



## Notice of Funding Opportunity (NOFO)

### Part 1. Overview Information

---

<b>Participating Organization:</b>	Louisiana Commission on Law Enforcement and Administration of Criminal Justice <a href="http://www.lcle.la.gov">www.lcle.la.gov</a>
<b>Funding Opportunity Title:</b>	2022 Paul Coverdell Forensic Science Improvement Grants Program
<b>Announcement Type:</b>	Coverdell New and Continuation Grants
<b>Catalog of Federal Domestic Assistance (CFDA) Number:</b>	16.742
<b>Federal Award Identification Number (FAIN):</b>	TBD
<b>Federal Award:</b>	TBD - All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed.
<b>Period of Performance:</b>	Twelve to eighteen months
<b>Funding Opportunity Purpose:</b>	<p>The Louisiana Commission on Law Enforcement and Administration of Criminal Justice announces the Notice of Funding Opportunity (NOFO) for the Paul Coverdell Forensic Science Improvement Grants Program.</p> <p>The Coverdell program is authorized by Title I of the Omnibus Safe Streets and Crime Control Act of 1968, Part BB, codified at 42 U.S.C. § 3797j-3797o (the Coverdell law). This program seeks to improve the quality and timeliness of forensic science and medical examiner/coroner's office services, including services provided by laboratories operated by States and units of local government.</p>
<b>Due Dates:</b>	June 24, 2022

---

**Proposal:**

- Submit proposal to LCLE Coverdell Program Manager for view and selection.
- If selected to continue application process, applicant will receive an invitation to apply.
- Applicants that do not comply may be delayed or not accepted for review.

---

## **Part 2. Full Text of the Announcement**

---

### **A. Program Description**

---

Paul Coverdell Forensic Science Improvement Grants Program (the Coverdell program), which awards grants to States and units of local government to help improve the quality and timeliness of forensic science and medical examiner/coroner's office services.

#### **Program-Specific Information**

This solicitation seeks applications for funding to improve the quality and timeliness of forensic science and medical examiner/coroner's office 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.

#### **Allowable Costs**

The following expenses are generally allowable, but not limited to, using Coverdell funds:

- **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.
- **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.
- **Computerization.** Funds may be used to upgrade, replace, lease, or purchase computer hardware and software for forensic analyses and data management.
- **Laboratory equipment.** Funds may be used to upgrade, lease, or purchase forensic laboratory or medical examiner/coroner office equipment and instrumentation.
- **Supplies.** Funds may be used to acquire forensic laboratory or medical examiner/coroner office supplies.
- **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[.]”

- **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.

-Note on the use of funds to address opioid- and synthetic drug-related challenges: The application should demonstrate, wherever applicable, how any proposed use of funds would address challenges that opioids and/or synthetic drugs have brought to the forensic science community. To facilitate this, an applicant should annotate each line item in the budget as “opioid and/or synthetic drug related” or “non-opioid or synthetic drug related.” Coverdell funds are available for permissible uses that would not address the opioid- and synthetic drug-related challenges; however, states should plan to allocate at least 58 percent of Coverdell grant funds (commensurate with each state’s specifically identified need) to address the challenges to the forensic science community posed by the opioids and synthetic drugs. A state also may propose to dedicate more than 58 percent of its Coverdell allocation to opioid and synthetic drug related uses, in accordance with the state’s needs.

### **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. The use of funds for the purchase and/or lease of vehicles such as crime scene vans.
4. 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.

---

## **B. AWARD INFORMATION**

---

### **Funding Instrument:**

The Louisiana Commission on Law Enforcement will issue grant awards.

### **Application Types Accepted:**

Continuations, Renewals, and New applicants/applications

### **Funds Available:**

Contact Coverdell Program Manager – Kelly Parks

### **Award Project Period:**

All projects are funded for a maximum of eighteen (18) months, and continued funding cannot be guaranteed. Any project funded for **more or less** than the 18<sup>th</sup> - month time period must be approved by the Commission.

## **Financial Management and System of Internal Controls:**

If selected for funding, the award recipient must:

- Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- Take reasonable measures to safeguard protected personally identifiable information.

## **C. ELIGIBILITY INFORMATION**

### **Criminal Records Reports (if applicable)**

- The applicant certifies that all systems developed or purchased shall meet all specifications for Louisiana Information Based Reporting System (LIBRS) Criminal History System reporting as are in effect at the time of sub grant award.

### **Supplanting/Non-Supplanting**

- Federal funds must be used to supplement (add to), enhance or expand existing services for program activities and not replace those funds that have been appropriated for the same purpose.
- A grant recipient may not use Federal grant funds to defray any costs that the recipient already is obligated to pay.
- The possibility of supplanting will be the subject of careful application review, possible pre-award review, post-award monitoring, and audit of any finding.
- If any additional information, assistance with definition, or examples of supplanting is needed, please contact the LCLE Coverdell Program Manager.

## **PART 3. Funding Determination Process**

### **A. Project Proposal**

Applicants will submit a project narrative and a Coverdell budget detail worksheet (worksheet is available at [www.lcle.la.gov](http://www.lcle.la.gov)) via email to the Louisiana Commission on Law Enforcement (LCLE) Coverdell Program Manager at [Kelly.Parks@lcle.la.gov](mailto:Kelly.Parks@lcle.la.gov). The LCLE review committee will review and determine projects to move forward to the application process. Applicants will receive an invitation to submit the full application on the Louisiana Commission on Law Enforcement’s E-grants system.

## **Required Documents:**

- Completed Proposal (please use last year's submission as a guide).
- Program Narrative/Objective Chart (update 2017 chart in Microsoft Word document)
- Budget Narrative (Microsoft Word document). Delineate Opioid-related and non-opioid related amounts in budget.
- Budget Detail Worksheet (<https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet/>)
- Conflict of Interest Disclosure Form (form available at [www.lcle.la.gov](http://www.lcle.la.gov))
- Cover letter on Agency Letterhead and signed by the authorized official.
- Accreditation (***Certificate and Scope of Accreditation***)
- DUNS number and proof of an active CCR registration with current information.
- Potential Environmental Impact Coversheet and Checklist- National Environmental Policy Act (NEPA)

Please read the Programmatic Environmental Assessment

(<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/bja-programmatic-ea.pdf> )

Fill out the National Institute of Justice Grants Program Checklist for Potential Environmental Impacts

(<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/bja-grant-program-checklist-nepa.pdf>)

All documents must be submitted at one time and must be submitted by the due date. No extensions will be granted beyond the due date nor will any documents be accepted after that time. Please note that we will not be sending out any requests for additional information. If we don't receive all of your information by the due date, your application will be denied. No Exceptions.

Also, your proposal must be in proposal format and feel free to use the provided solicitation as a guide. Please email all proposals to [Kelly.Parks@lcle.la.gov](mailto:Kelly.Parks@lcle.la.gov) and [Linda.Gautier@lcle.la.gov](mailto:Linda.Gautier@lcle.la.gov).

## **Proposal and Submission Information**

### **What a Proposal Should Include**

#### **1. Program Narrative**

Applicants must submit a narrative that addresses the project objectives, the expected results, and the implementation approach.

**a. Statement of the Problem** (Understanding of the problem and its importance)

**b. Project Design and Implementation.**

1. Goals, Objectives, Deliverables, and a Timeline
2. Soundness of the approach to reduce and/or eliminate a backlog.
3. Soundness of the approach to improve the quality of forensic services.
4. Soundness of the approach to train and employ forensic personnel to eliminate a backlog and increase capacity.

5. Innovation and creativity in the approach to reducing and/or eliminating a backlog and increasing capacity.
6. Feasibility of the proposed project and awareness of pitfalls.

**c. Capabilities and Competencies**

1. Qualifications and experience of proposed project staff (including any and all individuals (and organizations) identified in the application who will be significantly involved in substantive aspects of the proposal).
2. Demonstrated ability of the applicant organization to manage the effort.
3. Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope of the proposed project.

**d. Plan for Collecting the Data Required for this Solicitation's Performance Measures**

1. Improvement in Quality and Timeliness.
  - a. Anticipated reduction in backlog.
  - b. Anticipated improvement in quality and timeliness of forensic results.
  - c. Anticipated benefit of education and training to reduce backlog and improve timeliness of results.
  - d. Planned steps to achieve accreditation to positively impact quality and/or timeliness of forensic results.
2. Anticipated Impact of Eligible Project Activities.
  - a. *Personnel*: If applicable, anticipated impact of requested personnel resources (excluding overtime) on improvement in quality and/or timeliness of forensic science or medical examiner/coroner's office services.
  - b. *Equipment/Supplies*: If applicable, anticipated impact of requested equipment and supplies on improvement in quality and/or timeliness of forensic science or medical examiner/coroner's office services.
  - c. *Computerization*: If applicable, anticipated impact of requested computerization on improvement in quality and/or timeliness of forensic science or medical examiner/coroner's office services.

2. **Demonstrated plan for collection of the performance measure data as described in the solicitation.** Please see attachment for BJA performance measures template.

**[Paul Coverdell Forensic Science Improvement Grants Program \(ojp.gov\)](http://ojp.gov)**

### 3. Budget Detail Worksheet and Budget Narrative

#### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.lcle.la.gov](http://www.lcle.la.gov).

#### b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Applicants should demonstrate in their Budget Narratives how they will maximize cost effectiveness of grant expenditures. Budget Narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a Budget Narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year. **Lastly delineate Opioid-related and non-opioid related amounts in budget.**

1. Total cost of the project relative to the perceived benefit.
2. Use of existing resources to conserve costs.
3. Cost-effectiveness of proposed activities applicable to backlog reduction and/or timeliness of forensic science or medical examiner/coroner's office services.
4. Cost-effectiveness of proposed activities applicable to improvement in the quality of forensic science or medical examiner/coroner's office services.
5. Cost-effectiveness of education and training as related to quality and/or timeliness of forensic science or medical examiner/coroner's office services.

---

### 4. LCLE Proposal Review Information

#### A. LCLE Application Approval Process

After receipt of proposals, the Coverdell Program Manager will conduct the risk assessment, provide the scoring criteria and prepare the proposal for the Grant Review Committee. Once a proposal has been approved by the Grant Review Committee it is then presented to the Commission on Law Enforcement for final approval. Both the Grant Review Committee and the Commission can make recommendations for approval, denial, deferment or table in addition to lacing additional special conditions that require compliance.

#### B. LCLE Award Process

Proposals approved by the Commission are then issued an Award Letter by LCLE Staff. These Award Letters are then forwarded directly to the applicant agency in a Subgrant Award Packet. The applicant agency is responsible for signing the original award in blue ink and returning the original to LCLE, keeping a copy of the award in their agency file.



### **C. LCLE Application Approval Process**

After receipt of proposals, the Coverdell Program Manager will conduct the risk assessment, provide the scoring criteria and prepare the proposal for the Grant Review Committee. Once a proposal has been approved by the Grant Review Committee it is then presented to the Commission on Law Enforcement for final approval. Both the Grant Review Committee and the Commission can make recommendations for approval, denial, deferment or table in addition to lacing additional special conditions that require compliance.

### **D. LCLE Award Process**

Proposals approved by the Commission are then issued an Award Letter by LCLE Staff. These Award Letters are then forwarded directly to the applicant agency in a Subgrant Award Packet. The applicant agency is responsible for signing the original award in blue ink and returning the original to LCLE, keeping a copy of the award in their agency file.

### **E. Proposal Review Information Criteria**

Criteria: Each application will be evaluated and scored on the Narrative and Budget Components using a 100-point scale by the Grant Review Committee.

1. *Project Summary and Strategy (30 points)*

This Section should be a succinct summary containing the description of the problem this project seeds to address the project's purpose, the program description, and expected results. Propose a clear and realistic implementation plant to comprehensively address objectives of this Notice of Funding Opportunity. It should also outline the relevant and appropriate main activities.

2. *Goals (15 points)*

This section should outline the Program Goals and Expected Results for the project.\

3. *Objectives and Timeline (15 points)*

This section should state clearly defined and quantitatively measurable objectives that support programmatic progress. Please present a brief, timeline including target dates for activities, which reflects the overall program approach and its objectives.

4. *Organizational Capacity and Past Performance (20 points)*

This section of the application provides information about the applicant organization and any proposed key partners. It provides evidence that the applicant has the ability to successfully carry out the program activities of the grant. Provide a description of the applicant organization --- including its general purpose, goals, annual budget (including funding sources), and major past and current Activities and projects undertaken. Include a description of all key partners for this project and of the proposed working relationship with them.



## **PART 4. LCLE and Program Staff Information**

Kelly Parks, Program Manager

[Kelly.Parks@lcle.la.gov](mailto:Kelly.Parks@lcle.la.gov)

(225) 342-7285

Linda Gautier, Criminal Justice Policy Planner Supervisor

[Linda.Gautier@lcle.la.gov](mailto:Linda.Gautier@lcle.la.gov)

(225) 342-1703

Kristi Ambacher, Grants Manager

[Kristi.Ambacher@lcle.la.gov](mailto:Kristi.Ambacher@lcle.la.gov)

(225) 342-1833