantees records must be available for review or audit by appropriate officials including the federal agency, pass-through entity, and General Accounting Office (GAO).

INDIRECT COST RATE

If awarded, the applicant may elect to have indirect costs. Please see the detailed explanation in Question 11 of the application. The indirect cost must be budgeted within the award amount.

DEADLINE FOR SUBMISSION OF APPLICATION

Applications must be received at the District Attorneys Council by the deadline regardless of whether the application is hand carried or delivered via mail. The deadline to submit the application is **5:00 p.m., June 24, 2022**. Any application received after this time and date will not be reviewed. Proposals received via fax machine or on disk will not be reviewed.

MANDATORY FINANCIAL MEETING

Attendance at the mandatory Programmatic and Financial Meeting is required for all approved applicants. Additional details on this meeting will be provided to approved subgrantees.

**2022 COVERDELL FORENSIC SCIENCE IMPROVEMENT GRANT
Formula Application Instructions**

APPLICATION FORMAT

Follow these instructions in formatting the application:

- Applications must be submitted on the enclosed forms. Do not alter or re-create the forms in another format.
- Applications must be 12 point font, Times New Roman, and 1 inch margins.
- Submit pages in numerical order. Do not include instruction or guideline pages with the application. Do not use all capital letters in any of the narratives.

SUBMISSION OF THE APPLICATION

Email a copy of the completed application in a **Word** and **PDF** format to sinead.maguina@dac.state.ok.us by **June 24, 2022**.

REQUIRED SIGNATURES

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be a state agency head, mayor, city manager, chairperson of the county commission or an authorized tribal leader. **The Chief of Police is NOT authorized to sign the following documents.**

The signature of the Chief Executive Officer is required on the following documents:

- Certificate of Application (Page 33)

REQUIRED ATTACHMENTS

The following attachments must be included with the application:

1. Accreditation Certification
2. Scope of Accreditation

APPLICATION FORM INSTRUCTIONS

These instructions are provided to assist in the completion of the application form.

- 1. ENTER THE NAME OF THE APPLICANT AGENCY**
- 2. TYPE OF AGENCY**
Mark the appropriate type of agency.
- 3. APPLICANT AGENCY MAILING ADDRESS**
Enter the mailing address, city, state, zip, area code/phone number and area code/fax number of the applicant agency.
- 4. ENTER THE UEI NUMBER FOR THE APPLICANT AGENCY**
Enter the agency's UEI number.
- 5. CHIEF EXECUTIVE OFFICER AND CONTACT INFORMATION**
Enter the name and title of the Chief Executive Officer, the mailing address, city, state, zip, area code/phone number, and email address.
- 6. PROJECT DIRECTOR AND CONTACT INFORMATION**
Enter the name and title of the Project Director, the mailing address, city, state, zip, area code/phone number, and email address.
- 7. FISCAL OFFICER AND CONTACT INFORMATION**
Enter the name and title of the Fiscal Officer, the mailing address, city, state, zip, area code/phone number, and email address.
- 8. FEDERAL TAX IDENTIFICATION NUMBER**
Enter the applicant agency's federal identification number or tax identification number.
- 9. FEDERAL AMOUNT REQUESTED**
Enter the amount of federal funds requested in this application.
- 10. IF FUNDED, IDENTIFY THE TYPE OF PROJECT(S) THAT FUNDING WILL SUPPORT**
- 11. INDIRECT COSTS**
Check the box that applies.
- 12. PROGRAM OVERVIEW**
In twenty-five (25) words or less, provide a brief and succinct paragraph on the purpose of the funded project.

**2022 COVERDELL FORENSIC SCIENCE IMPROVEMENT GRANT
Formula Application Information Form**

1. **Applicant Agency:** Oklahoma City Police Department

2. **Type of Agency: (Check one)**

State Agency Unit of Local Government Tribal Government

3. **Applicant Agency Mailing Address:** 700 Colcord Dr

City: Oklahoma City State: OK Zip: 73102

Area Code/Phone Number: (405) 291-1100

Web Address: <https://www.okc.gov/departments/police>

4. **Applicant Agency UEI Number:** 014104777

5. **Chief Executive Officer:** David Holt

Title: Mayor, City of Oklahoma City

Address: 200 N. Walker Ave. 3rd Floor

City: Oklahoma City State: OK Zip: 73102

Area Code/Phone Number: (405) 297-2424

E-mail Address: Mayor@okc.gov

6. **Project Director:** Ronald Williams

Title: Director of Laboratory Services, Oklahoma City Police Dept.

Address: 616 Colcord Dr

City: Oklahoma City State: OK Zip: 73102

7. **Fiscal Officer:** Mike Stroope

Title: OCPD Business Manager

Address: 700 Colcord Dr

City: Oklahoma City State: OK Zip: 73102

Area Code/Phone Number: (405) 316-4199

E-mail Address: Michael.stroope@okc.gov

8. Federal Tax Identification Number: 736005360

9. Federal Amount Requested: \$32,386.00

10. If awarded, these funds will: (*check all that apply*)

- Create a new service or activity
- Enhance an existing project or service
- Continuation of a current federally funded project

11. Indirect Cost (Check the box that applies)

Request to Waive Indirect Costs

- The organization understands a request for indirect costs is voluntary and chooses **NOT** to request indirect costs for this grant. If the above box is **NOT** checked, select from one of the groups below.

De minimis Indirect Cost Request

Instruction: The de minimis indirect cost rate may be requested by:

- a) Non-profit organizations that do not have a current negotiated a federal indirect cost rate.
- b) State and local units of government, and federally recognized tribal governments that receive less than \$35 million in direct federal funding and do not have a current negotiated an indirect cost rate with a cognizant agency.

Note: If this method is chosen, it must be used consistently until such time the organization chooses to negotiate an indirect cost rate.

- The organization certifies it does not have a current indirect cost rate and meets the qualifications for a de minimis rate of _____ (a whole number between 1% & 10%) for this grant.

If requesting the de minimis rate, please complete the Modified Total Direct Cost form and submit it as part of the grant application. [Modified Total Direct Cost Worksheet](#)

Organizations with negotiated indirect cost agreements

The organization requests the approved negotiated rate of _____ %. The agreement is for the following period: ___/___/___ to ___/___/___.

The negotiated rate agreement is based on (select one) Salaries only;
 Salaries and benefits only; All budget categories; Other (describe)_____.

Note: A copy of the current indirect cost agreement must be included with this application.

The organization has an approved negotiated rate of _____ %; however, in order to allow a greater share of the program funds for direct program costs, the organization voluntarily chooses to charge a lesser rate of _____ % for this grant. The agreement is for the following period: ___/___/___ to ___/___/___.

The negotiated rate agreement is based on (select one) Salaries only;
 Salaries and benefits only; All budget categories; Other (describe)_____.

Note: A copy of the current indirect cost agreement must be included with this application.

Organizations requesting to negotiate an indirect cost rate

State and local units of government, and federally recognized tribal governments receiving between \$35 million and \$125 million in direct federal funding that have never negotiated an indirect cost rate, and any non-profit organization (regardless of how much federal funding is received) that has never negotiated an indirect cost rate, may choose to negotiate a rate with the District Attorneys Council (DAC), provided the DAC is the appropriate cognizant agency (e.g. DAC is the organization's major federal funding source). In order to negotiate an indirect cost rate with the DAC, you may do so by completing an Indirect Cost Proposal. Please contact DAC for guidance at 405-264-5008. *Note: If the organization is currently receiving de minimis indirect costs on any federal grant, what is the de minimis rate? _____ Grant name: _____*

The organization requests the negotiated indirect cost rate of _____ %, as agreed upon by this organization and the DAC, pursuant to the cost allocation plan currently in use by the organization, modified total direct costs, or another methodology that provides a fair and equitable distribution of costs to all programs that benefit from the overhead in accordance with 2 CFR Part 200. A copy of the approved indirect cost agreement between the organization and the DAC must be attached to this application.

Note: If the organization is currently receiving de minimis indirect costs on other federal grants, what is the de minimis rate? _____ Grant name(s): _____. Please note, once there is a negotiated rate, the organization no longer qualifies for a de minimis indirect cost rate and must use the negotiated rate on all federal awards.

Note: Organizations receiving more than \$125 million in direct federal funding that wish to negotiate an indirect cost rate must go through their federal cognizant agency. A list of federal cognizant agencies can be found at <https://www.dol.gov/oasam/boc/dcd/dcd-agency-list.htm>

For more information on indirect costs, see 2 CFR Part 200, http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

13. Project Overview

In twenty-five words or less, provide a brief and succinct paragraph on the purpose of the funded project.

The Oklahoma City Police Department requests grant funds to assist with purchasing a new Gas Chromatograph/Mass Spectrometer instrument for use in our Forensic Chemistry Laboratory.

**FORMULA GRANT
APPLICATION NARRATIVE
PROBLEM STATEMENT and PROJECT DESCRIPTION**

1. Provide a clear and concise description of the problem that will be addressed through the use of these funds and how the funding would alleviate the problem. If the problem is to serve more than one facility, specifically describe how services will be implemented in each facility. Do not use all capital letters.
2. Use data, if available, to support the need for the project.
 - Do **not** delete these directions. If more space is necessary, use additional pages.
3. Use Headers to separate the Problem Statement from the Project Description.

PROBLEM STATEMENT:

The Oklahoma City Police Department's Forensic Chemistry Laboratory operates three (3) Agilent gas chromatography/mass spectrometry (GC/MS) instruments. The newest instrument used by the laboratory was purchased in 2012. The oldest of the three was purchased in 1997 and must be replaced. These critical instruments are used by the laboratory to perform testing for controlled substances.

PROJECT DESCRIPTION:

Grand funding through this application is sought to defray a portion of the instrument replacement cost. The estimated cost for a replacement unit is approximately \$125,000. Oklahoma City Police Departmental funds would be used to cover the cost in excess of the grant award.

**FORMULA GRANT
APPLICATION NARRATIVE
GOALS, OBJECTIVES, and ACTIVITIES**

1. Clearly state the goals, objectives, and activities of the grant project. The grant problem statement and the goals and objectives of a proposal must be related.
2. Objectives must be reasonable, achievable, measurable and sufficient to determine the effectiveness of the project.
3. Identify the action steps required to complete the goals and objectives.
 - Do **not** delete these directions. If more space is necessary, use additional pages.
 - Each column will expand to fit your narrative.
 - **PLEASE REVIEW THE EXAMPLE PROVIDED AT THE BOTTOM. COMPLETE INFORMATION IS REQUIRED IN ORDER TO SUBMIT THE FEDERAL APPLICATION.**

GOAL: Purchase a new GC/MS Instrument	
<u>Measurable</u> Project Objective	Complete the purchase of new GC/MS instrument within 90 days of funds availability. Installation and use of the new instrument should be complete within 180 days of funds availability.
Expected Results and Outcomes/ Demonstrated Improvement Over Current Operations	The newest instrument in the laboratory was purchased in 2012. Purchase of a new, modern GC/MS will position the laboratory to continue operating well into the future when other instruments must be retired.
<u>Justify</u> How The Project Will Improve Quality or Timeliness or Reduce Backlog	Purchase of new GC/MS instrument will ensure the laboratory is able to continue performing controlled substance testing into the future.
GOAL:	
<u>Measurable</u> Project Objective	
Expected Results and Outcomes/ Demonstrated Improvement Over Current Operations	

<u>Justify</u> How The Project Will Improve Quality or Timeliness or Reduce Backlog	
GOAL:	
<u>Measurable</u> Project Objective	
Expected Results and Outcomes/ Demonstrated Improvement Over Current Operations	
<u>Justify</u> How The Project Will Improve Quality or Timeliness or Reduce Backlog	
GOAL:	
<u>Measurable</u> Project Objective	
Expected Results and Outcomes/ Demonstrated Improvement Over Current Operations	
<u>Justify</u> How The Project Will Improve Quality or Timeliness or Reduce Backlog	

EXAMPLE

GOAL: Purchase infrastructure hardware and Software

Measurable Project Objective	All necessary data exchange software and hardware components purchased and received within 60 days of project start date
Action Steps	<ol style="list-style-type: none">1. Develop list of required software2. Develop list of required hardware3. Negotiate software prices and obtain quotes4. Negotiate hardware process and obtain quote5. Prepare and submit purchase requests for software and hardware6. Receive hardware and software
Staff Member Responsible and Completion Timeline	Mike Smith, System Administrator, is responsible and will complete action steps 1-4 by xx/xx/xx. Sue Jones, Procurement Officer, will complete action steps 5 and 6 by xx/xx/xx.

**FORMULA GRANT
APPLICATION NARRATIVE
CERTIFICATION**

Each applicant must be able to certify 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.

In the space below, describe the process that the applicant agency **has in place** to address the above concerns, including the specific governmental entity that would conduct such an investigation.

The Oklahoma City Police Department (OCPD) requires all personnel to adhere to the highest standards of ethical conduct, including forensic laboratory personnel. OCPD has, in the past, demonstrated this commitment by requesting independent, external investigations, where appropriate, into serious allegations of misconduct. In the past, both the Federal Bureau of Investigation (FBI) and the Oklahoma State Bureau of Investigation (OSBI) have participated in this process. OCPD will not hesitate to request an external investigation by either of these same law enforcement organizations if required to address serious allegations.

**FORMULA GRANT
APPLICATION NARRATIVE
RESULTS and OUTCOMES**

The results of NFSIA/Coverdell grants to applicants should be a demonstrated improvement over current operations in quality and/or timeliness of forensic science or medical examiner services provided by laboratories operated by the State and services provided by laboratories operated by units of local government.

For additional information about the performance measures, please refer to the separate attachment titled:

“BUREAU OF JUSTICE ASSISTANCE
PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT GRANTS PROGRAM
PERFORMANCE MEASURES QUESTIONNAIRE”

**2022 COVERDELL FORENSIC SCIENCE IMPROVEMENT
FORMULA GRANT
OVERALL BUDGET SUMMARY**

CATEGORY	FEDERAL FUNDS REQUEST
A. Personnel	
B. Benefits	
C. Equipment	\$32,386.00
D. Travel	
E. Supplies and Operating Expenses	
F. Facilities/Rental Expenses	
G. Contractor/Consultant Expenses	
H. Other	
I. Indirect Costs	
TOTAL	\$32,386.00

**FORMULA GRANT
 DETAILED BUDGET and NARRATIVE
 CATEGORY A and B – PERSONNEL and PERSONNEL BENEFITS**

Directions:

1. List each position in Column A by name and title/position and select whether the position is new or existing.
2. List the percent of the employee’s time that will be funded by grant funds in Column B.
3. In Column C, list the total annual salary.
4. List the total amount of benefits in Column D.
5. To calculate the Total Federal Funds Requested for Salary in Column E, multiply (B) x (C) = (E).
6. To calculate the Total Federal Funds Requested for Benefits, multiply (B) x (D) = (F).
7. Total all columns in the Total row at the bottom of the chart.
8. **Narrative:** Provide a detailed explanation of the personnel that will be assigned to the project. The narrative should describe the responsibilities of each of the positions. Use additional pages if necessary. **ATTACH A JOB DESCRIPTION FOR EACH NEW POSITION THAT FUNDING IS REQUESTED.**

(A)	(B)	(C)	(D)	(E)	(F)
Name of Employee and Position or Title and New or Existing	Percent of Time Funded By Grant Funds	Annual Salary	Total Amount of Benefits	Total Federal Funds Requested for Salary (Column B x Column C)	Total Federal Funds Requested for Benefits (Column B x Column D)
<input type="checkbox"/> New <input type="checkbox"/> Existing					
<input type="checkbox"/> New <input type="checkbox"/> Existing					
<input type="checkbox"/> New <input type="checkbox"/> Existing					
<input type="checkbox"/> New <input type="checkbox"/> Existing					
<input type="checkbox"/> New <input type="checkbox"/> Existing					
TOTAL					

BUDGET JUSTIFICATION NARRATIVE

**FORMULA GRANT
DETAILED BUDGET and NARRATIVE
CATEGORY C – EQUIPMENT**

Directions:

1. List non-expendable items that are to be purchased. Expendable items should be included in the Supplies Category (See the Chart of Accounts in the Appendix for items to be included under equipment).
2. **Narrative:** Provide an explanation of the equipment to be purchased. Explain how the equipment is necessary to the success of the project.
3. Use additional pages if necessary.

EQUIPMENT	QUANTITY	UNIT PRICE	FEDERAL FUNDS REQUEST
GC/MS Instrument (partial funding)	1	\$125,000	\$32,386.00
TOTAL		\$125,000	\$32,386.00

BUDGET JUSTIFICATION NARRATIVE:

The Oklahoma City Police Department’s Forensic Chemistry Laboratory operates three (3) Agilent gas chromatography/mass spectrometry (GC/MS) instruments. The newest instrument used by the laboratory was purchased in 2012. The oldest of the three was purchased in 1997 and must be replaced. These critical instruments are used by the laboratory to perform testing for controlled substances.

Grand funding through this application is sought to defray a portion of the instrument replacement cost. The estimated replacement cost is \$125,000. Oklahoma City Police Departmental funds would be used to cover the cost in excess of the grant award.

**FORMULA GRANT
DETAILED BUDGET and NARRATIVE
CATEGORY D – TRAVEL**

Directions:

1. Travel must be project related. Specify travel expenses of project personnel by purpose, such as travel to training, interjurisdictional travel, etc. (See the Chart of Accounts in the Appendix for items to be included under travel).
2. **Narrative:** Provide an explanation of the travel being requested. Identify the personnel who will be using travel and the purpose of the travel. Explain how the travel is necessary to the success of the project.
3. Use additional pages if necessary.

NAME OF CONFERENCE	DATE AND LOCATION	NUMBER ANALYSTS ATTENDING	AIR FARE COSTS	PER DIEM	LODGING	TOTAL FEDERAL FUNDS REQUESTED
TOTAL						

BUDGET JUSTIFICATION NARRATIVE

**FORMULA GRANT
 DETAILED BUDGET and NARRATIVE
 CATEGORY E – SUPPLIES and OPERATING EXPENSES**

Directions:

1. General supplies include any materials that are expended or consumed during the project period. List items by type, such as paper, folders, etc. Show the basis for computation. Operating costs are expenses that are required to implement the project, such as telephone, utilities, photocopying, printing, and maintenance (See the Chart of Accounts in the Appendix for items to be included under supplies and operating expenses).
2. **Narrative:** Provide an explanation of the supplies to be purchased. The narrative should serve as an explanation of the figures.
3. Use additional pages if necessary.

ITEM	QUANTITY	UNIT PRICE	FEDERAL FUNDS REQUEST
TOTAL			

BUDGET JUSTIFICATION NARRATIVE:

**FORMULA GRANT
 DETAILED BUDGET and NARRATIVE
CATEGORY F – FACILITIES / EQUIPMENT RENTAL**

Directions:

1. For this category, identify the facilities and/or equipment to be used and the annual rate for rental of facilities and/or equipment (See the Chart of Accounts in the Appendix for items to be included under rental).
2. **Narrative:** Provide a detailed explanation of the category. Explain how the rental of facilities and/or equipment is necessary to the success of the project. The narrative should serve as an explanation of the figures.
3. Use additional pages if necessary.

FACILITIES/EQUIP RENTAL	RATE (SPECIFY MONTHLY, YEARLY, ETC.)	FEDERAL FUNDS REQUEST
TOTAL		

BUDGET JUSTIFICATION NARRATIVE:

**FORMULA GRANT
 DETAILED BUDGET and NARRATIVE
CATEGORY G – CONSULTANTS AND CONTRACTORS**

Directions:

1. For each consultant, enter the name, if known, the service to be provided, the hourly or daily fee or rate. Consultant fees in excess of \$650 (or \$81.25 per hour) per day require additional justification and prior approval from the Federal Grants Division Director, District Attorneys Council (See the Chart of Accounts in the Appendix for items to be included under consultants and contractors).
2. **Narrative:** Provide a detailed explanation of the category. Explain how the consultant is necessary to the success of the project. The narrative should serve as an explanation of the figures.
3. Use additional pages if necessary.

SERVICE OR PRODUCT	FEE OR RATE	FEDERAL FUNDS REQUEST
TOTAL		

BUDGET JUSTIFICATION NARRATIVE:

**FORMULA GRANT
 DETAILED BUDGET and NARRATIVE
CATEGORY H – OTHER**

Directions:

1. Specifically identify the funds being requested in this category (See the Chart of Accounts in the Appendix for items to be included under other).
2. The narrative should serve as an explanation of the figures.
3. Use additional pages if necessary.

ITEM DESCRIPTION	FEDERAL FUNDS REQUEST
TOTAL	

BUDGET JUSTIFICATION NARRATIVE:

DETAILED BUDGET and NARRATIVE
CATEGORY I – INDIRECT COSTS

Directions:

1. Describe how the Indirect Costs are calculated and will be utilized in this project.

N/A

REQUIRED ENCLOSURES

Please attach the following documents to this application:

- 1) Accreditation Certification
- 2) Scope of Accreditation

CERTIFICATE OF APPLICATION

By signing the Certificate of Application, the Chief Executive Officer certifies:

- that the applicant agency is eligible to apply;
- the information provided in the application is accurate;
- 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;
- that the forensic laboratory or medical examiner's office uses generally accepted laboratory practices and procedures as established by accrediting organizations or appropriate certifying bodies; and,
- that the applicant agency agrees to comply with all State and Federal provisions of the 2022 Coverdell Forensic Science Improvement Formula Grant Program and all other applicable State and Federal laws.

Name: Craig Freeman

Address: 200 N. Walker Ave. 3rd Floor, Oklahoma City, OK 73102

Title: City Manager, City of Oklahoma City

Chief Executive Officer Signature: _____



Date: 6-30-22

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be a state agency head, mayor, city manager, or chairperson of the county commission. The Chief of Police is NOT authorized to sign this document.