

GRANT APPLICATION SUMMARY SHEET

Grant Name: 2024 Paul Coverdell Forensic Science Improvement Grant

Department: POLICE DEPARTMENT

Grantor: U.S. Dept of Justice / Bureau of Justice Assistance

Pass-Through Grantor (If applicable):

Total Applied For \$250,000.00

Metro Cash Match: \$0.00

Department Contact: Michael Park
862-7077

Status: NEW

Program Description:

Funding will be utilized to fund outsource sexual assault kits. This will aid in MNPD Crime Lab's goal of providing forensic DNA analysis of superior quality in a timely and efficient manner, decrease and eliminate the backlog, increase throughput, and reduce turnaround time.

Plan for continuation of services upon grant expiration:

Project is totally grant funded and will cease upon expiration of the grant.

APPROVED AS TO AVAILABILITY OF FUNDS:

APPROVED AS TO FORM AND LEGALITY:

Kevin Crumkolmal 6/28/2024 | 10:25 AM CDT
Director of Finance **Date**

Courtney Mohan 6/28/2024 | 12:05 PM CDT
Metropolitan Attorney **Date**

AP EF
APPROVED AS TO RISK AND INSURANCE:

Balogun Cobb 6/28/2024 | 10:30 AM CDT
Director of Risk Management Services **Date**

Phredie O'Connell 6/28/2024 | 7:06 AM PDT
Metropolitan Mayor **Date**

(This application is contingent upon approval of the application by the Metropolitan Council.)

Grants Tracking Form

Part One

Pre-Application <input type="radio"/> Application <input checked="" type="radio"/> Award Acceptance <input type="radio"/> Contract Amendment <input type="radio"/>				
Department	Dept. No.	Contact	Phone	Fax
POLICE DEPARTMENT	031	Michael Park	862-7077	880-3077
Grant Name: 2024 Paul Coverdell Forensic Science Improvement Grant				
Grantor: U.S. DEPARTMENT OF JUSTICE / Bureau of Justice Assistance Other:				
Grant Period From: 10/01/24		<small>(applications only)</small> Anticipated Application Date: 07/01/24		
Grant Period To: 09/30/27		<small>(applications only)</small> Application Deadline: 07/01/24		
Funding Type: FED DIRECT		Multi-Department Grant <input type="checkbox"/> If yes, list below.		
Pass-Thru:		Outside Consultant Project: <input type="checkbox"/>		
Award Type: COMPETITIVE		Total Award: \$250,000.00		
Status: NEW		Metro Cash Match: \$0.00		
Metro Category: New Initiative		Metro In-Kind Match: \$0.00		
CFDA # 16.742		Is Council approval required? <input checked="" type="checkbox"/>		
Project Description:		Applic. Submitted Electronically? <input checked="" type="checkbox"/>		
Funding will be utilized to fund outsource sexual assault kits. This will aid in MNPD Crime Lab's goal of providing forensic DNA analysis of superior quality in a timely and efficient manner, decrease and eliminate the backlog, increase throughput, and reduce turnaround time.				
Plan for continuation of service after expiration of grant/Budgetary Impact:				
Project is totally grant funded and will cease upon expiration of the grant.				
How is Match Determined?				
Fixed Amount of \$ \$0.00		or		% of Grant
Other: <input type="checkbox"/>				
Explanation for "Other" means of determining match:				
For this Metro FY, how much of the required local Metro cash match:				
Is already in department budget? No		Fund		
Is not budgeted?		Business Unit		
Proposed Source of Match:				
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)				
Other:				
Number of FTEs the grant will fund: 0.00		Actual number of positions added:		
Departmental Indirect Cost Rate 31.20%		Indirect Cost of Grant to Metro: \$78,000.00		
*Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> No % Allow. 0.0%		Ind. Cost Requested from Grantor: \$0.00 in budget		
<small>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</small>				
Draw down allowable? <input type="checkbox"/>				
Metro or Community-based Partners:				

Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY25	\$100,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$100,000.00	\$31,200.00	\$0.00
Yr 2	FY26	\$100,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$100,000.00	\$31,200.00	\$0.00
Yr 3	FY27	\$50,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$50,000.00	\$15,600.00	\$0.00
Yr 4	FY__									
Yr 5	FY__									
Total		\$250,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$250,000.00	\$78,000.00	\$0.00
Date Awarded:					Tot. Awarded:		Contract#:			
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

Contact: juanita.paulsen@nashville.gov
vaughn.wilson@nashville.gov



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



Solicitation Title: BJA FY24 Paul Coverdell Forensic Science Improvement Grants Program – Competitive

Assistance Listing Number: 16.742

Grants.gov Opportunity Number: O-BJA-2024-172111

Solicitation Release Date: April 30, 2024

Step 1: Application Grants.gov Deadline: 8:59 p.m. Eastern Time on June 24, 2024

Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on July 1, 2024

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Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks to fund applications to the FY 2024 Paul Coverdell Forensic Science Improvement Grants Program – Competitive (Coverdell Competitive Program) to improve forensic science and medical examiner/coroner services, including services provided by laboratories operated by states and units of local government.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Eligibility

- State governments
- City or township governments
- County governments

An applicant may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only) or email grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the solicitation [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See solicitation [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants application deadline. See solicitation [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description Overview

With this solicitation, BJA seeks to fund applications to the FY 2024 Paul Coverdell Forensic Science Improvement Grants Program—Competitive (Coverdell Competitive Program) to improve forensic science and medical examiner/coroner services, including services provided by laboratories operated by states and units of local government.

Statutory Authority

The Coverdell Program is authorized by Public Law 90-351, Title I, Sec. 2801-2806 (codified at 34 U.S.C. 10561-10566). Any awards under this solicitation would be made under statutory authority provided by the Consolidated Appropriations Act, 2024.

Specific Information

This program furthers the Department's mission by providing states and units of local government with tools needed to meet the challenges of responding to crime. Specifically, this program seeks to improve forensic science and medical examiner/coroner services, including services provided by laboratories operated by states and units of local government. Funding is to be used for forensic science laboratories and/or medical examiner/coroner offices. (See the Definitions section for additional information).

Under the Coverdell Program, state administering agencies (SAAs) may apply for both formula and competitive funds. Units of local government may apply only for competitive funds. **This solicitation is ONLY for competitive funds.** An applicant seeking to apply for Coverdell formula funds (consistent with 34 U.S.C. § 10563(a)(1)) available for grants to eligible states would need to apply separately under BJA's [FY 2024 Paul Coverdell Forensic Science Improvement Grants Program—Formula solicitation](#).

Funding awarded under the Coverdell Program may not be used for research. However, applicants may address emerging forensic science issues and technology through implementation of new technologies and processes into public laboratories. Applicants are encouraged to review resources, such as the National Institute of Justice's [Forensic Technology Center of Excellence](#) (FTCoE) or BJA's [Forensics Training and Technical Assistance](#) (FTTA) when working to evaluate and implement new technologies and processes in the laboratory to help ensure that strong evidence-based methods and best practices are used. FTTA provides resources for forensic science laboratories with a landing page specific for the [Coverdell program](#). FTCoE provides reports, webinars, and other free products to assist practitioners with technology transition (including [implementation strategies](#), [technology landscape studies](#), and [success stories](#)).

Agencies are also encouraged to participate in the [National Forensic Laboratory Information System \(NFLIS\)](#). NFLIS is a program of the Drug Enforcement Administration (DEA) Diversion Control Division that systematically collects drug identification results and associated information from drug cases submitted to and analyzed by participating federal, state, and local forensic laboratories with drug chemistry sections. The program consists of three components (Drug, Toxicology, and Medical Examiner/Coroner) that complement each other to provide a holistic picture of the drugs analyzed by the U.S. forensic community. Data is submitted on a voluntary basis and agencies are encouraged to seek participation from any labs used for outsourcing in an effort to strengthen the understanding of drug mortality, novel psychoactive

substances, drug frequency trends, levels of drugs involved in cause of death, and laboratory or office methods and practices.

Definitions

For the purposes of this solicitation, the following are defined:

Backlog: A backlog in the analysis of forensic science evidence exists if such evidence:

- Has been stored in a laboratory, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility.
- Has not been subjected to all appropriate forensic testing because of a lack of resources or personnel.

Forensic Science Laboratory: Any state/local government entity performing forensic science services is considered a "forensic science laboratory." Medical examiner and coroner offices are considered to be forensic science laboratories for the purposes of this solicitation.

Research: A systematic investigation—including research development, testing, and evaluation—designed to develop or contribute to generalizable knowledge. Validation of established technologies for implementation in a laboratory setting is not considered research for the purposes of this solicitation.

Accreditation: A formal process by which an impartial entity reviews the policies and procedures of an organization to ensure its operations are consistent with national or international standards. Accreditation assesses a forensic laboratory's capacity to generate and interpret results in a particular forensic discipline and helps to ensure an ongoing compliance to industry and applicable international standards.

Solicitation Goals and Objectives

Goals

The goal of Coverdell grants to applicant states is to demonstrate 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.

The goal of Coverdell grants made directly to units of local government is to demonstrate improvement over current operations in forensic science or medical examiner/coroner services provided by the local jurisdiction.

Objectives

A state or unit of local government that receives a Coverdell grant must use the grant for one or more of the following six objectives:

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 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.

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.

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, BJA plans to allocate approximately 56 percent of available funds to specifically target the challenges that opioids and synthetic drugs have brought to the forensic science community.

Priority Areas

OJP will provide priority consideration when making award decisions to applications requesting Coverdell funds for projects that address specified opioid and synthetic drug related challenges to the forensic science community.

Note: Addressing this priority area is one of many factors that OJP considers in making funding decisions. Receiving priority consideration does not guarantee an award.

Deliverables

The Coverdell Law requires the Attorney General of the United States to submit to the Speaker of the House of Representatives and the President pro tempore of the Senate a report that includes (1) the aggregate the amount of grants awarded under the Coverdell Program in that fiscal year, and (2) summary information provided by grant applicants/recipients in that fiscal year. This report is do not later than 90 days after the last day of each fiscal year for which one or more grants are awarded under the Coverdell Program.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: 15

Anticipated Maximum Dollar Amount per Award: up to \$500,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 36

Anticipated Total Amount to Be Awarded Under This Solicitation: \$4,547,937

Additional Information: While the maximum allowable funding amount is \$500,000, OJP encourages applicants, including those that are new or that have never before received a federal award, to submit a proposed budget that best supports their project objectives and organizational capabilities, even if the proposed budget is at a lower amount than the maximum allowable funding level.

Continuation Funding Intent

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award, when making continuation award decisions.

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

The figures and calculations reflected in this solicitation are based on an estimated total amount available of \$30,319,578 (combined Formula and Competitive funds available), although the amount ultimately made available could be higher or lower. Applicants are strongly advised to check for updates to the solicitation prior to submitting applications.

Competitive Funds for States and Units of Local Government

Fifteen percent (\$4,547,937) of the available funds will be allocated among states and units of local government through a competitive process. The average annual number of Part 1 violent crimes reported by each state to the Federal Bureau of Investigation for calendar years 2020, 2021, and 2022; existing resources; and current needs of the potential grant recipient will be considerations in award decisions. For FY 2024, the maximum amount a state or unit of local government may receive in competitive funds is \$500,000. Units of local government that provide forensic science or medical examiner/coroner services (whether through a forensic science laboratory, medical examiner office, or coroner's office) may apply directly to BJA for competitive funds. A state may apply through its SAA for competitive funds for forensic sciences improvements above and beyond those it can accomplish with its estimated amount of formula funds.

Type of Award

OJP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

States and units of local government may apply for FY 2024 Coverdell Competitive Program funds for use for forensic science laboratories (see Definitions section for additional information on how "forensic science laboratory" is defined for the purposes of this solicitation).

States may be eligible for both formula and competitive funds. Units of local government within states may be eligible for competitive funds and may apply directly to BJA. This solicitation is ONLY for the competitive funds. Any state application for funding MUST be submitted by the Coverdell SAA (see a list of SAAs on the OJP website at

<http://www.ojp.usdoj.gov/saa/index.htm>). (Other interested state agencies or departments must coordinate with their respective SAAs.)

For the purposes of this notice of funding opportunity, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 8:59 p.m. ET on June 24, 2024.

The **full application** must be submitted in JustGrants by 8:59 p.m. ET on July 1, 2024.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must —

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant’s submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant’s Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](#).

Application and Submission Information

Content of Application Submission and Available Surveys

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)
- [Five certifications](#) required by the Coverdell law:
 1. Certification as to [Plan for Forensic Science Laboratories](#) or [Application from a Unit of Local Government](#)
 - The applicant is to submit only one version of the “Certification as to Plan for Forensic Science Laboratories.” DO NOT submit both versions of this certification. Applicant *states* are to submit the “Application from a State” version only; applicant *units of local government* are to submit the “Application from a Unit of Local Government” version only.
 2. Certification as to [Generally Accepted Laboratory Practices and Procedures](#)
 3. Certification as to [Forensic Science Laboratory System Accreditation](#)
 - Applicants requesting funds for only medical examiner’s offices or coroner’s offices are not required to submit this certification.

4. Certification as to [Use of Funds for New Facilities](#)
 - Applicants must submit this certification even if no new facilities are being constructed.
5. Certification as to [External Investigations](#) and [Attachment](#)

The Coverdell law (34 U.S.C. § 10562) requires that, to request a grant, an applicant for Coverdell funds **must submit:**

- **A certification and description regarding a plan for forensic science laboratories** ([state form](#) OR [unit of local government form](#)). Each applicant must submit a certification that the state or unit of local government has developed a plan for forensic science laboratories under 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. Applicants must also specifically describe the manner in which the grant will be used to carry out that plan.
- **A certification regarding use of [generally accepted laboratory practices](#)**. Each applicant must submit a certification that any forensic laboratory system, medical examiner’s office, or coroner’s office in the state, including any laboratory operated by a unit of local government within the state, that will receive any portion of the grant amount (whether directly or through a subgrant) uses generally accepted laboratory practices and procedures established by accrediting organizations or appropriate certifying bodies.
- **A certification regarding [forensic science laboratory accreditation](#)**. Each applicant must submit a certification that any forensic science laboratory system in the state, including any laboratory operated by a unit of local government within the state, that will receive any portion of the grant amount (whether directly or through a subgrant) either is accredited or is not so accredited, but will (or will be required in a legally binding and enforceable writing to) use a portion of the grant amount to prepare and apply for such accreditation not more than 2 years after the date on which a grant is awarded under the FY 2023 Coverdell Program.

NOTE: Applicants requesting funds for only medical examiner or coroner’s offices are not required to submit this certification. See 34 U.S.C. § 10562(2).

- **A certification and description regarding [costs of new facilities](#)**. Each applicant must submit a certification that the amount of the grant used for the costs of any new facility constructed as part of a program to improve the quality and timeliness of forensic science or medical examiner services will not exceed certain limitations set forth in the Coverdell law at 34 U.S.C. § 10564(c). (See information on “permissible expenses” in Federal Award Information.) Applicants must also specifically describe any new facility to be constructed, as well as the estimated costs of the facility.

NOTE: Applicants must submit this certification even if no new facilities are being constructed.

- **A certification regarding [external investigations into allegations of serious negligence or misconduct](#) and [the External Investigations Attachment Template](#)**. Each applicant must submit a certification 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 office, coroner's office, law enforcement storage facility, or medical facility in the state that will receive a portion of the grant amount." In connection with the certification regarding external investigations (described above), applicants must provide, prior to receiving award funds, the name(s) of the existing government entity (or government entities). This information is to be provided as an attachment to the proposal narrative section of the application using [the External Investigations Attachment Template](#).

Applicants are expected to carefully review the requirements of each certification before determining whether the certification may be properly made. Any certification that is submitted must be executed by an official who is both familiar with the requirements of the certification and authorized to make the certification on behalf of the applicant agency (that is, the agency applying directly to BJA). **Certifications must be submitted using the templates provided at [Paul Coverdell Forensic Science Improvement Grants Program | Certifications | Bureau of Justice Assistance \(ojp.gov\)](#).**

Certifications made on behalf of subrecipients of award funds—rather than certifications made on behalf of the agency applying directly to BJA—are not acceptable to satisfy the certification requirements and should not be submitted.

In connection with the certification regarding forensic science laboratory accreditation (described above), applicants must demonstrate, prior to receiving award funds, that any forensic science laboratory system, including any laboratory operated by a unit of local government within the state, that will receive any portion of the grant amount either is accredited or will (or will be required to) prepare and apply for accreditation consistent with the Coverdell law. See the "What an Application Should Include" section, which describes the documentation and information an applicant is to provide regarding its accreditation or its plans to prepare and apply for accreditation.

The accrediting body must be a signatory to an internationally recognized arrangement and must offer accreditation to forensic science conformity assessment bodies using an accreditation standard that is recognized by that internationally recognized arrangement. The scope of the accreditation must include all discipline(s) for which funds are requested. If the current scope of accreditation does not include the discipline(s) for which funds are requested, the applicant must include funds in its budget and plans in its proposal narrative to prepare and apply for accreditation in those disciplines.

Please note that funds will not be made available to applicant agencies that fail to provide the necessary information.

Important Note on Referrals in Connection with Allegations of Serious Negligence or Misconduct

The highest standards of integrity in the practice of forensic science are critical to the enhancement of the administration of justice. BJA assumes that recipients (and subrecipients) of Coverdell funds will make use of the process referenced in their certification as to external investigations and will refer allegations of serious negligence or misconduct substantially affecting the integrity of forensic results to government entities with an appropriate process in place to conduct independent external investigations, such as the government entities identified in the grant application.

For **each fiscal year** of an award made under this solicitation, recipients will be required to report to BJA on an annual basis:

- The number and nature of any such allegations.
- Information on the referrals of such allegations (e.g., the government entity or entities to which referred, the date of referral).
- The outcome of such referrals (if known as of the date of the report).
- If any such allegations were not referred, the reason(s) for the nonreferral.

Payments to recipients (including payments under future awards) may be withheld if the required information is not submitted on a timely basis.

Special Guidance on Certification Regarding External Investigations into Allegations of Serious Negligence or Misconduct

The certification regarding external investigations has a number of requirements, each of which must be satisfied before the certification may be made. The official authorized to make the certification on behalf of the applicant agency must carefully review each of the statutory elements and this guidance before determining whether a certification properly may be made.

After reviewing the information and guidance provided here, the official, on behalf of the applicant agency, must determine whether:

- A government entity exists
- with an appropriate process 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.

Note: In making this certification, the certifying official is certifying that these requirements are satisfied not only with respect to the applicant itself, but also with respect to each entity that will receive a portion of the grant amount. Certifying officials are advised that:

1. A false statement in the certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and 34 U.S.C. §§ 10271-10273.
2. OJP grants, including certifications provided in connection with such grants, are subject to review by OJP and/or DOJ's Office of the Inspector General.

The following guidance, provided by way of examples for applicants' review, is designed to illustrate elements of the external investigation certification that the official authorized to make the certification on behalf of the applicant agency must take into account in determining whether the certification may be properly made.

Because it is not possible for BJA to provide examples relating to every type of government entity with an appropriate process 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, this guidance should not be viewed as

all inclusive. In addition, this guidance is not intended to constitute legal advice from BJA on the question of whether the required certification may be properly made on behalf of the applicant. Such a determination must be made by an appropriate official based on the statutory requirements of the certification after review of this guidance.

Illustrative Examples:

One: The only government entity that will receive Coverdell award funds is a forensic laboratory that is a unit of a local law enforcement agency (e.g., a police department). The law enforcement agency has an Internal Affairs Division (IAD) that reports directly to the head of the law enforcement agency (the police chief) and the head of the unit of local government (the mayor/city commissioner). The IAD has the authority to conduct investigations into allegations of serious negligence or misconduct by laboratory employees and contractors.

Guidance: Execution of the certification might be appropriate under these facts. Nevertheless, the official authorized to make the certification on behalf of the applicant agency must be satisfied that the IAD at issue has the requisite authority to conduct independent investigations (for example, whether the IAD is completely free from influence or supervision by laboratory management officials) into allegations relating to employees or contractors of the laboratory.

Two: A state intends to distribute Coverdell award funds to state and local forensic laboratories and medical examiners/coroners' offices. There is an Office of the Inspector General (OIG) in the state with authority to conduct investigations into allegations of serious negligence or misconduct by employees and contractors of forensic laboratories and medical examiner/coroner's offices, both at the state and local levels.

Guidance: Execution of the certification might be appropriate under these facts. Nevertheless, the certifying official must be satisfied that the state OIG's authority in this regard is not circumscribed in such a way that the OIG's ability to conduct independent investigations is limited (for example, through a reporting hierarchy that does not provide for the OIG to report directly to the chief executive officer or another equally independent state official or office).

Three: A city has applied for a Coverdell award and all funds will go to the city's forensic laboratory. There is a process in place whereby the city's district attorney (DA) may appoint an independent investigator to conduct an investigation into allegations concerning the city's forensic laboratory. If the DA appoints an independent investigator, the investigator will have authority to investigate allegations of serious negligence or misconduct by both laboratory employees and contractors.

Guidance: Execution of the certification might be appropriate under these facts. In this regard, however, the certifying official must be satisfied that the process at issue (appointment of an independent investigator by the city DA) includes procedures under which allegations involving the laboratory are submitted to or are made known to the DA, and that the DA's authority and responsibility to appoint an independent investigator to conduct investigations of such allegations is sufficiently delineated in city policies and/or regulations so that the appropriate process in place is clearly defined.

Four: An applicant agency determines that the forensics laboratory director (or some other individual in the chain of command at the laboratory) has sole responsibility to conduct

investigations into allegations of serious negligence or misconduct committed by laboratory employees.

Guidance: Under these circumstances, execution of the certification would not be appropriate because there is no process in place to conduct independent external investigations into allegations of serious negligence or misconduct committed by laboratory employees and contractors.

Five: A state applicant intends to distribute Coverdell award funds to forensic laboratories at both the state and local levels. An independent commission established by the Governor has authority to investigate allegations of serious negligence or misconduct by employees, including employees of units of local government within the state.

Guidance: Under these circumstances, the existence of this commission is not itself a sufficient basis for execution of the certification. In this regard, the commission does not have authority to investigate allegations of serious negligence or misconduct by contractors of state and local government forensic laboratories that receive Coverdell funds. (If, however, some other government entity, distinct from the commission, has a process in place to conduct independent external investigations of allegations of serious negligence or misconduct by such contractors, execution of the certification might be appropriate depending on all the facts.)

Six: A local forensic laboratory, which is intended to receive a portion of the funds from a Coverdell award to a state, notifies the state applicant that a quality assurance official is responsible for investigating allegations of serious negligence or misconduct by employees and contractors of the local forensic laboratory. The quality assurance official reports to the director of the forensic laboratory.

Guidance: Under these circumstances, execution of the certification would not be appropriate because the quality assurance official reports to the director of the forensic laboratory; therefore, there is no process in place to conduct independent external investigations of allegations against the forensics laboratory as required to make the certification.

Seven: An applicant agency (a forensics laboratory) intends to employ a contractor or a nongovernmental organization to conduct investigations into allegations of serious negligence or misconduct committed by laboratory employees.

Guidance: Under these circumstances, execution of the certification would not be appropriate as there is neither a government entity nor an appropriate process in place to conduct independent external investigations of allegations against the laboratory, whether alleged to be committed by laboratory employees and/or contractors, because the contractor or nongovernmental entity is employed by and responsible to the forensics laboratory.

Eight: An applicant agency is accredited by an independent accrediting or certifying organization such as ANAB, NAME, A2LA, IAC&ME, etc.

Guidance: In this situation, execution of the certification would not be appropriate. The fact of accreditation or certification by an outside entity on its own does not demonstrate that the agency has a process in place to investigate allegations of serious negligence or

misconduct committed by employees or contractors. There is insufficient information to properly make the required certification in this situation.

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

Content of the SF-424 in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This funding opportunity **is** subject to [Executive Order \(E.O.\) 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2023/06/SPOC-list-as-of-2023.pdf>. If the applicant's State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State's process under E.O. 12372. On the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting "Program is subject to E.O. 12372 but has not been selected by the State for review."

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant Information

The "Standard Applicant Information" section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Brief Applicant Entity Questionnaire

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 20 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

The proposal narrative must specifically describe the manner in which Coverdell grant funds will be used to carry out the applicant's plan to improve forensic science or medical examiner/coroner services over current operations. (Reduction of forensic analysis backlogs is considered an improvement in timeliness of services.)

If grant funds are requested to cover the costs of a new facility, the proposal narrative must specifically describe the new facility to be constructed and the estimated costs of that facility.

State applicants. A state that seeks competitive funds should describe how competitive funds will be used to support improvements in forensic science or medical examiner/coroner services above and beyond the improvements it will accomplish with its estimated amount of formula funds. States are expected to consider the needs of laboratories operated by units of local government as well as those operated by the state. Existing resources and current needs will be

considered in awarding competitive funds and should be addressed in any request for competitive funds.

As part of the discussion of existing resources and current needs, applicants should include information in the proposal narrative that describes any known specific impact(s) on resources and needs indicated by the applicant state's Part 1 violent crime data.

Any state application for funding MUST be submitted by the Coverdell SAA (see list of SAAs on the OJP website at <http://www.ojp.usdoj.gov/saa/index.htm>). When applying for competitive funds, an SAA should consult with all interested state agencies to prepare a request for competitive funds. No more than one request for competitive funds per state (SAA) will be funded. If more than one request for competitive funds is made by the state, each should be submitted as a separate application in Grants.gov.

Unit of local government applicants. A unit of local government should consult all interested components before preparing an application for competitive funds. No more than one application for competitive funds per unit of local government will be funded. If more than one request for competitive funds is made by the unit of local government, each should be submitted as a separate application in Grants.gov. As part of the discussion of existing resources and current needs, applicants requesting competitive funds should include information in the proposal narrative that describes any known specific impact(s) on resources and needs indicated by Part 1 violent crime data (state data and any data reported by the applicant).

Accreditation

If grant funds are requested for accreditation, the proposal narrative must describe the accreditation activities and plans; and as applicable, the projected schedule for preparation and application for accreditation. Under the Coverdell Program, any forensic science laboratory system, including any laboratory operated by a unit of local government within the state, that is not accredited (as set out in the Coverdell law) and that will receive a portion of the grant amount must use a portion of the grant amount to prepare and apply for accreditation not more than 2 years after the date of the Coverdell grant award. For purposes of this solicitation, see definition of "forensic science laboratory" under Definitions in the Program Description section. The Proposal Narrative must include the following sections:

a. Description of the Issue

- Describe the challenges faced in providing forensic and/or medical examiner/coroner services in the jurisdiction.
- Outline the average annual number of Part I violent crimes reported to the Federal Bureau of Investigation for calendar years 2020, 2021, and 2022 by the state (and for applicant units of local government, the local data, if available) and include a discussion of the impact on the laboratory's resources and needs based on the reported data.

b. Project Design and Implementation

- Describe the strategy to address the needs identified in the Description of the Issue.
- Describe how the project will achieve one (or more) of the Coverdell Program's purposes/objectives:

- 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 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, impression evidence, toxicology, digital evidence, fire evidence, controlled substances, forensic pathology, questioned documents, and trace evidence.
 - To train, assist, and employ forensic laboratory personnel and medicolegal death investigators, as needed, to eliminate such a backlog.
 - 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).
 - To educate and train forensic pathologists.
 - To fund medicolegal death investigation systems to facilitate accreditation of medical examiner and coroner offices and certification of medicolegal death investigators.
 - Demonstrate the soundness of the approach to improve forensic services. Specifically outline the impact the proposed project will have on laboratory operations and/or forensic science discipline.
 - Discuss the feasibility of the proposed project, including likelihood of achieving the desired goals within the proposed period of performance. Demonstrate awareness of the likelihood of the project achieving a measurable impact on improving forensic science and/or medical examiner/coroner services.
 - Demonstrate awareness of potential pitfalls and proposed mitigation strategies should pitfalls be encountered.
 - Describe a sustainability plan, as relevant, for activities once the award has completed. A non-exhaustive list of examples may include a plan for annual maintenance following purchase of new instrumentation, hand-off of activities assigned to grant funded staff, validation of newly purchased instrumentation and plan for continued casework following outsourcing.
- c. Capabilities and Competencies
- Describe the management structure for implementation of the strategy, including staffing and key partners. Describe how the partners, if any, will work together to implement the key project elements. Provide information, if any, on past efforts and/or outcomes as a result of this partnership, and why it will enhance efforts in this area.
 - Outline the qualifications and experience of proposed project staff to achieve the goals of the proposal.
 - Describe the demonstrated ability of the proposed staff to manage the effort.
- d. Plan for Collecting the Data Required for This Solicitation's Performance Measures
- Describe the process for measuring project performance.

- Demonstrate an understanding of the [Coverdell Competitive performance measures](#), the specific section(s) that are relevant to the proposed project and the plans for collecting said data. All Coverdell grantees are required to report these specific programmatic metrics and content outlining the progress and impact of the project. In addition, the applicant is asked to consider what other metrics may be of use in demonstrating the successful outcome of the program/project.
- Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the project's impact.
- Describe the process to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "[Goals and Objectives](#)" section.

Applicants can visit [OJP's performance measurement page](#) at www.ojp.gov/performance for more information on performance measurement activities.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award. A list of performance measure questions for this program can be found [here](#). Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "[Note on Project Evaluations](#)" section in the [Application Resource Guide](#).

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by

the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

[Deliverables Expected by Successful Applicants](#)

All Coverdell grantees are required to report these [Coverdell Competitive performance measures](#) and content outlining the progress and impact of the project on a semi-annual basis. In addition, the applicant is asked to consider what other metrics may be of use in demonstrating the successful outcome of the program/project.

Program objectives and deliverables should be included in one timeline. Deliverables for this program include submission of performance data a list of which can be found in this link: [Coverdell Competitive performance measures](#).

[Budget and Associated Documentation](#)

Permissible Expenses

The types of expenses listed below may generally be paid with Coverdell funds. Federal funds must be used to supplement existing state and local funds for program activities, and must not supplant funds that have been appropriated for the same purpose. Please refer to the DOJ Grants Financial Guide, section 2.3, “Standards for Financial Management Systems,” for more information on supplanting.

Note: The following list details the types of expenses allowed under the Coverdell Program. These expenses should NOT be used as budget categories—instead they are to be incorporated into the appropriate standard OJP budget categories. For more information on OJP’s standard budget format, see the section titled What an Application Should Include.

- **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 for forensic science and/or medicolegal death investigation. Funds may also be used for application and maintenance fees charged by appropriate accrediting bodies. Per 34 U.S.C. §10562(2), such an accrediting body must 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.”

An applicant that proposes to use any portion of the grant amount to fund a forensic science laboratory system, including any laboratory operated by a unit of local government within the state, that is not accredited (as set out in the Coverdell law) will be required to use (or, as applicable, must require any unaccredited subrecipient forensic science laboratory system to use) a portion of the grant amount for accreditation purposes. Coverdell awardees must use grant funds to prepare and apply for accreditation of any FY 2024 Coverdell grant-funded unaccredited forensic laboratory system, including any laboratory operated by a unit of local government within the state, not more than 2 years after the FY 2024 Coverdell award date.

- **Education, training, and certification.** Funds may be used for appropriate internal and external training of staff that 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. OJP recognizes the benefit of attending discipline-related conferences to receive training and/or education, however, it is recommended that the applicant consider the cost-effectiveness of this option compared to other viable modes of training. For example, hosting onsite training or attending a local program may be more suitable for the applicant’s personnel and organization.
- **Facilities.** Funds may be used for program expenses related to facilities, provided that the expenses are directly attributable to improving forensic science or medical examiner/coroner services. Funds may also be used for renovation and/or construction undertaken as part of the applicant’s program to improve forensic science or medical examiner/coroner services.
- **Limitations on use of funds for costs of new facility.** The Coverdell law limits the amount of funds that may be used for the costs of a new facility or facilities (34 U.S.C. § 10564(c)). Maximum amounts are determined by the total amount of the Coverdell grants received (including both formula 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 below. Note that estimates and calculations are based on the assumption that the total available funds for Coverdell awards in FY 2024 (Formula and Competitive) will be \$30,319,578. Please refer to the discussion under Available Funding.

Grants that exceed 0.6 percent of the total available funds. If an applicant state receives grants whose total amount exceeds 0.6 percent of the total available funds (estimated here at \$181,917), the amount of the grant that can be used for the costs of any new facility cannot exceed the sum of 80 percent of 0.6 percent of the total available funds (such 80 percent estimated here at \$145,534) plus 40 percent of the amount of the grant in excess of 0.6 percent of the total available funds.

For example, if \$30,319,578 were to become available for Coverdell awards in FY 2024 and a state were to receive a total Coverdell grant of \$303,196, no more than \$194,046 may be used for the costs of any new facility.

A sample calculation for a \$303,196 grant would be as follows:

80 percent of 0.6 percent of the total available funds: $\$181,917 \times .80 = \$145,534$.

Amount in excess of \$ 303,196: $\$303,196 - \$181,917 = \$121,279$

40 percent of amount in excess of \$303,196: $\$121,279 \times .40 = \$48,512$.

Sum of $\$145,534 + \$48,512 = \$194,046$.

Estimates and calculations are based on the assumption that the total available funds for ALL Coverdell awards (formula and competitive) in FY 2024 will be \$30,319,578.

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

Program activity involving forensic genetic genealogical DNA analysis and searching (FGGS) is subject to the DOJ [Interim Policy on Forensic Genetic Genealogical DNA Analysis and Searching](#) or to the final policy, when issued. See Performance Measures for additional required grantee reporting on FGGS activities.

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, as described in the "Important Note" under "Objectives" in the Program Description. To facilitate this, an applicant should annotate each line item in the budget as "opioid- and/or synthetic drug-related" (addressing the opioid and/or synthetic drug crisis) 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, applications requesting Coverdell funds for projects that address specified opioid and synthetic drug related challenges to the forensic science community will be given priority consideration in award decisions over applications not requesting funds for such projects.

Funding Restrictions (Expenses That Are Not Permitted)

1. **Funds to conduct research**, although 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. **Recipient administrative expenses** (direct or indirect) that exceed 10 percent of the total grant amount.
5. The use of funds for the purchase and/or lease of vehicles, such as crime scene vans.
6. The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS/UAV, is unallowable.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

[Budget Detail and Narrative Web-Based Form](#)

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

[Costs Associated With Language Assistance \(if applicable\)](#)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

[Unmanned Aircraft Systems](#)

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

[Budget/Financial Attachments](#)

[Pre-Agreement \(Pre-Award\) Costs \(if applicable\)](#)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

[Indirect Cost Rate Agreement \(if applicable\)](#)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the "Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver."

Disclosure of Process Related to Executive Compensation (if applicable)

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this funding opportunity are not required to provide this disclosure.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of all laboratory scientists who will be significantly involved in substantive aspects of the proposed project.

Letters of Support

Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting for the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity; (2) a description of the need and what benefits would be gained from the project; (3) a description of the applicant's capacity to complete the proposed project. Letters of support should be signed and then submitted as one separate attachment to the application.

Coverdell Statutory Certifications

As described above in the Eligibility section, the Coverdell law provides that, to request a grant, each applicant must submit **five** certifications specific to the Coverdell Program. (Applicants requesting funds for only medical examiner's offices or coroner's offices are not required to submit the certification regarding accreditation. (See 34 U.S.C. § 10562(2).) A certification may only be completed by an official familiar with its requirements and authorized to certify on behalf of the applicant agency (i.e., the agency applying directly to BJA). **All five** certifications **must** be completed using these templates. Certifications made on behalf of subrecipients of award funds—rather than certifications made on behalf of the agency applying directly to BJA—are not

acceptable to satisfy the certification requirements. The [five required Coverdell statutory certifications](#) are as follows:

1. Certification as to [Plan for Forensic Science Laboratories](#) or [Application from a Unit of Local Government](#)
2. Certification as to [Generally Accepted Laboratory Practices and Procedures](#)
3. Certification as to [Forensic Science Laboratory System Accreditation](#) (Applicants requesting funds for only medical examiner's offices or coroner's offices are not required to submit this certification.)
4. Certification as to [Use of Funds for New Facilities](#) (This must be submitted even if no funds are proposed to be used for new facilities.)
5. Certification as to [External Investigations](#) and [Attachment](#)

Please note: Specific information and guidance with respect to the "Certification as to External Investigations" are provided above, under Eligibility. Certifying officials must read and review this information and guidance prior to executing the certifications.

External Investigations Attachment

All applicants are to provide the name(s) of the existing "government entity" (or entities) that is the subject of the certification 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.

Note that funds **will not be made available** to applicant agencies that fail to provide the necessary information. **The [five certifications and the external investigations attachment](#) should be attached as separate files with appropriately descriptive file names.**

Forensic Laboratory Accreditation Documentation (if applicable)

Applicants should provide documentation of current accreditation with the application for any accredited laboratory (including a subrecipient laboratory) that is to receive funds under the FY 2024 Coverdell award. Acceptable types of documentation of current accreditation include: an electronic (scanned) copy of the current accreditation certificate(s), a digital photograph of the current accreditation certificate(s), or a letter from the accrediting body that includes the certificate number. Additionally, if a certificate references another document that contains key information on the type or scope of the accreditation, provide a copy of that supplemental documentation. Independent accrediting or certifying organizations may include ANAB, NAME, A2LA, AC&ME, or other 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."

Accreditation document(s) should be attached as a separate file with an appropriately descriptive file name.

Potential Environmental Impact Coversheet and Checklist—National Environmental Policy Act (NEPA)

Each applicant is to submit a BJA Programmatic Coversheet and Checklist with its application to assist BJA in assessing the potential environmental impacts of the activities proposed for funding by the applicant. Specifically, the applicant is expected to:

- Carefully read the [Programmatic Environmental Assessment](#).
- Complete the [Cover Sheet and the attached Programmatic Checklist](#).
- Attach the completed documents to the grant application.

The applicant should also submit a coversheet and BJA Programmatic Checklist for any organization identified in the budget worksheet that will receive grant funds through a subaward or procurement contract to perform any of the following activities: new construction or renovations that change the basic prior use of a facility or significantly change the size, research and/or technology development that could be expected to have an effect on the environment, or implementation of programs involving the use of chemicals. For more information about NEPA and BJA's NEPA Process, please go to <https://bj.a.ojp.gov/national-environmental-policy-act-nepa-guidance>.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Application Review Information

Review Criteria

Basic Minimum Review Criteria

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- Statement of the Problem/Description of the Issue (25%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (45%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (10%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
 - Total cost of the project relative to the perceived benefit.
 - Use of existing resources to conserve costs.
 - Cost-effectiveness of proposed activities applicable to backlog reduction and/or timeliness of forensic science or medical examiner/coroner services
 - Cost-effectiveness of proposed activities applicable to improvement in forensic science or medical examiner/coroner services.
 - Cost-effectiveness of education and training as related to improvement of forensic science or medical examiner/coroner services.

Other Review Criteria/Factors

Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the

award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

Risk Criteria/Factors

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred

to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)” under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <http://www.ADA.gov> or contact OJP.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “[Program Description](#)” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

Coverdell grantees are required to submit a final report that must, among other things: (1) include a summary and assessment of the program carried out with FY 2024 grant funds, (2) identify the number and type of cases accepted during the FY 2024 award period by the forensic laboratory or laboratories that received FY 2024 grant funds, (3) cite the specific improvements in forensic science and medical examiner/coroner services (including any reduction in forensic analysis backlog) that occurred as a direct result of the FY 2024 grant award, and (4) detail the progress of any unaccredited forensic science service provider that received FY 2024 grant funds toward obtaining accreditation. Future awards and fund drawdowns may be withheld if reports are delinquent.

Further, as noted earlier under Eligibility, for each fiscal year of an award, recipients will be required to report to BJA on an annual basis:

1. The number and nature of any allegations of serious negligence or misconduct substantially affecting the integrity of forensic results.
2. Information on the referrals of such allegations (e.g., the government entity or entities to which referred, the date of referral).
3. The outcome of such referrals (if known as of the date of the report).
4. If any such allegations were not referred, the reason(s) for the nonreferral.

Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

All Coverdell grantees are required to report specific programmatic metrics (see [Performance Measures](#)).

Application Checklist

BJA FY24 Paul Coverdell Forensic Science Improvement Grants Program—Competitive

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#))

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#))
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6q3y8> (see [Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements – FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$500,000.

Review Eligibility Requirement

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review (if applicable)

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- A submission receipt
- A validation receipt
- A grantor agency retrieval receipt
- An agency tracking number assignment

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants:

Application Components

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form
- **Five certifications required by the Coverdell law***:
 6. Certification as to [Plan for Forensic Science Laboratories](#) or [Application from a Unit of Local Government](#)
 - The applicant is to submit only one version of the “Certification as to Plan for Forensic Science Laboratories.” DO NOT submit both versions of this certification. Applicant *states* are to submit the “Application from a State” version only; applicant *units of local government* are to submit the “Application from a Unit of Local Government” version only.
 2. Certification as to [Generally Accepted Laboratory Practices and Procedures](#)
 3. Certification as to [Forensic Science Laboratory System Accreditation](#)
 - Applicants requesting funds for only medical examiner’s offices or coroner’s offices in the state are not required to submit this certification.
 4. Certification as to [Use of Funds for New Facilities](#)
 - Applicants must submit this certification even if no new facilities are being constructed.
 5. Certification as to [External Investigations](#) and [Attachment](#)

Budget and Associated Documentation

- Budget Detail Narrative and web-based form*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))

Additional Application Components

- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Letters of Support (if applicable)
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- External Investigations Attachment
- Forensic Laboratory Accreditation Documentation
- Potential Environmental Impact Coversheet and Checklist

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

****Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

Review, Certify, and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received —

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.

Frequently Asked Questions for the FY 2024 Paul Coverdell Competitive Solicitation

1. Q: Is a single applicant permitted to submit multiple applications under the current Coverdell Competitive Program?

A: Yes, however only one award will be made to each applicant under the Coverdell Competitive Program. (Please note that if an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.)

2. Q: If an applicant from a unit of local government gets a Coverdell Competitive Award, does that affect the maximum amount the state can apply for under the formula grant?

A: No. If an applicant unit of local government is the entity that receives a competitive award, that does not impact the maximum amount the state can apply for under this funding opportunity.

3. Q: I am a state agency. Do I have to apply through the SAA in order to be considered eligible?

A: Yes, all state agencies must apply through the SAA.

4. Q: Do I have to be accredited in order to apply?

A: Applicants do not have to be currently accredited to apply. However, Coverdell awardees must use grant funds to prepare and apply for accreditation of any FY 2024 Coverdell grant-funded unaccredited forensic laboratory system, including any laboratory operated by a unit of local government within the state, not more than 2 years after the FY 2024 Coverdell award date. Medical examiner's and coroner's offices are exempt from this accreditation requirement. The accrediting body must be "*a signatory to an internationally recognized arrangement*" and one that "*offers accreditation to forensic science conformity assessment bodies using an accreditation standard that is recognized by that internationally recognized arrangement[.]*"

5. Q: Our law enforcement agency is accredited (e.g., CALEA)—are we eligible to apply?

A: With few exceptions, law enforcement agencies with law enforcement accreditation, rather than forensic laboratory or medical examiner accreditation, are not eligible for Coverdell funding. The accrediting body must be "a signatory to an internationally recognized arrangement" and one that "offers accreditation to forensic science conformity assessment bodies using an accreditation standard that is recognized by that internationally recognized arrangement[.]" See FAQ #4 above. Furthermore, for eligibility, the applicant must meet the definition of a forensic laboratory as outlined in the Definitions section of the solicitation.

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input style="width: 100%;" type="text"/> * Other (Specify): <input style="width: 100%;" type="text"/>
* 3. Date Received: <input style="width: 100%;" type="text" value="Completed by Grants.gov upon submission."/>	4. Applicant Identifier: <input style="width: 100%;" type="text" value="Metro Nashville Police"/>	
5a. Federal Entity Identifier: <input style="width: 100%;" type="text"/>	5b. Federal Award Identifier: <input style="width: 100%;" type="text"/>	
State Use Only:		
6. Date Received by State: <input style="width: 100%;" type="text"/>	7. State Application Identifier: <input style="width: 100%;" type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input style="width: 100%;" type="text" value="Metropolitan Government of Nashville and Davidson County"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input style="width: 100%;" type="text" value="65-0694743"/>	* c. UEI: <input style="width: 100%;" type="text" value="LGZLHP6ZHM55"/>	
d. Address:		
* Street1: <input style="width: 100%;" type="text" value="1 Public Square"/> Street2: <input style="width: 100%;" type="text"/> * City: <input style="width: 100%;" type="text" value="Nashville"/> County/Parish: <input style="width: 100%;" type="text" value="Davidson"/> * State: <input style="width: 100%;" type="text" value="TN: Tennessee"/> Province: <input style="width: 100%;" type="text"/> * Country: <input style="width: 100%;" type="text" value="USA: UNITED STATES"/> * Zip / Postal Code: <input style="width: 100%;" type="text" value="37201-5007"/>		
e. Organizational Unit:		
Department Name: <input style="width: 100%;" type="text" value="Metro Nashville Police"/>	Division Name: <input style="width: 100%;" type="text" value="Strategic Development"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input style="width: 100%;" type="text" value="Mr."/>	* First Name: <input style="width: 100%;" type="text" value="Michael"/>	
Middle Name: <input style="width: 100%;" type="text" value="Curt"/>		
* Last Name: <input style="width: 100%;" type="text" value="Park"/>		
Suffix: <input style="width: 100%;" type="text"/>		
Title: <input style="width: 100%;" type="text" value="Sergeant"/>		
Organizational Affiliation: <input style="width: 100%;" type="text" value="Police Department"/>		
* Telephone Number: <input style="width: 100%;" type="text" value="615-862-7077"/>	Fax Number: <input style="width: 100%;" type="text"/>	
* Email: <input style="width: 100%;" type="text" value="michael.park@nashville.gov"/>		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.742

CFDA Title:

Paul Coverdell Forensic Sciences Improvement Grant Program

*** 12. Funding Opportunity Number:**

O-BJA-2024-172111

* Title:

BJA FY24 Paul Coverdell Forensic Science Improvement Grants Program- Competitive

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Population Document.pdf

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

2024 Paul Coverdell Forensic Science Improvement Grant

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text" value="05"/>	* b. Program/Project <input type="text" value="05"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="10/01/2024"/>	* b. End Date: <input type="text" value="09/30/2027"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="250,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="250,000.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Michael"/>
Middle Name: <input type="text" value="Curt"/>	
* Last Name: <input type="text" value="Park"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Sergeant"/>	
* Telephone Number: <input type="text" value="615-862-7077"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="michael.park@nashville.gov"/>	
* Signature of Authorized Representative: <input type="text" value="Completed by Grants.gov upon submission."/>	* Date Signed: <input type="text" value="Completed by Grants.gov upon submission."/>

Areas Affected By Project

The Metropolitan Nashville Police Department Crime Laboratory (MNPD-CL) provides services to all of Nashville and Davidson County, which encompasses 504.03 square miles. According to 2019 census data, the Nashville and Davidson County Metropolitan area is home to an estimated 694,144 people. This is an increase of 67,463 people over the last nine years (7496 per year; 144 per week; totaling 1377 people per square mile). The rapid increase in population greatly increases demand for forensic Toxicology testing services as opioid abuse continues to increase in Tennessee and Davidson County.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

4. Name and Address of Reporting Entity:

Prime SubAwardee

* Name:

* Street 1: Street 2:

* City: State: Zip:

Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: <input type="text" value="U.S. Department of Justice"/>	7. * Federal Program Name/Description: <input type="text" value="Paul Coverdell Forensic Sciences Improvement Grant Program"/> CFDA Number, if applicable: <input type="text" value="16.742"/>
---	---

8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text" value="250,000.00"/>
--	---

10. a. Name and Address of Lobbying Registrant:

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1 Street 2

* City State Zip

b. Individual Performing Services (including address if different from No. 10a)

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1 Street 2

* City State Zip

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature:

* Name: Prefix * First Name Middle Name
 * Last Name Suffix

Title: Telephone No.: Date:

Federal Use Only:	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)
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Declaration and Certification to the U.S. Department of Justice as to this Application Submission

By [taking this action], I --

1. Declare the following to the U.S. Department of Justice (DOJ), under penalty of perjury:
(1) I have authority to make this declaration and certification on behalf of the applicant;
(2) I have conducted or there was conducted (including by the applicant's legal counsel as appropriate, and made available to me) a diligent review of all requirements pertinent to and all matters encompassed by this declaration and certification.

2. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this application submission: (1) I have reviewed this application and all supporting materials submitted in connection therewith (including anything submitted in support of this application by any person on behalf of the applicant before or at the time of the application submission and any materials that accompany this declaration and certification); (2) The information in this application and in all supporting materials is accurate, true, and complete information as of the date of this request; and (3) I have the authority to submit this application on behalf of the applicant.

3. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Please Acknowledge

I agree with the above statements.

SignerID

michael.park@nashville.gov

Signing Date / Time

6/24/24 11:13 AM

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; LAW ENFORCEMENT AND COMMUNITY POLICING

Applicants should refer to the regulations and other requirements cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations or other cited requirements before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to

prospective participants in a primary tier “covered transaction,” as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals’) present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by--

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will--

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. LAW ENFORCEMENT AGENCY CERTIFICATION REQUIRED UNDER DEPARTMENT OF JUSTICE DISCRETIONARY GRANT PROGRAMS (“SAFE POLICING CERTIFICATION”)

If this application is for a discretionary award pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to a State, local, college, or university law enforcement agency, the Applicant certifies that any such law enforcement agency to which funds will be made available has been certified by an approved independent credentialing body or has started the certification process. To become certified, a law enforcement agency must meet two mandatory conditions:

- (a) the agency’s use of force policies adhere to all applicable federal, State, and local laws; and
- (b) the agency’s use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law.

For detailed information on this certification requirement, see <https://cops.usdoj.gov/SafePolicingEO> .

The Applicant acknowledges that compliance with this safe policing certification requirement does not ensure compliance with federal, state, or local law, and that such certification shall not constitute a defense in any federal lawsuit. Nothing in the safe policing certification process or safe policing requirement is intended to be (or may be) used by third parties to create liability by or against the United States or any of its officials, officers, agents or employees under any federal law. Neither the safe policing certification process nor the safe policing certification requirement is intended to (or does) confer any right on any third-person or entity seeking relief against the United States or any officer or employee thereof. No person or entity is intended to be (or is) a third-party beneficiary of the safe policing certification process, or, with respect to the safe policing certification requirement, such a beneficiary for purposes of any civil, criminal, or administrative action.

6. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department’s awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

SignerID

michael.park@nashville.gov

Signing Date / Time

6/24/24 11:11 AM

DOJ Certified Standard Assurances

OMB APPROVAL NUMBER 1121-0140

EXPIRES 05/31/2019

U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

- a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
- b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
- c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments

- of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
 - c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
 - d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance--

- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self- Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

SignerID

michael.park@nashville.gov

Signing Date / Time

6/24/24 11:11 AM

Project Abstract

In May 2015, the Metropolitan Nashville Police Department (MNPd) opened a crime laboratory, becoming the first local laboratory in the State of Tennessee. Since its opening, Davidson County has experienced an influx of new residents, impacting volume of sexual assault kit submissions for DNA testing to the Metropolitan Nashville Police Department Crime Laboratory (MNPd-CL). The increase in sample and case submissions have negatively impacted backlog reduction and turnaround time.

The MNPd-CL is committed to continuous improvements and efficiency and has made every effort to obtain updated technology in automation, chemistries, and adequate staffing levels to meet the high demands of forensic DNA testing.

The MNPd-CL Forensic Biology Unit's staff consists of one (1) Forensic Supervisor, one (1) DNA Technical Leader, eight (8) Forensic Scientists, and three (3) Forensic Technicians. Of the 13 total staff, there are four (4) staff in various stages of training.

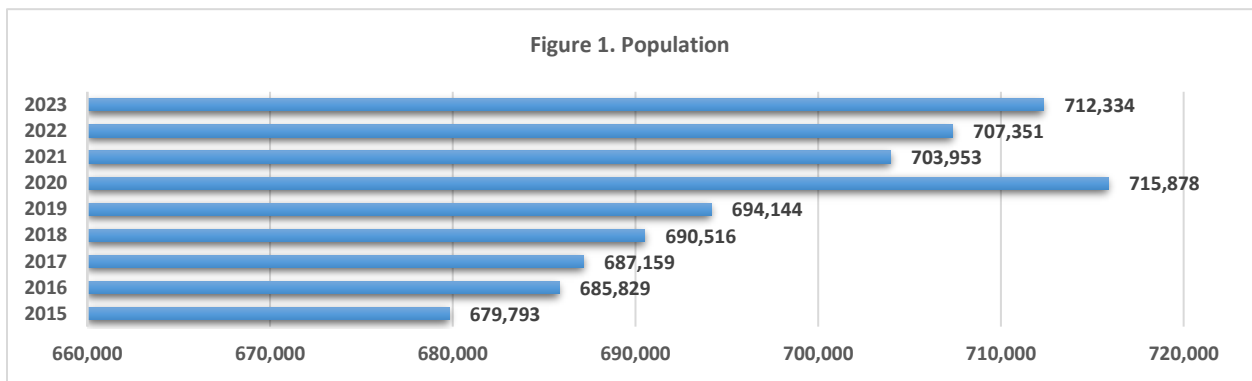
If this grant funding is awarded, the MNPd-CL Forensic Biology Unit plans to use the funding to outsource sexual assault kits. This will aid in MNPd-CL's goal of providing forensic DNA analysis of superior quality in a timely and efficient manner, decrease and eliminate the backlog, increase throughput, and reduce turnaround time.

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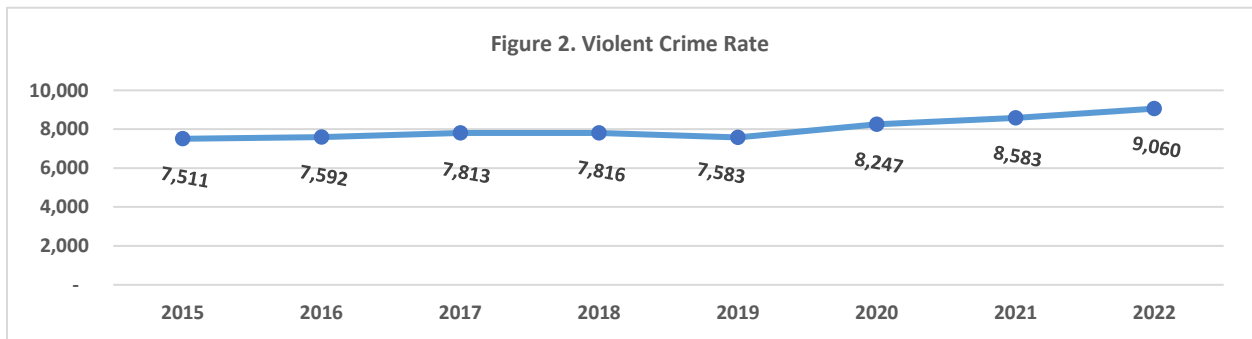
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I. Description of Issue

In 2015, the Metropolitan Nashville Police Department (MNPDP) opened a crime laboratory (MNPDP-CL) to provide efficient forensic services to the Metropolitan Nashville and Davidson County community. At its opening, Davidson County had 679,793 residents. With the increase in popularity of Nashville, the population has continually increased. In 2023, Davidson County’s population was 712,334, a 4.8% increase when compared to 2015 (Figure 1).¹

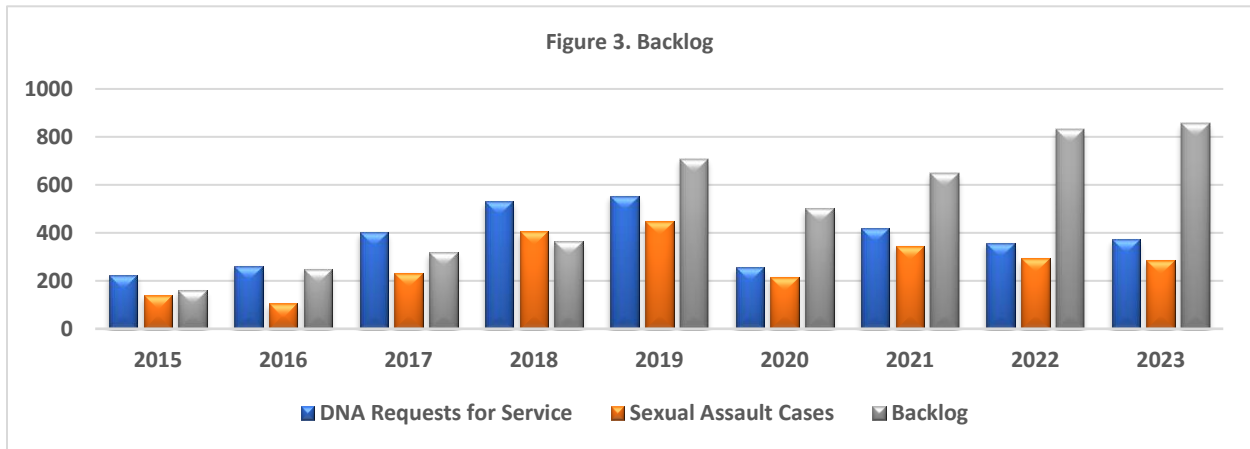


As the population increases, so does violent crime. In 2022, there were 9,060 Part 1 violent crimes reported in Nashville and Davidson County, a 20.6% increase when compared to 2015 (Figure 2).²



¹ <https://data.census.gov/cedsci/table?g=0500000US47037&tid=PEPPOP2019.PEPANNRES&hidePreview=true>
² chrome-extension://efaidnbmninnibpcjpcglcfindmkaj/http://pdvmappr05/ca/doc/annual_reports/CA_2022.pdf

As the population and popularity of Metropolitan Nashville and Davidson County continues to grow, the MNPd-CL anticipates the requests for service, turnaround time, and backlog will continue to rise (Figure 3).



Another contributing factor hindering turnaround time and backlog reduction is staffing. When the MNPd-CL began accepting cases in 2015, the Forensic Biology Unit (FBU) consisted of one (1) Supervisor who functioned as the DNA Technical Leader and CODIS Administrator, three (3) Forensic Scientists, and one (1) Forensic Technician. Since opening, the FBU has incrementally increased its staffing by 160%, consisting of one (1) Supervisor, one (1) DNA Technical Leader, eight (8) Forensic Scientists, and three (3) Forensic Technicians. Of the 13 total staff, there are five (5) in various stages of training. With staff turnover, length of training period, continual changes in technology, and number of staff needed to be at full capacity, the turnaround time and backlog will continue to grow.

Due to the increase in requests for service and the FBU staffing challenges, the bottleneck has been identified at the point when cases are assigned to analysts.

II. Project Design and Implementation

A. Goal

The goal of this project is to increase FBU's capacity to process more DNA cases, in so doing helping to reduce the turnaround time and backlog.

B. Plan

The FBU will enhance its capacity and reduce backlog by outsourcing sexual assault kits. The FBU has already identified suitable forensic DNA testing service providers, Bode Technology and DNA Labs International, that are accredited to ISO/IEC 17025:2017 and the FBI Quality Assurance Standards. Site visits have already been completed, records reviewed, and their technical capabilities evaluated by the DNA Technical Leader.

Sexual assault cases that are part of the backlog are easily identifiable using the Laboratory Information Management System (LIMS), which tracks the date of incident occurrence. Permission has been obtained from the customer to outsource. The MNPD-CL Forensic Biology Supervisor or designee will identify which cases will be outsourced and when they will be shipped. The MNPD-CL Evidence Receiving Unit (ERU) will be responsible for organizing shipments. Administrative tasks, such as sending out official customer notifications of outsourcing and filing shipment records, will be assigned to appropriate personnel.

During the life of the grant, the FBU will outsource 180 sexual assault kits to one of the identified private vendor laboratories above, with an estimated 90-day turnaround time. Once testing has been completed and work has been reviewed by the FBU, the customer will be notified, and the lab report provided.

C. Objective 1: Increase the number of samples analyzed

This objective will be achieved through outsourcing of sexual assault kits. This action will allow the FBU to dedicate qualified staff to assist in training of the current trainees to help bring the unit to full capacity.

D. Objective 2: Reduce forensic case turnaround time

This objective will be achieved through outsourcing of sexual assault kits. While training is in progress, the outsourcing of sexual assault kits will reduce forensic case sample turnaround time for sexual assault kits.

E. Expectations

In the short-term, the ability to outsource alone will reduce FBU's backlog by 180 cases by the end of this grant period. Outsourcing will also allow for the FBU to complete the hiring and training of trainees without incurring a higher backlog.

The MNPDC-CL is actively providing forensic testing services to the Metropolitan Nashville and Davidson County community. As such, service requests are continuously being submitted and accepted by the MNPDC-CL. As forensic DNA testing becomes more necessary and forensic DNA services become more valuable, the MNPDC-CL expects to see a continued increase in forensic DNA testing service requests that could negatively impact the DNA backlog.

F. Sustainability Plan

It is expected that by the completion of this grant period, the FBU will have achieved full staffing and completed training of all current employees, unless reasons beyond the control of the MNPDC-CL were to occur. By achieving fully trained staff and utilizing the assistance of another accredited laboratory, the FBU will be in a better position to keep up with the increase demand of DNA testing requests.

III. Capabilities and Competencies

The MNPCL includes a FBU which provides DNA testing services. The evaluation of the cases eligible to be outsourced and the review of returned cases will be assigned to available personnel in the FBU (resumes/CVs included). The entire process from evaluation for shipment to disposition of any CODIS hits will be overseen and managed by the FBU DNA Technical Leader, Supervisor, and CODIS Administrator. The scope of this overall project proposal will be overseen by the FBU DNA Technical Leader and Supervisor with the full support of the MNPCL's Director and the Forensic Services Division (FSD) Director.

The MNPCL is committed to continuous improvements to efficiency and has made every effort to obtain updated technology in automation, chemistries, and adequate staffing levels to meet the high demands of forensic DNA testing services. The FBU is equipped with automated extraction, quantification, amplification, and capillary electrophoresis instrumentation, software for data analysis, and chemistry kits that detect genetic markers approved by the FBI for entry into the CODIS database.

IV. Plan for Collecting Performance Measure Data

Performance measure data will be derived from the current existing LIMS. The data will be inputted into the LIMS by appropriate personnel as each case is returned by the outsource laboratory, reviewed, and completed by FBU staff. LIMS will serve as the metrics collection and storage medium.

To calculate the percent increase in DNA analysis throughput for the FBU, the reduction in response time for requests (turnaround time), the percent decrease in the DNA backlog, and the percent of DNA profiles resulting in a CODIS match, Crystal reports written in the LIMS can collect and determine the sum of cases and samples submitted and completed, the average

turnaround time, and the existing backlog during a reporting/grant period to be used for comparison to the baseline backlog data. The FBU will also differentiate between cases and samples completed by the FBU versus those completed by the outsourcing laboratory. CODIS hits are also tracked and reported. The combination of this data will provide the percent of CODIS matches.

The MNPD-CL relies on its staff to accurately enter samples analyzed, cases completed, and DNA profiles entered into CODIS. The data will therefore be able to measure the impact of the federal funds provided for this project. All data is auditable as the MNPD-CL retains all technical records from which the data is derived. All data entered and collected will be available for review for three (3) years from the date of submission of the final federal financial report under the award, or as otherwise required by law.

The system for metric collection has demonstrated its value and accuracy. These same metrics are used by the MNPD-CL to determine areas of needed improvement. Once the data has been exported out of the LIMS, the DNA Technical Leader will be responsible for calculating the data for reporting.

Outsourced cases will be appropriately marked in the LIMS and records of manifests will be maintained. Information tracked will include the date that the case was outsourced, the date that the cases were marked completed, and the total amounts expended for each shipment, organized by date to account for each reporting period.

V. Milestones

Outsource 180 sexual assault kits by June 30, 2027.

Budget Detail Worksheet

OMB Approval NO.: 1121-0329

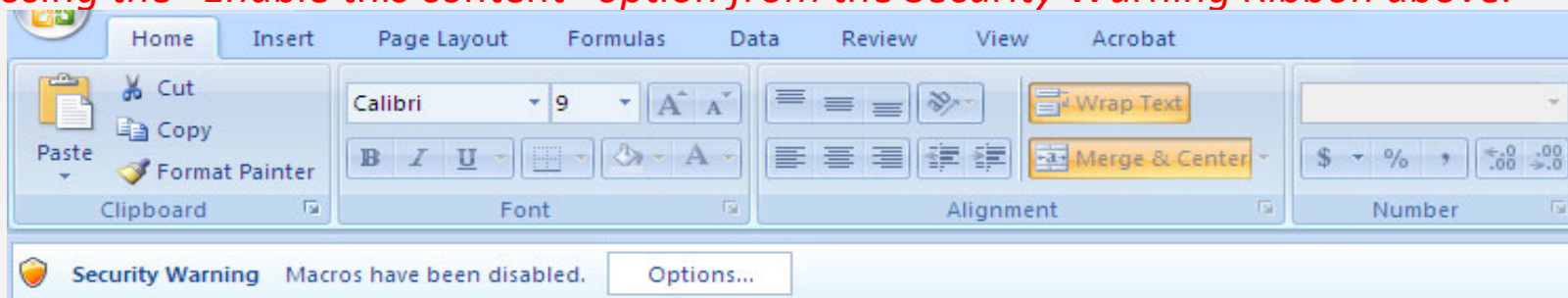
Expires 11/30/2020

For a 508 compliant, accessible version of the Budget Detail Worksheet, use the following link:

<https://oip.gov/funding/Apply/Forms/BudgetDetailWorksheet/BDW508.pdf>

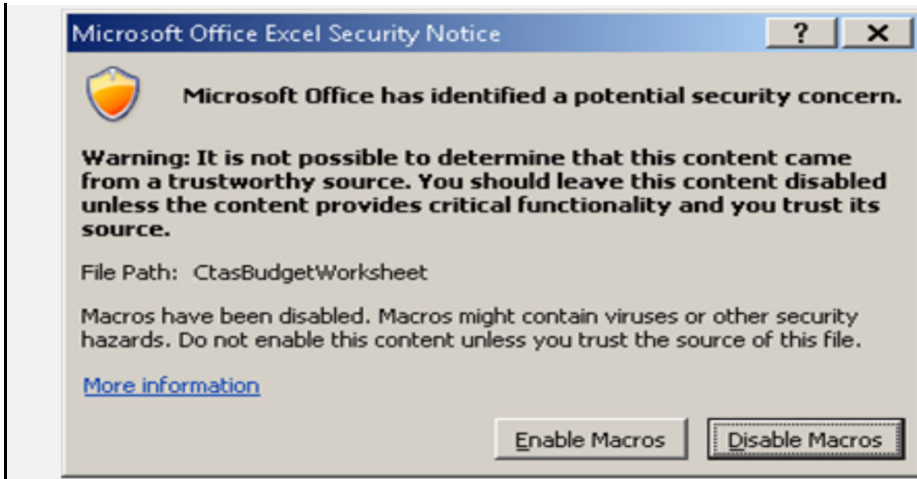
Worksheet Instructions

Note: This document requires macros be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above.



If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros,

Budget Sheet Instructions



please close the document and reopen it with macros enabled.

Purpose:

The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal (match) amount in the appropriate category, if applicable.

How to use this Workbook:

The workbook includes several different worksheets. The first worksheet (this one) is an instruction sheet; the next worksheet includes the budget detail worksheet and narrative for year 1. There are duplicates of this worksheet for years 2-5 that can be completed as necessary. The last worksheet is a Budget Summary. It compiles all of the relevant budget information into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

Step by Step Usage:

1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
2. For each budget category, you can see a sample by viewing the 'Budget Detail Example Sheet'.
3. The 'Definitions' tab explains terms used in the instructions for the various budget categories.
4. **Record Retention:** In accordance with the requirements set forth in 2 CFR Part 200.333, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
5. The information disclosed in this form is subject to the Freedom of Information Act under U.S.C. 55.2.

Budget Point of Contact Information:

Contact Name:	Last: Gmerek	First: Barbara	Middle:
Contact Phone:	615-862-7114	Contact Fax:	Contact Email: barbara.Gmerek@nashville.gov

Budget Sheet Instructions

Worksheet Index:	
Tab	
Budget Detail - Year 1	
Budget Detail - Year 2	
Budget Detail - Year 3	
Budget Detail - Year 4	
Budget Detail - Year 5	
Budget Summary	
Example - Budget Detail Sheet	
Definitions	
Budget Category Descriptions:	
<i>Personnel</i>	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 employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Fringe Benefits</i>	Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Travel</i>	Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 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 the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. Note: Travel expenses for consultants should be included in the "Consultant Travel" data fields under the "Subawards (Subgrants)/Procurement Contracts" category.
<i>Equipment</i>	List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). <u>Expendable</u> 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 technological advances. Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Subawards (Subgrants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.

Budget Sheet Instructions

<i>Supplies</i>	List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000, 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. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Construction</i>	Provide a description of the construction project and an estimate of the costs. Minor repairs or renovations may be allowable and should be classified in the "Other" category. OJP does not currently fund construction programs. Consult with the program office before budgeting funds in this category. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Subawards (Subgrants), Procurement Contracts, & Consultant Fees</i>	<p>Subawards (see "Subaward" definition at 2 CFR 200.92): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category G. Subawards (Subgrants)/Procurement Contracts by including the label "(subaward)" with each subaward entry.</p> <p>Procurement contracts (see "Contract" definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$150,000).</p> <p>Consultant Fees: 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 the DOJ grant-making component's maximum rate for an 8-hour day (currently \$650) require additional justification and prior approval from the respective DOJ grant-making component. All requested information must be included in the budget detail worksheet and budget narrative.</p>
<i>Other Costs</i>	List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.

Budget Sheet Instructions

<i>Indirect Costs</i>	<p>Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the “de minimis” rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement. 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. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) Narrative for any indirect costs should clearly state which direct costs the indirect cost agreement is being applied to. All requested information must be included in the budget detail worksheet and budget narrative.</p> <p>In order to use the “de minimis” indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.</p>
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Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

B. Fringe Benefits					
Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

Purpose Area #4

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
Total(s)								\$0	\$0	\$0
Narrative										

Purpose Area #4

D. Equipment						
Item		Computation				
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

E. Supplies						
Supply Items		Computation				
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

G. Subawards (Subgrants)									
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>		Purpose <i>Describe the purpose of the subaward (subgrant)</i>			Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>				
							Total Cost	Non-Federal Contribution	Federal Request
									\$0
Total(s)							\$0	\$0	\$0
Consultant Travel (if necessary)									
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>				
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request	
						\$0		\$0	
Total							\$0	\$0	\$0
Narrative									
H. Procurement Contracts									
Description		Purpose			Consultant?				

Purpose Area #4

<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>		<i>Describe the purpose of the contract</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>							
						Total Cost		Non-Federal Contribution	Federal Request		
Outsourcing		Outsourcing sexual assault kits		No		\$100,000		\$0	\$100,000		
						Total(s)		\$100,000	\$0	\$100,000	
Consultant Travel (if necessary)											
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
						Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
									\$0		\$0
						Total		\$0	\$0	\$0	
Narrative											
<p>The goal of this project is to increase the capacity of the MNPd Crime Lab's Forensic Biology Unit to 1) reduce the backlog of forensic DNA cases and samples awaiting analysis by increasing the number of samples analyzed and 2) to reduce forensic case and sample turnaround time, through outsourcing sexual assault cases to private vendors for forensic case sample analysis. Metro Nashville Government's procurement methods will be used.</p>											
I. Other Costs											
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>					Computation <i>Show the basis for computation</i>						

Purpose Area #4

	<i>Quantity</i>	<i>Basis</i>	<i>Cost</i>	<i>Length of Time</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
					\$0		\$0
<i>Total(s)</i>					\$0	\$0	\$0
Narrative							

Purpose Area #4

J. Indirect Costs						
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

B. Fringe Benefits					
Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

Purpose Area #4

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
Total(s)								\$0	\$0	\$0
Narrative										

Purpose Area #4

D. Equipment						
Item		Computation				
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

E. Supplies						
Supply Items		Computation				
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

G. Subawards (Subgrants)										
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>		Purpose <i>Describe the purpose of the subaward (subgrant)</i>			Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
							Total Cost	Non-Federal Contribution	Federal Request	
									\$0	
					Total(s)		\$0	\$0	\$0	
Consultant Travel (if necessary)										
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
					Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
								\$0		\$0
					Total		\$0	\$0	\$0	
Narrative										

H. Procurement Contracts			
Description	Purpose		Consultant?

Purpose Area #4

<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>		<i>Describe the purpose of the contract</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>							
						Total Cost		Non-Federal Contribution	Federal Request		
Outsourcing		Outsourcing sexual assault kits		No		\$100,000		\$0	\$100,000		
						Total(s)		\$100,000	\$0	\$100,000	
Consultant Travel (if necessary)											
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
						Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
									\$0		\$0
						Total		\$0	\$0	\$0	
Narrative											
<p>The goal of this project is to increase the capacity of the MNPd Crime Lab's Forensic Biology Unit to 1) reduce the backlog of forensic DNA cases and samples awaiting analysis by increasing the number of samples analyzed and 2) to reduce forensic case and sample turnaround time, through outsourcing sexual assault cases to private vendors for forensic case sample analysis. Metro Nashville Government's procurement methods will be used.</p>											
I. Other Costs											
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>					Computation <i>Show the basis for computation</i>						

Purpose Area #4

	<i>Quantity</i>	<i>Basis</i>	<i>Cost</i>	<i>Length of Time</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
					\$0		\$0
<i>Total(s)</i>					\$0	\$0	\$0
Narrative							

Purpose Area #4

J. Indirect Costs						
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Budget Detail - Year 3

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

B. Fringe Benefits					
Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

Purpose Area #4

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
Total(s)								\$0	\$0	\$0
Narrative										

D. Equipment						
Item		Computation				
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

E. Supplies						
Supply Items		Computation				
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

G. Subawards (Subgrants)										
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>		Purpose <i>Describe the purpose of the subaward (subgrant)</i>			Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
							Total Cost	Non-Federal Contribution	Federal Request	
									\$0	
Total(s)							\$0	\$0	\$0	
Consultant Travel (if necessary)										
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
					Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
								\$0		\$0
Total							\$0	\$0	\$0	
Narrative										
H. Procurement Contracts										
Description		Purpose			Consultant?					

Purpose Area #4

<p><i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i></p>		<p><i>Describe the purpose of the contract</i></p>	<p><i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i></p>			
				Total Cost	Non-Federal Contribution	Federal Request
Outsourcing	Outsourcing sexual assault kits	No	\$50,000			\$50,000
			Total(s)	\$50,000	\$0	\$50,000
Consultant Travel (if necessary)						
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>			
			Cost	Duration or Distance	# of Staff	Total Cost
						\$0
			Total			\$0
Narrative						
I. Other Costs						
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>		Computation <i>Show the basis for computation</i>				

Purpose Area #4

	<i>Quantity</i>	<i>Basis</i>	<i>Cost</i>	<i>Length of Time</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
					\$0		\$0
<i>Total(s)</i>					\$0	\$0	\$0
Narrative							

Purpose Area #4

J. Indirect Costs						
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Budget Summary

Budget Summary

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

Budget Category	Year 1		Year 2 <i>(if needed)</i>		Year 3 <i>(if needed)</i>		Year 4 <i>(if needed)</i>		Year 5 <i>(if needed)</i>		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$100,000	\$0	\$100,000	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$250,000
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$100,000	\$0	\$100,000	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$250,000
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$100,000	\$0	\$100,000	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$250,000

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N No

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE

**FY 2024 Coverdell Forensic Science Improvement
Grants Program**

Certification as to Plan for Forensic Science Laboratories —
Application from a **Unit of Local Government**

On behalf of the applicant agency named below, I certify the following to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice:

This unit of local government has developed a plan for forensic science laboratories under a program intended to improve the quality and timeliness of forensic science or medical examiner services provided by the laboratories operated by the applicant unit of local government and any other government-operated laboratories within the State that will receive a portion of the grant amount.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and/or 34 U.S.C. §§ 10271-10273. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the Bureau of Justice Assistance).

Vanessa Martinucci
Signature of Certifying Official

Vanessa Martinucci
Printed Name of Certifying Official

Crime Laboratory Director
Title of Certifying Official

Metrol Nashville Police Department (TN)
Name of Applicant Agency (Including Name of Unit of Local Government)

6/20/24
Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE

**FY 2024 Coverdell Forensic Science Improvement
Grants Program**

Certification as to Generally Accepted Laboratory
Practices and Procedures

On behalf of the applicant agency named below, I certify the following to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice:

Any forensic science laboratory system, medical examiner's office, or coroner's office in the State, including any laboratory operated by a unit of local government within the State, that will receive any portion of the grant amount uses generally accepted laboratory practices and procedures, established by accrediting organizations or appropriate certifying bodies.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and/or 34 U.S.C. §§ 10271-10273. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the Bureau of Justice Assistance).

Vanessa Martinucci
Signature of Certifying Official

Vanessa Martinucci
Printed Name of Certifying Official

Crime Laboratory Director
Title of Certifying Official

Metro Nashville Police Department (TN)
Name of Applicant Agency
(Including Name of State)

6/20/24
Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE

**FY 2024 Coverdell Forensic Science Improvement
Grants Program**

Certification as to Forensic Science Laboratory System Accreditation

On behalf of the applicant agency named below, I certify the following to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice:

Before receiving any funds under this grant, any forensic science laboratory system in the State, including any laboratory operated by a unit of local government within the State, that will receive any portion of the grant amount (except with regard to any medical examiner's office in the State) either—

a) is accredited by 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, or,

b) is not so accredited, but will (or will be required in a legally binding and enforceable writing to) use a portion of the grant amount to prepare and apply for such accreditation not more than 2 years after the date on which a grant is awarded under the FY 2024 Paul Coverdell Forensic Science Improvement Grants Program.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and/or 34 U.S.C. §§ 10271-10273. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the Bureau of Justice Assistance).

Vanessa Martinucci
Signature of Certifying Official

Vanessa Martinucci
Printed Name of Certifying Official

Crime Laboratory Director
Title of Certifying Official

Metro Nashville Police Department (TN)
Name of Applicant Agency
(Including Name of State)

6/20/24
Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE

**FY 2024 Coverdell Forensic Science Improvement
Grants Program**

Certification as to Use of Funds for New Facilities

On behalf of the applicant agency named below, I certify the following to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice:

The amount of the grant (if any) used for the costs of any new facility or facilities to be constructed as part of a program to improve the quality and timeliness of forensic science and medical examiner services will not exceed the limitations set forth at 34 U.S.C. § 10564(c) and summarized in the FY 2024 Paul Coverdell Forensic Science Improvement Grants Program solicitation.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and/or 34 U.S.C. §§ 10271-10273. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the Bureau of Justice Assistance).

Vanessa Martinucci
Signature of Certifying Official

Vanessa Martinucci
Printed Name of Certifying Official

Crime Laboratory Director
Title of Certifying Official

Metropolitan Nashville Police Department (TN)
Name of Applicant Agency
(Including Name of State)

6/20/24
Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE

**FY 2024 Coverdell Forensic Science Improvement
Grants Program**

Certification as to External Investigations

On behalf of the applicant agency named below, I certify the following to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice:

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.

I personally read and reviewed the section entitled "Eligibility" in the Fiscal Year 2024 program solicitation for the Paul Coverdell Forensic Science Improvement Grants Program. I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and/or 34 U.S.C. §§ 10271-10273. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the Bureau of Justice Assistance).

Vanessa Martiucci
Signature of Certifying Official

Vanessa Martiucci
Printed Name of Certifying Official

Crime Laboratory Director
Title of Certifying Official

Metro Nashville Police Department (TN)
Name of Applicant Agency
(Including Name of State)

6/28/24
Date

FY 2024 Coverdell Forensic Science Improvement Grants Program

Attachment: External Investigations

The "Certification as to External Investigations" that is submitted on behalf of the applicant agency as part of this application certifies 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.

Prior to receiving funds, the applicant agency (that is, the agency applying directing to the Bureau of Justice Assistance) must provide — for each forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility that will receive a portion of the grant amount — the name of the "government entity" (or entities) that forms the basis for the certification. Please use the template below to provide this information. (Applicants may adapt this template if necessary, but should ensure that the adapted document provides all required information.)

IMPORTANT NOTE: If necessary for accuracy, list more than one entity with respect to each intended recipient of a portion of the grant amount. For example, if no single entity has an appropriate process in place with respect to allegations of serious negligence as well as serious misconduct, it will be necessary to list more than one entity. Similarly, if no single entity has an appropriate process in place with respect to allegations concerning contractors as well as employees, it will be necessary to list more than one entity.

Additional guidance regarding the "Certification as to External Investigations" appears in the Eligibility Information section of the program solicitation for the FY 2024 Coverdell Program.

Name of Applicant Agency (including Name of State):

Metro Nashville Police Department (MNPD) - TN

Date: June 19, 2024

Name of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility that will receive a portion of the grant amount

Existing government entity (entities) with an appropriate process in place to conduct independent external investigations

1. MNPD Crime Lab

MNPD Office of Professional Accountability

2. _____

FY 2024 External Investigations Attachment (continued)

Name of Applicant Agency: _____

3. _____

4. _____

5. _____

6. _____

7. _____



METROPOLITAN POLICE DEPARTMENT
of Nashville and Davidson County

Freddie O'Connell, Mayor

John C. Drake
Chief of Police

June 20, 2024

To whom it may concern,

The Metropolitan Nashville Police Department Crime Laboratory is an entity of the Metropolitan Government of Nashville & Davidson County and has a pending application for the BJA FY24 Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program, Grants.gov Opportunity Number: O-BJA-2024-172062, in the amount of \$250,000 to cover identical cost items outlined in the budget submitted to OJP as part of this application.

A handwritten signature in black ink that reads "Vanessa Martinucci".

Vanessa Martinucci
Crime Laboratory Director
Metropolitan Nashville Police Department

List of Contracts

BODE TECHNOLOGY

10430 Furnace Road

Suite 107

Lorton, Virginia 22079

DNA Labs International

700 W Hillsboro Blvd Bldg 3

Deerfield Beach, FL 33441



Grant Funding Letter of Support

May 3, 2024

Vanessa Martinucci
Metro Nashville Police Department
400 Myatt Drive
Madison, TN 37115

To Whom It May Concern,

The Metro Nashville Police Department (MNPDP) has requested the assistance of Bode Technology in its award of grant(s) funding. The funding will allow the MNPDP to perform DNA testing on cases to support the agency in improving public safety, reducing/ eliminating a backlog, and developing investigative leads in unsolved violent crime cases.

Bode is a leader in providing forensic DNA analysis to crime laboratories, law enforcement agencies, prosecutor's offices, and defense/post-conviction agencies throughout the United States and around the world. In the past ten years alone, Bode has tested over 150,000 forensic cases i, offering DNA technologies that drive investigations. Throughout the years, Bode has tested over 125,000 sexual assault cases. The lab has also examined over 30,000 human remains samples and continues to test approximately 1,000 bones per year using cutting edge bone extraction techniques. In addition, Bode has provided Forensic Genetic Genealogy to assist with over 400 investigation. The Forensic Investigative Genealogy service now offers SNP testing at Bode by Bode validated and accredited to ISO/IEC 17025:2017.

Bode's laboratory holds ISO/IEC 17025:2017 accreditation for forensic testing through ANSI National Accreditation Board (ANAB). This accreditation also ensures compliance with the *FBI Quality Assurance Standards for Forensic Testing and DNA Databasing Laboratories*. Bode is also approved to provide forensic genealogy services.

Bode can commit to performing DNA analysis, including STR, Y-STR, mitochondrial DNA testing, and forensic genealogy testing, as required by MNPDP. The pricing structure is attached and will be honored for the grant period with a contract in place between Bode and the MNPDP.

We look forward to collaborating with the MNPDP on this very important effort.

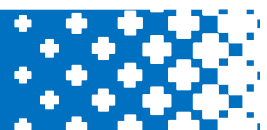
Sincerely,

Scott Reierstad
Scott Reierstad

Technical Account Manager

Bode Technology

Enclosure: Capability Statement





U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Approved: OMB No. 1121-0329
Expires 12/31/2023

Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: Metropolitan Government of Nashville & Davidson County
 Street1: 1 Public Square
 Street2:
 City: Nashville
 State: Tn
 Zip Code: 37201-5007

2. Authorized Representative's Name and Title:

Prefix: First Name: Michael Middle Name: Curt
 Last Name: Park Suffix:
 Title: Sergeant

3. Phone: 615-862-7077 4. Fax:

5. Email: michael.park@nashville.gov

6. Year Established: 1963 7. Employer Identification Number (EIN): 65-0694743 8. Unique Entity Identifier (UEI) Number: LGZLHP6ZHM55

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? Yes No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Approved: OMB No. 1121-0329
Expires 12/31/2023

AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)? Yes No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)? Yes No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply):

- "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- Other Audit & Agency (list type of audit):

[Redacted text]

None (if none, skip to question 13)

11. Most Recent Audit Report Issued: Within the last 12 months Within the last 2 years Over 2 years ago N/A

Name of Audit Agency/Firm: **Crosslin LLC**

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion Qualified Opinion Disclaimer, Going Concern or Adverse Opinions N/A: No audits as described above

Enter the number of findings (if none, enter "0"): **0**

Enter the dollar amount of questioned costs (if none, enter "\$0"): **0**

Were material weaknesses noted in the report or opinion? Yes No

13. Which of the following best describes the applicant entity's accounting system:

- Manual Automated Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award? Yes No Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget? Yes No Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share? Yes No Not Sure



U.S. DEPARTMENT OF JUSTICE
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<p>17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>

PROPERTY STANDARDS AND PROCUREMENT STANDARDS

<p>20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>

TRAVEL POLICY

<p>24. Does the applicant entity:</p> <p>(a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

SUBRECIPIENT MANAGEMENT AND MONITORING

<p>25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>
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<p>26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>
<p>27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

<p>28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)</p> <p>If "Yes", provide the following:</p> <p>(a) Name(s) of the federal awarding agency: [Redacted]</p> <p>(b) Date(s) the agency notified the applicant entity of the "high risk" designation: [Redacted]</p> <p>(c) Contact information for the "high risk" point of contact at the federal agency: Name: [Redacted] Phone: [Redacted] Email: [Redacted]</p> <p>(d) Reason for "high risk" status, as set out by the federal agency: [Redacted]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
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CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Samus' Melic Date: 6/30/24

Title: Executive Director Chief Financial Officer Chairman
 Other: [Redacted]

Phone: 615-862-7360



Metro Nashville Police Department – Crime Lab

Employee C.V.

Brian James Clemons

Office: (615) 880-1204

Brian.Clemons@nashville.gov

Position Title, Description, and Past Experience:

I began my employment with the Metro Nashville Police Department (MNPD) Crime Lab in May of 2022 as a Forensic Scientist II in the Forensic Biology unit. As a scientist, I conduct a variety of tests, and analysis, on blood, hair, saliva, and other biological samples. Once the testing is complete, a written report is generated and sent to the submitting agency. In addition to these laboratory duties, I also provide expert witness testimony when called upon by the judicial system.

In addition to my current employment at the MNPD-CL, I am an active member, and currently serve on the *Board of Directors* of the *Midwestern Association of Forensic Scientists* as the Communications Manager. My duties include maintaining the MAFS website, social media accounts, and the quarterly newsletter. I am also serving as the chairperson for the communications committee.

I was previously employed by the West Virginia State Police Forensic Lab as a forensic scientist II from July of 2018 to May of 2022. My job duties, and responsibilities, were similar to those of my current role at the MNPD Crime Lab.

Courtroom Experience:

I have testified twice in Kanawha County, West Virginia and once for Pocahontas County, West Virginia.

Qualifications/Education:

Bachelor of Science in Forensic Science, Chemistry, and Criminal Justice from Bluefield College, Bluefield, VA (2018)

National Forensic Academy Collegiate Program, National Forensic Academy, University of Tennessee Martin, Oak Ridge, TN (2016)

Relevant Coursework, Workshops, and Continuing Education:

1. "Introduction to Statistics", Dabney S. Lancaster Community College, 2013
2. "Forensic Science", Bluefield College, 2016
3. "Genetics", Bluefield College, 2017
4. "Molecular and Cell Biology", Bluefield College, 2017
5. "Introduction to Biochemistry", Bluefield College, 2018
6. "Y-Screen Assay Validation: Quantifiler Trio DNA Quantification Kit", West Virginia State Police Forensic Laboratory, 2019
7. "Globafiler Direct Validation: Thermofisher Globalfiler Amplification Kit" West Virginia State Forensic Laboratory, 2019
8. "Mid-Western Association of Forensic Scientists" 48th Annual Conference, Louisville, KY 2019
9. "Team Building and Communication Workshop" Mid-Western Association of Forensic Scientists conference, 2019
10. "Strengthening Emotional Intelligence Workshop", Mid-Western Association of Forensic Scientists conference, 2019
11. "Mixture Interpretation for the New Analyst", Mid-Western Association of Forensic Scientists conference, 2019
12. "Serenity Now! How to Thrive Instead of Survive in the Forensic Field", Mid-Western Association of Forensic Scientists conference, 2019
13. "Integrating Systems Thinking into Our Crazy Lives Workshop", Mid-Western Association of Forensic Scientists conference, 2019
14. "BODE Virtual Forensic DNA Conference", Bode Technology, 2020
15. "Midwestern Association of Forensic Scientists" MAFS conference 2021
16. "Next Generation Sequencing in the Laboratory Setting", Mid-Western Association of Forensic Scientists conference, 2021
17. "What's that Stain?: Serology and Body Fluid Identification" Mid-Western Association of Forensic Scientists conference, 2021
18. "Preparation for Admissibility Hearings for Probabilistic Genotyping" Mid-Western Association of Forensic Scientists conference, 2021

Relevant Coursework, Workshops, and Continuing Education (cont.):

19. “Statistical Assessment of Biological Relationship Using STR Data” Mid-Western Association of Forensic Scientists conference, 2021
20. “51st Annual Midwestern Association of Forensic Scientists Fall Meeting” Des Moines, Iowa. 2022
21. “Investigative Genealogy” *Midwestern Association of Forensic Scientists* Fall Meeting. Des Moines, Iowa. 2022
22. “The Art of Communication and Applying “The Four Agreements” *Midwestern Association of Forensic Scientists* Fall Meeting. Des Moines, Iowa. 2022
23. “Statistic and Testimony Basics for Biological Relationship Testing” *Midwestern Association of Forensic Scientists* Fall Meeting. Des Moines, Iowa. 2022
24. “Why Y-screening now: Will there always be a sexual assault kit backlog?” *Midwestern Association of Forensic Scientists* Fall Meeting. Des Moines, Iowa. 2022
25. “ANAB Forensic Technical Assessor Training (ISO/IEC 17025)” *ANSI National Accreditation Board*. Grapevine, Texas. 2023

400 MYATT DRIVE, SUITE 200 MADISON, TN 37115

PHONE (615) 880-1292 • E-MAIL BENJAMIN.DEBLANC@NASHVILLE.GOV

BENJAMIN KEITH DEBLANC

EDUCATION

2007 Bachelor's of Science- Biology

Campbell University- Buies Creek, NC

EXPERIENCE

May 2014- Current Metro Nashville Police Department- Madison, TN

Forensic Biologist/Crime Laboratory Scientist III

DNA isolation, PCR multiplex amplification, and Genotyping

Screening of bodily fluids: blood, semen, and saliva

Giving court room testimony to scientific results

Validating current technologies and methods in forensics for use in laboratory

October 2008- May 2014 Georgia Bureau of Investigation- Decatur, GA

Forensic Biologist

DNA isolation, PCR multiplex amplification, and Genotyping

Screening of bodily fluids: blood, semen, and saliva

Giving court room testimony to scientific results

Validating current technologies and methods in forensics for use in laboratory

March –September 2008

LabCorp- Burlington, NC

Laboratory Technologist

Performed research into medical testing methods for the HPV(HumanPapolmia Virus)

Performed DNA/viral isolation and other molecular techniques

January-June 2007

Campbell University/Harnett County

Herpetological Surveyor of Anderson Creek Park

Gained extensive knowledge of local herpetological species.

Visual and audible identification of organisms.

Performed field sampling and data collection.

Performed statistical analyzes using SYSTAT.

Discovered a threatened species outside its recorded range.

Outlined research methods, goals, and procedures.

SUMMARY OF TECHNIQUES

PCR, real time PCR, liquid handling and robotic setups and automations, gel electrophoresis, northern and western blotting, micropropagation, DNA isolation, Genetic Genotyping, capillary electrophoresis, serological examination, organic chemical synthesis, scientific poster making and presenting, scientific literature research, and general laboratory maintenance and stocking.

AFILIATIONS

2012- current Member

American Academy of Forensic Science

LINDSEY BROOKE HAGAR

brooke.hagar@nashville.gov | (615) 880-1293
400 Myatt Drive Madison, TN 37112

PROFFESIONAL EXPERIENCE

- August 2021-
Present
- Forensic Scientist, *Metro Nashville Police Department*
- Receive evidence, perform serological tests, evaluate and interpret serology results, generate serology reports
 - Performs DNA processing
 - In training for GeneMapper analysis, serology technical reviews, and administrative reviews
 - Assists in numerous unit validations
 - Training of new employees
 - Acts as administrator for SAMS-Track
 - Performs technician duties as needed
- April 2020-
August 2021
- Forensic Technician, *Metro Nashville Police Department*
- Prepared and performed quality control tests
 - Conducted maintenance of equipment, performance checks, recalibrations, and maintains records of laboratory analysis
 - Maintained technical forensic laboratory files
 - Responsible for inventory and ordering for the unit, as well as vendor communication
 - Trained to assist Toxicology Unit in tasks such as accessioning and transferring evidence
- June 2018-
August 2018
- Intern, *Tennessee Bureau of Investigation*
- Rotated through the Forensic Science, Drug, Criminal Investigation, and Medicaid Fraud divisions
 - Observed agents perform their daily tasks, including the use of lab equipment, interrogations, car searches, and working with informants
 - Assisted administrative personnel

EDUCATION

University of Tennessee at Chattanooga, *Chattanooga, TN*
August 2016-December 2019: Bachelor of Science

- Major in Biology
- Minor in Chemistry
- Coursework in Biochemistry, Cell and Molecular Biology, Statistics, Genetics, Organic Chemistry, Quantitative Analysis, and Toxicology

TECHNICAL SKILLS

- Leeds Spectral Vision System
- EZ1™ DNA Investigator Kit
- BioRobot® EZ1™
- QIAcube
- Plexor® HY System
- 7500 Real-Time PCR System
- PowerPlex® Fusion 5C
- Veriti™ Thermal Cycler
- 3500 Genetic Analyzer
- Savant SpeedVac Vacuum Concentrator

RESEARCH

January 2019- University of Tennessee at Chattanooga, *Chattanooga, TN*

May 2019

- Assisted graduate students with thesis projects
- Conducted experiments
- Collected and organized data
- Assisted in formulating conclusions

CONTINUING EDUCATION

- American Academy of Forensic Sciences, Seattle, WA, February 2022 (24 hours)

TRAINING

- TrueAllele Science and Software course, January 2022
- M-VAC Training, March 2023

Professional Workshops and Presentations

Prevalence of Drugs above versus below a Blood Alcohol Concentration of 0.08%
Poster Presentation at Alabama State Association of Forensic Sciences (ASAFS)
The 76th Annual AAFS Scientific Conference

Employment Experience

Metro Nashville PD Crime Laboratory 3/2023-present

Madison, Tn

Forensic Technician

- Training in preparation and quality control testing of reagents
- Training in maintenance of laboratory instrumentation
- Training in inventory and documentation of forensic laboratory files

Vi-Jon 4/2022-2/2023

Smyrna, Tn

QC Chemist

- pH, Viscosity, and Density testing of cosmetic and drug products
- LLE and Ethanol/volatile testing using GC and LC instrumentation
- Titration analysis on cosmetic and drug products
- Mobile phase and standard preparations for LC instruments

Vanderbilt University Medical Center 8/2021-4/2022

Nashville, Tn

Research Assistant

- Assist in qPCR experiments using lung cells
- Maintain inventory of laboratory supplies
- ELISA assays for biomarker analysis

Aegis Sciences Corporation 1/2021-6/2021

Nashville, Tn

Research Chemist

- Assist in method development and validations
- Maintenance of laboratory instruments
- Documentation of costs and testing of new and modified methods

Avanti Polar Lipids

2/2020-12/2020

Alabaster, Al

Quality Control Analyst I

- TLC analysis of GMP and Research samples
- Karl Fischer Water and peroxide value titration analysis
- HPLC analysis of GMP and research products
- FTIR analysis of GMP products

Alabama Department of Forensic Sciences

11/2018-10/2019

Hoover, Al

State Professional Trainee

- Evidence handling and log in
- Ethanol analysis in biological samples using HS/GC/FID and HS/GC/MS
- QTOF screening validation for NPS drugs
- Training in expert witness court testimony

Alabama Department of Forensic Sciences

1/2018-11/2018

Hoover, Al

Toxicology Intern

- Supervision of summer intern projects
- Data mining and statistical analysis of drug prevalence and overdoses in Alabama
- Drug Screening Validation for NPS drugs

Mérieux Nutrisciences

3/2017- 6/2017

Stone Mountain, Ga

Microbiology Technician

- Media preparation
- Media Sterilization
- Utilization of Laboratory Information Management System (LIMS)
- Measurement of sample pH and volumes

Medical College of Georgia at Augusta University

7/1/2016-7/31/2016

Vascular Biology Center

Augusta, Ga

Student Assistant for Research

- Western Blotting techniques with H441 cells and p-38 MAP kinase
- Quantitative Analysis using imaging software and Microsoft Excel

Augusta University

Augusta, Ga

Lab Assistant for General Chemistry

- Supervision of general chemistry laboratory
- Preparation of solutions
- Safety management

8/2015-12/2015

Training Certificates

- Initial Chemical and Biological Safety Training
- Initial Biosafety & Bloodborne Pathogen Training
- CPR Certification (2023)

Emily Novick

Metro Nashville Police Department Crime Laboratory
400 Myatt Drive, Suite 200
Madison, TN 37115
(615) 880-1242
emily.novick@nashville.gov

Professional Experience

Forensic Scientist I

Metro Nashville Police Department – Madison, TN
February 2022 to Present

- Prepare and perform quality control tests
- Conduct maintenance of equipment, performance checks, recalibrations, and maintains records of laboratory analysis
- Responsible for inventory and ordering for the unit, as well as vendor communication

Scientist II

Pace - Mount Juliet, TN
September 2019 to February 2022

- Established and successfully run the SARS-CoV-2 wastewater surveillance PCR laboratory.
- Duties include researching and implementing best protocols for concentration of viral particles in samples, RNA extraction, RT-PCR, and quickly reporting data to clients.
- Accurately processing upwards of 200 samples per week, most having a next-day turnaround time, in a one-to-two-person lab.
- This lab earned the company almost \$1,000,000 in the first six months of operations and we are currently working to expand the scope of work beyond SARS_CoV-2.
- Other responsibilities involve maintaining certifications in and performing analytical microbiological procedures, aquatic chronic and acute toxicity testing in the Biomonitoring department.

Education

Master of Science in Biomolecular Science
Lipscomb University Graduate School - Nashville, TN
2013 to 2013
BS in Biology
Lipscomb University - Nashville, TN
December 2012

Continuing Education

M-Vac Training - March 1, 2023 – 6 hours
AAFS 2023 Conference – February 2023 – 14.5 hours
Promega Tech Tour – July 2022 – 6 hours

Elena Shelepak

EMPLOYMENT

September 1, 2022 – Present

FORENSIC TECHNICIAN—FORENSIC BIOLOGY UNIT, MNPD Crime Lab

- Currently in training

January 2021 – May 2021

STUDENT-ATHLETE TUTOR, Center for Academic & Tutorial Services, University of Kentucky

- Tutored three student-athletes in introductory biology courses to ensure a comprehensive understanding of the course material; hosted multiple sessions weekly for the entire semester to aid student-athletes in completing assignments and reviewing course lectures

August 2020 – December 2021

TEXTBOOKS STUDENT WORKER, University of Kentucky Bookstore

- Processed and fulfilled online orders; aided customers in finding textbooks and merchandise; fulfilled day-to-day duties to ensure smooth management of the textbook department
- Shelved and organized textbooks; packed and shipped both textbooks and Barnes & Noble books

August 2017 – December 2017

STUDENT SERVER AT F STREET HOUSE, George Washington University

- Aided set-up and take down for events, from casual to formal, hosted at the house of the university president
- Greeted guests upon their entrance to the events, ensuring that their first impression of the event was pleasant

EXPERIENCE

February 28, 2022 – April 15, 2022

INTERNSHIP—Metro Nashville PD Crime Lab, Forensic Biology Unit

- Performed a validation study examining the effect of DTT on DNA extraction yields and DNA profile quality for hair evidence samples
- Observed serology screenings of sexual assault kits and the DNA analysis process

January 10, 2022 – February 25, 2022

INTERNSHIP—Genetic Testing at Gluck Equine Research Center

- Prepared horse hair samples for DNA analysis, including DNA extraction with Proteinase K and preparation of polymerase chain reactions
- Independently loaded and ran samples on the Applied Biosystems 3500 Genetic Analyzer, and analyzed the results on the GeneMapper Software
- Performed a series of experiments to create a working multiplex primer cocktail to use for DNA analysis, including 17 different autosomal markers for the horse genome and 2 sex markers (SRY and Amelogenin)

May 2019 – August 2019

VOLUNTEER LAB ASSISTANT, Binghamton University School of Pharmaceutical Sciences

- Independently prepared polymerase chain reaction (PCR) quality DNA and completed 60+ PCRs
- Gained proficiency in agarose gel preparation; ran and interpreted 25+ gel electrophoreses
- Assisted the Principal Research Scientist in immunofluorescence staining and initial epifluorescence imaging of skeletal muscle for a preclinical drug study in muscular dystrophy
- Learned to cut tissues in the cryostat, create antibody solutions and mount slides using permafluor

August 2016 – May 2020

UNDERGRADUATE VOLUNTEER WORK, George Washington University

- Navy-Air Force Half Marathon, Relay for Life fundraising event, Prevent Cancer 5K Walk/Run
- Participated in sports with 20+ kids with special needs for KEEN Greater D.C.
- Tutored middle school children and assisted with their homework after school as a part of AHC Inc.

EDUCATION

August 2020 – May 2022

MASTER OF SCIENCE IN FORENSIC TOXICOLOGY & ANALYTICAL GENETICS, University of Kentucky

Concentration in Analytical Genetics

Coursework includes: Fundamentals in Forensic Science; Communication in the Forensic Science Profession; Molecular Biology and Genetics; Practical Statistics; Forensic Science Standards and Practices; Preparing Professionals in Forensic Science; Population Genetics; Advanced Human Genetics; Fundamentals of Biochemistry; Forensic and Analytical DNA; Ethics and Professional Practice in Forensic Science and Analytical DNA; Evolutionary Medicine

- GPA: 4.0

August 2016 – May 2020

BACHELOR OF SCIENCE IN BIOLOGY, George Washington University

Coursework includes: Origins & Evolution of Modern Thought; Scientific Reasoning and Discovery; Medical Terminology; Molecular Biology; Genetics; Cell Biology; Human Physiology; General Chemistry I and II; Introductory Biology I and II; Single-Variable Calculus I; General Ecology; Animal Behavior; Parasitology; Organic Evolution; Race, American Medicine, & Public Health; Psychology of Crime & Violence; Beginning Latin I

- GPA: 3.77
- University Honor's Program
- 2018-19 Easton/NFCA All-America Scholar-Athlete
- Dean's List: Spring '19, Fall '18, Fall '16
- Student-Athlete Dean's List: Spring '19, Fall '18, Spring '18, Fall '17, Spring '17, Fall '16
- National Society of Collegiate Scholars

Heather L. Watson

Experience

3/2011 – Present Metro Nashville Police Department Nashville, TN

MNPD Crime Laboratory Business Manager

- Provides fiscal and HR oversight for the Lab
- Manages capital inventories and maintains vendor relations to assure a seamless supply chain
- Assures all special projects fall within budgetary requirements

10/2007 – 3/2011 Metro Nashville Finance Department Nashville, TN

Strategic Management and Budget Analyst

- Manage and analyze fiscal reports
- Participate in Metro’s budget development process
- Develop, implement, and manage strategic management products

11/2006 – 10/2007 Tennessee Department of Health Nashville, TN

HIV Prevention Community Services Director

- Develop, implement, and manage TN’s federal HIV prevention grant
- Manage state-wide contracts with regional health departments, lead agencies, and community based organizations
- Identify trends and provide guidance to enhance HIV prevention programming in TN

7/2005 – 10/2006 Tennessee Department of Health Nashville, TN

HIV Prevention Evaluation Consultant

- Manage state-wide contracts with regional health departments, lead agencies, and community based organizations
- Provide technical assistance and capacity building to regional health departments, lead agencies, community based organizations, and planning groups
- Assist in the development of TN’s federal HIV prevention grant

4/2002 – 6/2005 Tennessee Department of Health Nashville, TN

HIV Prevention Administrator

- Assist in the development of TN’s federal HIV prevention grant
- Assist in the management of state-wide contracts with regional health departments, lead agencies, and community based organizations

Education

2006 Tennessee State University Nashville, TN

Master of Public Administration

2005 Tennessee State University Nashville, TN

Graduate Certificate in Health Administration and Planning

2000 Lipscomb University Nashville, TN

Bachelor of Science in Government and Public Administration

Ian Fleming



Academic Education:

Bachelors of Science

August 11, 2014- May 12, 2019

West Virginia University, Morgantown, WV 26505 Major: Forensic and Investigative Science Minor: Biology, GPA 3.47 on a 4.00 scale.

Honors

President's list.

Blue and Gold Scholarship for academic excellence.

High school Diploma

August 24, 2010- June 14, 2014

Bethel Park High School Bethel Park, PA 15102 GPA: 4.5 on a 4.00 scale.

Honors

Member of the National Honors Society

Employment History

Forensic Scientist 1

March 16, 2021 – Present

Metro Nashville Police Department Crime Laboratory, Madison, TN, 37115, Supervisor: Julie Ellis, 615-880-01291.

Duties

- Assisting in the validation of the TrueAllele software to be used in casework.
- Safety Officer for the Forensic Biology unit responsible for checking the: Eyewash stations, Fire extinguishers, and Safety showers for proper function.
- In training to prepare and perform quality control tests on laboratory equipment and chemical reagents.
- In training to conduct performance checks, recalibrations, and maintaining records of laboratory analysis.
- Cleans and sterilizes laboratory utensils, equipment, and facilities.
- Ensures compliance with safety rules and regulations, the quality assurance system, and laboratory/departmental policies.
- Applies practices of the MNPD-CL quality system in performing work activities assigned.

PCR Analyst

December 8, 2020 - February 27, 2021

QualiTox Laboratories, McKees Rocks, PA, 15136, Supervisor: Alex Strahan, 225-301-7373.

Duties

- Perform PCR testing on Covid-19 Samples that were received to determine if any of the virus was present in the sample provided.
- Used a KingFisher Flex instrument for the extraction of RNA from collected samples for analysis.
- Became proficient in the use of Multichannel, and repeater Pipettes to transfer Biological material to a sample plate.

Internships

DNA Analyst Intern

September 9, 2019- March 23, 2020

Cybergenetics Inc., Pittsburgh, PA, 26505, Supervisor: Bill Allan, bill@cybgen.com

Duties

- Perform analysis on DNA data using probabilistic genotyping.
- I create DNA reports and trial materials for court.
- Communicate with detectives and lawyers to maintain evidence integrity.
- Lead research on a study about the cross-comparison of probabilistic genotyping software.

Detective Branch Intern

May 7, 2018- June 20, 2018

Morgantown Police department, Morgantown, WV, 26505, Supervisor: First Sergeant PJ Scott, 304-284-7454 or pjscott@morgantown.gov.

Duties

- I went to all calls with the detectives to help investigate the crime scene.
- I aided in the maintenance of the photograph log and helped with the collection of blood and other evidence found at the crime scene.
- I packaged evidence collected from crime scene for transport to the lab.
- I learned about proper ways to investigate crime scenes and how to prevent contamination of important evidence.

Training:

- September 26, 2019 TrueAllele DNA operator training 2
- September 16, 2019 TrueAllele DNA operator training 1
- September 20-21, 2017 Assuring quality in DNA testing.
- October 05, 2017 Alternate light source workshop run by foster and freedmen
- February-15, 2018 Work Shop on the use of a FARO 3D scanner

- April 26-27, 2018 CBDIAI Conference
- April 26, 2018 ULW Workshop
- April 26,2018 Detect More Evidence: Extend Your Search Beyond the Visible Workshop
- April 27, 2018 Forensic Vacuum Metal Deposition Workshop
- April 27, 2018 Making Optimal Decisions in Latent Print Examination

Skills:

- Excel with using probabilistic genotyping to analysis DNA.
- Proficient in the following software: Adobe Photoshop, Google Docs, Lexis Audio Editor.
- Proficient in the use of the following equipment: infrared spectrometer, micropipette, DNA Gel Electrophoresis chamber, Leica Polarizing Light Microscope, Leica Stereo Microscope, Bio-Rad T100 PCR Thermal Cycler.
- Proficient in the use of a Nikon D7500 and D7200 cameras to take crime scene and evidence photos.
- Skilled in both chemical and physical development of latent fingerprints.

Honor, Awards, and Special Accomplishments:

- Member of National Collegiate Honor Society: Alpha Lambda Delta.
- Chairmen of the West Virginia Student Conduct board.
- Member of West Virginia Marching Band.
- Member of West Virginia University Forensic and Investigative Science Club.

JULIE ELLIS

Metro Nashville Police Department Crime Laboratory
400 Myatt Drive, Suite 200
Madison, TN 37115
(615) 880-1291
julie.ellis@nashville.gov

CURRENT EMPLOYMENT:

Forensic Biology Supervisor

Metro Nashville Police Department Crime Laboratory, Nashville, TN

December 2021 – Present

Interim Forensic Biology Supervisor

April 2021 – December 2021

Forensic Scientist III – Forensic Biology Unit

March 2015 – April 2021

Responsible for performing chemical, microscopic, and immunological tests on physical evidence to aid in the investigation of crimes as well as interpret and evaluate serological and DNA results. Performs DNA processing, technical and administrative reviews, as well as assists with training. Responsible for following laboratory procedures, quality control, and safety guidelines in addition to preparing case files and reports and providing court testimony as an expert witness.

CODIS Administrator

January 1, 2021 – November 1, 2023

Alternate CODIS Administrator

December 6, 2016 – Dec 31, 2020; January 1, 2024 – Present

EDUCATION:

Bachelor of Science

May 2000

Biology with concentration in Microbiology

Tennessee Technological University

Cookeville, TN

PROFESSIONAL EXPERIENCE:

Project Specialist,

July 2012 – March 2015

LabCorp Clinical Trials, Brentwood, TN

Responsible for performing all tasks associated with assigned flow cytometry assay validation and development duties as well as instrument QC and maintenance. The Project Specialist performs all tasks according to standard operating procedures of the department and adheres to all safety requirements.

Forensic Technician,

Dec 2010 – July 2012

Tennessee Bureau of Investigation, Nashville, TN

Responsible for receiving, processing, and tracking evidence, as well as entering data into the laboratory information system following standard operating procedures. Accountable for determining required tests and when tests are complete, as well as maintaining security of vaulted evidence.

DNA Analyst III,
Orchid Cellmark, Nashville, TN

April 2007 – Sept 2010

Responsible for performing serological and DNA profiling procedures on biological samples, as well as interpret test results, for criminal casework, convicted offender database samples, paternity biological relationship cases, and/or private DNA testing contracts according to standard operating procedures.

DNA Analyst II,
Orchid Cellmark, Nashville, TN

February 2004 – April 2007

Responsible for performing DNA Profiling procedures on biological samples, as well as interprets test results, for criminal casework, convicted offender database samples, paternity biological relationship cases, and/or private DNA testing contracts according to standard operating procedures.

DNA Analyst I,
Orchid Cellmark, Nashville, TN

December 2001 – January 2004

Responsible for performing DNA Profiling procedures on biological samples for criminal casework, convicted offender database samples, paternity biological relationship cases, and/or private DNA testing contracts according to standard operating procedures.

Forensic Analyst
Lifecodes-Nashville, Nashville TN

March 2001 – December 2001

Responsible for performing DNA Profiling procedures on biological samples for criminal casework, convicted offender database samples, paternity biological relationship cases, and/or private DNA testing contracts according to standard operating procedures.

Forensic Analyst Trainee
Lifecodes-Nashville, Nashville, TN

January 2001 – March 2001

Perform DNA extraction, DNA amplification, electrophoresis, and preliminary analysis of results for convicted offender database specimens under the direct supervision of a qualified analyst.

Laboratory Technician
Lifecodes-Nashville, Nashville, TN

July 2000 – December 2000

Perform DNA extraction, DNA amplification and electrophoresis for convicted offender database specimens under the direct supervision of a qualified analyst.

MEMBERSHIPS:

American Academy of Forensic Sciences, Member, 2006 – 2011

American Academy of Forensic Sciences, Associate Member, February 2004 - February 2006

Southern Association of Forensic Scientists, Associate Member, 2003 – 2011

CONTINUING EDUCATION:

34th International Symposium on Human Identification, Denver, CO, September 2023 (24 hours)

28th Annual National CODIS Conference – Virtual, November 2022 (16 hours)

Promega 2022 Technology Tour Seminar – Tennessee Bureau of Investigation, Nashville, TN, July 2022 (6 hours)

27th Annual National CODIS Conference – Virtual, November 2021 (16 hours)

31st International Symposium on Human Identification – Virtual, September 2020 (10 hours)

25th Annual National CODIS Conference, Norman, OK, November 2019 (16 hours)

17th Annual Forensic DNA Conference – Bode 2018, Chicago, IL, April 2018 (24 hours)

Federal Bureau of Investigation Laboratory Division, Quality Assurance Standards and Auditor Training Curriculum, Online Training, December 2017

23rd Annual National CODIS Conference, Norman, OK, November 2017 (24 hours)

28th International Symposium on Human Identification, Seattle, WA, October 2017 (24 hours)

American Society Crime Laboratory Directors / Laboratory Accreditation Board Assessor Training Course, Franklin, TN, May 2016 (34 hours)

Bode West 13th Annual DNA Conference, San Diego, CA, March 2016 (16 hours)

Promega 2015 Technology Tour Seminar, Tennessee Bureau of Investigation, Nashville, TN, May 2015 (8 hours)

Promega Continuing Education, Orchid Cellmark Nashville, October 6, 2009 (8 hours)

American Academy of Forensic Sciences Annual Meeting, Washington, D.C., February 2008 (9 hours)

Promega Meeting (18th Annual International Symposium on Human Identification), Hollywood, CA, October 2007 (20 hours)

Promega Meeting (17th Annual International Symposium on Human Identification),
Nashville, TN, October 2006 (17 hours)

American Academy of Forensic Sciences Annual Meeting, New Orleans, LA, February
2005 (16 hours)

American Academy of Forensic Sciences Annual Meeting, Dallas, TX, February 2004 (20
hours)

Southern Association of Forensic Scientists Spring Meeting, Savannah, GA, May 2003 (24
hours)

American Academy of Forensic Sciences Annual Meeting, Chicago, IL, February 2003 (20
hours)

SNaPshot Training, Dallas, TX, September 2002 (16 hours)

Expert Witness Workshop, Rockville, MD, May 2002 (12 hours)

American Academy of Forensic Sciences Annual Meeting, Atlanta, GA, February 2002 (24
hours)

Southeast Law Enforcement Seminar, Lawrenceburg, TN, June 2001 (20 hours)

Applied Biosystems, Inc. 3100 Training Workshop, Nashville, TN, March 2001 (8 hours)

Perkin Elmer 3100 Operation and Analysis Workshop, Nashville, TN, October 2000
(4 hours)

Expert Witness:

Available upon request

Last Updated Oct 2023

MELISSA V. OSWALD

400 Myatt Dr., Suite 200 • Madison, TN 37115 • (615) 880-1276 • melissa.oswald@nashville.gov

EDUCATION

Florida International University, Miami, FL

Master of Science in Forensic Science, April 2013

Thesis: Differential Extraction of Equine Epithelial Cells from Fecal Matter Using Pressure Cycling Technology and IPCRp

Oklahoma State University, Stillwater, OK

Bachelor of Science in Biological Science, December 2009

Minor in Microbiology, December 2009

PROFESSIONAL EXPERIENCE

Metropolitan Nashville Police Department – Crime Laboratory, Nashville, TN

FORENSIC SCIENTIST – FORENSIC BIOLOGY UNIT, October 2018 – Present

- Receive evidence, perform serological testing using validated techniques, and evaluate and interpret serology results
- Carry out DNA testing in the laboratory, including extraction, quantitation, and amplification
- Write reports on serology findings and provide testimony as an expert witness in court

FORENSIC TECHNICIAN – FORENSIC BIOLOGY UNIT, January 2018 – September 2018

- Performed routine maintenance and performance checks on laboratory equipment while maintaining records and documentation in a compliance management system
- Monitored equipment and supply inventories, and placed orders when necessary
- Prepared reagents and performed quality control tests using standard laboratory equipment

Aegis Sciences Corporation, Nashville, TN

MOLECULAR BIOLOGIST II, April 2017 – January 2018

- Executed internal audits of clinical trial work with a commitment to integrity and accountability to uncover discrepancies and confirm proper handling of samples and complete records
- Trained and evaluated molecular biologists' and technicians' ability to handle samples appropriately, manage chains of custody properly, and perform all laboratory assays efficiently
- Performed Next-Generation sequencing of a 10-gene chronic lymphocytic leukemia (CLL) panel followed by analysis and classification of found variants as benign or pathogenic

MOLECULAR BIOLOGIST, April 2015 – April 2017

- Extracted DNA from buccal swabs and amplified resulting products for quantification and SNP analyses used in pharmacogenetic testing to identify poor, intermediate, extensive, and ultra-rapid drug metabolizers
- Performed B-cell isolation from blood and bone marrow, followed by Sanger sequencing of the TP53 gene and Next-Generation sequencing of the IgVH-SHM gene for CLL clinical trials
- Created validation plans, SOPs, and chains of custody in compliance with CLIA, CAP, and FDA standards

- Demonstrated a proven ability to work independently and collaboratively in a dynamic, fast-paced team environment on multiple projects with varying complexities

FORENSIC SPECIAL CHEMIST, December 2013 – April 2015

- Extracted samples from biological specimens including urine, blood, and oral fluid
- Isolated drug metabolites via techniques such as liquid-liquid extraction, solid-phase extraction, supported liquid extraction, and dilute and shoot methods for toxicology analyses
- Carefully monitored and preserved quality of samples, reagents, and chemicals necessary for extraction
- Maintained precise documentation via chain of custody procedures

PUBLICATIONS

Deshpande, K., **Villarreal, M.**, Mills, D.K. (2016) “Improved DNA profiles from aged horse feces using pressure cycling technology.” *Conservation Genetics Resources*, 8(4): 487-495.

PRESENTATIONS

Co-Author – Shrecker, J., Roberts, A., **Oswald, M.**, Heltsley, R., Hardison, M., “A Curious Case of Contrary Concentrations: Drug Interactions vs. Genetic Polymorphism” Clinical Laboratory Management Association (CLMA) KnowledgeLab 2017, March 28, 2017, Nashville, TN (poster).

Co-Author – Deshpande, K., **Oswald, M.**, Mills, D.K., “Application of 6-plex microsatellite kit in the analysis of aged fecal DNA samples: prospective use in equine slaughter forensic cases” American Academy of Forensic Science, February 24, 2016, Las Vegas, NV (poster).

Co-Author – Dimsoski, P., Mendel, J., **Villarreal, M.**, Mills, D.K., McCord, B., “Obtaining genotypes from low copy DNA,” Second Annual Forensic Science Symposium, March 15, 2013, Miami, FL (oral presentation).

Presenter – **Villarreal, M.**, Dimsoski, P., Mills, D.K., “Differential extraction of equine epithelial cells from fecal matter using Pressure Cycling Technology and IPCRp,” Second Annual Forensic Science Symposium, March 14, 2013, Miami, FL (poster).

Presenter – **Villarreal, M.**, Mills, D.K., “Differential extraction of host cells from equine fecal matter using Pressure Cycling Technology,” Florida Annual Meeting and Exposition Conference, May 18, 2012, Innisbrook, FL (poster).

CONTINUING EDUCATION

- American Academy of Forensic Sciences 75th Annual Meeting, Orlando, Florida, Feb 2023
- Promega Technology Tour Seminar, Nashville, Tennessee, July 2022
- Bode 2021 Virtual Forensic DNA Conference, Virtual, May 2021
- 31st Annual International Symposium on Human Identification Conference, Virtual, Sept 2020
- Promega Technology Tour Seminar, Nashville, Tennessee, July 2019
- American Academy of Forensic Sciences 71st Annual Meeting, Baltimore, Maryland, Feb 2019

PHILLIP TOWNSEND

· w 615-880-1256/

My objective is to serve the people of Nashville by providing their government and civil services with expert IT service.

EXPERIENCE

NOVEMBER 2021 – PRESENT

IT MANAGER, MNPd CRIME LAB/FORENSIC SERVICES DIVISION

Providing application, hardware, and desktop support to the Forensic Services division (MNPd Crime Lab and CSI units). Coordinating with other Metro IT departments for various IT needs, and with vendors for lab equipment and lab PC support. Installing, configuring, and supporting several case management systems, and working with the applications and the SQL data to create reports for the units as needed. Project management regarding application and hardware implementation and upgrades. Maintaining the lab's FBI CODIS server-client infrastructure and following federal procedures and rules to maintain data integrity and security.

JULY 2019 – NOVEMBER 2021

IS-OPS ANALYST 1, METRO NASHVILLE GOVERNMENT

Installing, supporting, and troubleshooting diverse PC and mobile hardware and software, mostly with MNPd but also for most Metro departments. Keeping track of PC ages and conditions and replacing older and malfunctioning machines. Providing IT advice to customers and liaising between the customer and different ITS and non-ITS technical divisions to create the most efficient and productive work environment possible. Providing application support on end-user devices and liaising with application/server technicians to ensure timely resolutions. Learning new hardware and software quickly to be able to provide expert IT service. Being flexible with time and available when on-call, whether for working as the IT support at the city's Emergency Operations Center or any other unscheduled department emergencies. Keeping to rigid schedules when working on crucial Metro projects like the MNPd Win10/O365 migration project.

MAY 2018 – JULY 2019

IS-OPS TECHNICIAN 1, IDR, INC/METRO NASHVILLE GOVERNMENT

Monitoring Metro Nashville operations regarding server health, network infrastructure, and environmental/power hardware. Being available to assist customers who call in with computer troubleshooting needs, password resets, and institutional information.

MARCH 2010 – MAY 2018

DRIVING INSTRUCTOR, BRENTWOOD DRIVER TRAINING

Teaching students of all ages and abilities to drive, testing for licenses and preparing students to test for their licenses, maintaining correct and organized paperwork, maintaining calm in the face of immediate physical danger, overcoming social and cultural barriers to find the most effective way of communicating with students.

EDUCATION

MAY 2012

BACHELORS IN ARTS IN HISTORY, MIDDLE TENNESSEE STATE UNIVERSITY

3.9+ GPA and Dean's List from August 2010-May 2012

Concentration in Medieval History and Literature

TRAININGS

- A+ (2 weeks) - 2019
- Supporting and Troubleshooting Windows 10 - 2019
- Security+ - 2020
- Fundamentals of a Windows Server Infrastructure – 2020
- Server+ - 2021
- Crystal Reports 2020 with LIMS – 2022

Curriculum Vitae
RACHEL MACK

Education

Bachelor of Science (Major: Biology / Minor: Chemistry)
May 2001, Middle Tennessee State University, Murfreesboro, TN

DNA Chemistry / Instrumentation Experience

Organic Extraction using ethanol precipitation or filtration (Microcon)

Bead Extraction (Qiagen EZ1 XL)

Aquarius, Tecan

Quantiblot, ABI Quantifiler, Promega Plexor

ABI Profiler Plus/Cofiler, ABI Identifiler, Promega PowerPlex 16, Promega PowerPlex Fusion 5C

ABI 7000, 7500

ABI 377, 3100, 3130, and 3500

ABI Genescan/Genotyper, Genemapper, Genemapper ID, and Genemapper ID-X

Professional Experience

Forensic Scientist III, Metro Nashville Police Department, Madison, TN, October 2022 - Present

Perform chemical, microscopic, and immunological tests on physical evidence. Interpret and evaluate serological results and DNA data. Perform DNA processing. Conduct/evaluate performance checks of lab equipment. Conduct/evaluate QC testing on reagents and supplies. Maintain technical forensic lab files and records of findings. Prepare analytical reports and communicate results of analyses. Conducted technical and administrative reviews on scientific reports. Provide expert witness testimony in court based on lab findings. Train Serology/DNA technicians and scientists. Attain and maintain proficiency according to lab quality system.

Forensic Technician, Metro Nashville Police Department, Madison, TN, January 2021 – October 2022

Perform chemical, microscopic, and immunological tests on physical evidence. Interpret and evaluate serological results. Perform DNA processing. Train technicians and scientists on serological testing and DNA processing. Attain and maintain proficiency according to lab quality system. Perform validations on new equipment and procedures. Maintain records of lab equipment. Conduct QC

testing on reagents and supplies. Perform inventories of equipment and supplies, and prepare orders for procurement. Clean and sterilize lab utensils, equipment, and facilities.

Forensic Scientist III, Metro Nashville Police Department, Madison, TN October 2014 - January 2021

Performed chemical, microscopic, and immunological tests on physical evidence. Interpreted and evaluated serological results and DNA data. Performed DNA processing. Conducted/evaluated performance checks of lab equipment. Conducted/evaluated QC testing on reagents and supplies. Maintained technical forensic lab files and records of findings. Prepared analytical reports and communicated results of analyses. Conducted technical and administrative reviews on scientific reports. Provided expert witness testimony in court based on lab findings. Trained Serology/DNA technicians and scientists. Attained and maintained proficiency according to lab quality system.

Forensic Technician, Metro Nashville Police Department, Madison, TN, January 2014 - October 2014

Performed validations on new equipment and procedures. Maintained records of lab equipment. Conducted QC testing on reagents and supplies. Performed inventories of equipment and supplies, and prepared orders for procurement. Cleaned and sterilized lab utensils, equipment, and facilities.

Project Specialist, LabCorp Clinical Trials, Brentwood, TN, January 2012 - January 2014

Validated diagnostic assays for use in clinical trials. Ordered antibodies and reagents. Titrated antibodies for optimum expression. Performed cell staining and acquired specimens on flow cytometers. Built analysis macros using Winlist software. Designed excel spreadsheets for collecting and compiling data. Wrote SOPs and reports. Cultured cell lines and isolated white blood cells from whole blood specimens. Maintained instrumentation for the Clinical Trials group, which included five flow cytometers.

Certifying Scientist, Aegis Sciences Corp, Nashville, TN, June 2011 - December 2011

Ran patient samples on and maintained gas and liquid chromatography mass spectrometers. Reviewed and certified drug analysis results for reporting to local and national clients.

Forensic Technician, Tennessee Bureau of Investigation, Nashville, TN, 11/10-6/11

Received samples from various law enforcement departments across TN. Entered sample information into the state offender database. Fielded questions about the convicted offender, arrestee, and sexual offender databases. Provided sample collection kits to TN law enforcement agencies

DNA Analyst II, Orchid Cellmark, Nashville, TN, June 2005 - July 2010

Responsible for analysis of CODIS databasing samples, preparation of data packets for reporting CODIS samples to clients, training of all CODIS analysts, processing of forensic casework, and providing expert witness court testimony.

DNA Analyst I, Orchid Cellmark-Nashville, Nashville, TN May 2004 - June 2005

Responsible for independent or group processing of forensic casework, including serology and DNA analysis, and preparation of case files for reporting.

Forensic Technician, Lifecodes-Nashville (June 2001 - December 2001) which became Orchid Cellmark Nashville (December 2001 - April 2004), Nashville, TN

Responsible for cutting, extracting, and amplifying samples for DNA analysis, preparation of reagents, quantitation of casework samples using Quantiblot, and accessioning and processing paternity samples.

Intern, Tennessee Bureau of Investigation, Nashville, TN, January 2001 - May 2001

Observed casework in Drug ID, Toxicology, Serology/DNA, Micro Analysis, Firearms/Toolmarks ID, and Latent Print units. Performed project involving recovery of latent prints from paper. Participated in practice of processing vehicle for recovery of potential evidence.

Courtroom Experience

1 time in State Court, Indianapolis, IN (2010)

1 time in US District Court, Nashville, TN (2018)

19 times in State Court, Nashville, TN (2016-present)

Participated with Belmont School of Law (Nashville, TN) and Nashville School of Law as expert witness for student mock trials

Certifications

Lean Six Sigma Green Belt, awarded October 11, 2015 by Sorenson Forensics

Technical Training

- "Forensic Applications of Y-Chromosome DNA Typing Symposium", hosted by the TBI in Nashville, TN on May 12, 2003

- "Population Genetics Workshop", given by Dr. George Carmody in Rockville, MD May 19-21, 2003

- Southeast Law Enforcement Training Seminar, Lawrenceburg, TN on June 9, 2004.
- "Forensic Statistics Workshop", hosted by the Midwestern Association of Forensic Scientists in St. Louis, MO on October 3, 2005

- "Paternity Statistics Workshop", given by the Midwestern Association of Forensic Scientists in St. Louis, MO on October 4, 2005

- "Expert Witness Testimony Workshop", given by the Midwestern Association of Forensic Scientists in St. Louis, MO on October 5, 2005

- 17th Annual Symposium on Human Identification hosted by Promega in Nashville, TN October 9-12, 2006
- "Chimerism and Mosaicism", given by William Watson in Nashville, TN on November 7, 2007

- "GeneMapper ID-X Analysis Software", given by Applied Biosystems Inc. as a Web-X at Orchid Cellmark in Nashville, TN on December 17, 2007

- "HID University 300: GeneMapper ID-X Software Training", given by Megan Meyer (Applied Biosystems) at MNPD-CL May 12-14, 2014

- "EZ1 Validation Presentation", given by Robert Sheen and Craig Nolde (Sorenson Forensics) at MNPD-CL on July 22, 2014

- "Promega Plexor HY Validation Presentation", given by Michael Lin (Sorenson Forensics) at MNPD-CL on August 19, 2014

- "GeneMapper ID-X Training", given by Craig Nolde (Sorenson Forensics) at MNPD-CL on October 14, 2014

- "Promega PowerPlex Fusion Validation Presentation", given by Craig Nolde (Sorenson Forensics) at MNPD-CL on October 16, 2014

- Quality Assurance Standards Auditor Training, FBI Virtual Academy, April 17, 2015

- Bode East DNA Technical Conference, Orlando, FL, May 26-29, 2015

- "Mixture Interpretation and Statistics Workshop", lead by John Buckleton at the Bode East Technical Conference, Orlando, FL, May 29, 2015

- "2015 Annual Reivew of DNA Data Accepted at CODIS", CODIS WAN, May 13, 2015

- "New CODIS Administrator Training", CODIS Conference, Norman, OK, November 16, 2015

- 21st Annual National CODIS Conference, Norman, Oklahoma. November 16-18, 2015

- “2016 Annual Review of DNA Data Accepted at NDIS”, CODIS WAN, March 4, 2016
- Bode West DNA Technical Conference, San Diego, CA, March 22-23, 2016
- 22nd Annual National CODIS Conference, Norman, Oklahoma. November 15-16, 2016
- “2017 Annual Review of DNA Data Accepted at NDIS”, CODIS WAN, December 22, 2016
- Bode West DNA Technical Conference, Phoenix, AZ, April 11-14, 2017
- “2018 Annual Review of DNA Data Accepted at NDIS”, CODIS WAN, May 31, 2018
- 24th Annual National CODIS Conference, Norman, Oklahoma. December 4-5, 2018
- Statistical Genetics and the Mechanisms of Probabilistic Genotyping, Madison, Tennessee. May 10, 2019
- “2019 Annual Review of DNA Data Accepted at NDIS”, CODIS WAN, June 12, 2019
- 2019 Promega Technology Tour Seminar, Madison, Tennessee. July 11, 2019
- 30th International Symposium on Human Identification, Palm Springs, California. September 25, 2019
- ANAB Forensic ISO/IEC 17025:2017 Technical Assessor Training Course, Madison, Tennessee, October 21-24, 2019
- 2020 Quality Assurance Standards (QAS) and Auditor Training, FBI Virtual Academy, July 22, 2020
- “2020 Annual Review of DNA Data Accepted at NDIS”, CODIS WAN, July 28, 2020
- 26th Annual National CODIS Conference, (virtual) December 7-10, 2020
- Bode 2021 Virtual Forensic DNA Conference, May 4-5, 2021
- 2022 Promega Technology Tour Seminar, Nashville, Tennessee. July 19, 2022.
- “2022 Annual Review of DNA Data Accepted at NDIS”, CODIS portal, December 1, 2022.
- TrueAllele Casework Science & Software Course, (virtual) March 7-9, 2023.

- 34th International Symposium on Human Identification, Denver, Colorado. September 19-21, 2023.

SYDNEY T. STEWART

400 Myatt Dr., Suite 200, Madison, TN 37115
(615) 880-1257 | sydney.stewart@nashville.gov

PROFESSIONAL EXPERIENCE

CRIME LAB TECHNICAN

Metro Nashville Police Department | Madison, TN

2023-PRESENT

Currently in training.

FORENSIC SEROLOGIST/ DNA ANALYST IN TRAINING

DNA Labs International | Deerfield Beach, FL

2021-2023

Screened evidence (clothing, items, bone, tissue, and hair) for biological fluids (blood, semen, saliva, and touch) as well as forwarded items of evidence for DNA analysis. Extracted DNA using robotic methods (Qiacube/EZI systems) and manual extraction (differential, non-differential, bone, and hair) using phenol. Ordered and received supplies. Made all lab reagents (QC as well) and trained all new hires on reagent preparation.

EDUCATION

MASTER OF SCIENCE IN FORENSIC SCIENCE

Marshall University

August 2019 – May 2021

- 3.42 GPA
- Emphasis in Crime Scene Investigation and DNA analysis
- Internship completed with Kentucky State Police in firearms

BACHELOR OF SCIENCE IN BIOCHEMISTRY

West Virginia Wesleyan College

August 2015 – May 2019

3.3 GPA

CONFERENCES

- American Academy of Forensic Sciences, Anaheim, CA, February 2020
 - American Academy of Forensic Sciences, Virtual, February 2021
-

Winston Tyler Walker

EXPERIENCE

FORENSIC BIOLOGY TECHNICAL LEADER, METRO NASHVILLE POLICE DEPARTMENT CRIME LABORATORY, NASHVILLE, TN — 05/2023 - PRESENT

- Oversee for the forensic biology quality system.
- Responsible for the review, revision, approval, and proposal of DNA related technical policies and procedures.
- Facilitate training of laboratory personnel in forensic biology analysis methods.
- Oversee, review, and approve new method validations and equipment.
- Troubleshoot and resolve technical issues.
- Ensure proficiency testing, quality control, and safety measures are being followed as outlined in laboratory manuals.
- Serve as a technical reference regarding forensic biology analyses.
- Act as a mediator in the technical review of forensic biology analyses.

FORENSIC ADVISOR, MAKWA GLOBAL, LLC., AMMAN, JORDAN — 11/2020 - 09/2023

- Contract forensic science and forensic DNA advisor for the US Department of State's Diplomatic Security Office Anti-Terrorism Assistance Program (ATA).
- Provide forensic advice, guidance, mentorship, and support to the Jordanian Public Security Directorate (PSD) Forensic Laboratory Department (FLD).
- Act as a liaison between the ATA, PSD FLD, and international police advisors to create, build, maintain, and strengthen collaborative relationships between each of these entities.
- Act as a forensic consultant on the FLD's major criminal and terrorism investigations including high profile cases.
- Regularly consult with, update, and advise the FLD Director (i.e., Brigadier General) in forensic science and forensic DNA analysis matters as they pertain to investigations.
- Work directly with each forensic unit's Commander (i.e., Major, Lt. Colonel, Colonel) as well as their subordinates to improve operations, policy, procedure, methods, and equipment.
- Work as a training coordinator responsible for the improvement of the FLD by coordinating and/or performing live training lectures, remote training lectures, practical hands-on training, assisting in and creating laboratory validation and/or verification projects and reports, introducing new laboratory processes to meet laboratory objectives, procedure/policy creation, and continuously updating the FLD and its Director of developments in forensic analysis.
- Create and perform training initiatives in the DNA unit for the following areas: contamination prevention, general improvements of analyst's laboratory technique, automation of DNA extraction methods, automation of DNA processing through use of liquid handlers, efficient case processing through the use of

Microsoft Excel, data analysis, data review, DNA mixture interpretation, and statistical calculations.

- Create, provide, and perform training on the STRmix Interpretation Software.
- Improve the investigation of DNA cold cases by initiating improvements in the FLD's DNA Database. The improvements include reinitiating the DNA collection of convicted offenders, working with the FLD information technology (IT) support to improve the DNA Database's search methods, and the introduction the STRmix database function to increase DNA database hits.
- Advise the FLD's crime scene units in the areas of evidence contamination prevention, DNA collection, and improvement of DNA results through smart collection methods.
- Assist the FLD in gaining their accreditation to the ISO/IEC 17025:2017 standard. This involves training coordination, updating and/or creating policy/procedure, generating validation and/or verification plans, and disseminating forensic updates to the FLD.
- Initiated, coordinated, and directed the first collaborative forensic training between the US Department of Defense and the US Department of State in Jordan. The training brought together the US Navy, the Royal Jordanian Navy, the ATA, six FLD units, and three additional Jordanian law enforcement entities.
- Generate fund allocation proposals/reports for new processes and/or process improvements within the FLD.
- Completed the Forensic ISO/IEC 17025:2017 Technical Assessor course and attended the Forensic Preparation and Internal Auditing to ISO/IEC 17025:2017 course.
- Maintain a Secret security clearance.
- Makwa Global, LLC. took over the contract on 10/2022. Prior to this the contract was held by Alutiq, LLC.

FORENSIC DNA EXAMINER, PACIFIC ARCHITECTS AND ENGINEERS, FOREST PARK, GA — 01/2019 - 11/2020

- Contract DNA examiner for the Defense Forensic Science Center (DFSC) Forensic Exploitation Directorate (FXD).
- Part of a scalable and modular forensic exploitation team providing the joint force commander or combatant command with a deployable forensic capability.
- Served as a forensic expert performing professional and scientific work in the area of serology and DNA.
- Supported forensic serological and DNA analysis on submitted physical evidence and material consisting of body fluid stains, hair, bone, dental pulp, and other human tissue in remote locations and also utilize reach back to CONUS forensic capability in the DFSC.
- Received and maintained the integrity of evidence and material.
- Responsible for triaging case evidence to ensure the accuracy and adequacy of the forensic examinations performed.

- Conducted complex examinations to develop evidence and data/information for investigative purposes.
- Evaluated complex DNA mixtures utilizing the STRmix Interpretation Software in order to render conclusions.
- Utilized databases to determine statistical significance of case evidence and person of interest (i.e., suspect and victim) comparisons.
- Determined CODIS and Interpol Database eligibility, when applicable.
- Prepared formal written reports suitable for legal presentation and intelligence exploitation which stated results, interpretation, and professional opinions/conclusions.
- Conducted technical and administrative reviews on case files and reports.
- Acted as a DNA analysis subject matter expert for the Naval Criminal Investigative Service (NCIS). Analysis contributed to intelligence reports that were of interest to high ranking host nation and US personnel.
- Acted, while working in the Kingdom of Bahrain, as a DNA analysis subject matter expert with multiple Partner Nations over the course of one year.
- Maintained a Secret security clearance.

DNA TECHNICAL LEADER, GEORGIA BUREAU OF INVESTIGATION (GBI), DECATUR, GA — 12/2012 - 01/2019

- Supervised and led the technical and quality operations of the GBI biology unit comprised of approximately 70 individuals. Duties included, but were not limited to, quality assurance/control, equipment troubleshooting and maintenance, training, research/validation, procedure/policy creation, and policy management for the forensic biology units located in Decatur, Cleveland, Savannah, and Moultrie Georgia.
- Supervised, reviewed, and created action plans for all forensic biology issues regarding analysis and cases non-conformities.
- Responsible for tracking, reviewing, and understanding all forensic DNA updates and disseminating these updates to the forensic biology unit to ensure their understanding and ability to apply the updates to operations, casework, and testimony.
- Through research and validation, established procedures and developed new techniques, approaches, and methods.
- Responsible for the supervision of all forensic biology trainees.
- Supervised, coordinated, and performed the training of over 50 DNA analyst trainees. The training included, but is not limited to, GBI operations, DNA analysis, and court room testimony.
- Supervised, directed, and led the forensic biology unit's transition from manual methods of DNA testing to robotic automation of DNA testing.
- Supervised and performed the mixture interpretation validation overhaul to interpretation methods adhering to the Scientific Working Group on DNA Analysis Methods (SWGDM) interpretation guidelines.

- Supervised, directed, participated in, and validated the TrueAllele Casework probabilistic genotyping software.
- Authored bid specifications, approved, and/or directed the following projects/validations:
 - TrueAllele Casework probabilistic genotyping software
 - Outsourced validation of Investigator Quantiplex Hyres Kit
 - Outsourced validation of Investigator GlobalFiler PCR Amplification Kit
 - Outsourced validation of Hamilton Autolys and Hamilton STARlet
 - Outsourced validation of PrepFiler Forensic DNA Extraction Kit
 - Outsourced validation of Quantifiler Trio
 - Outsourced validation of Yfiler Plus
- Responsible for technical oversight and initial approval of outsourced casework to Sorenson Forensics and Bode Cellmark Forensics.
- Responsible for maintaining accreditation to the FBI Quality Assurance Standards.
- Responsible for helping maintain accreditation to the ISO/IEC 17025:2005 standards and supplemental standards.
- Utilized the laboratory information management system JusticeTrax and Paradigm.

**FORENSIC BIOLOGIST, GEORGIA BUREAU OF INVESTIGATION, DECATUR, GA —
08/2008 - 01/2019**

- Served as a forensic expert performing professional and scientific work in the area of serology and DNA.
- Conducted serological and DNA analysis on physical evidence and material consisting of body fluid stains, hair, bone, dental pulp, and other human tissue submitted by state and local agencies to the crime laboratory. Case types included homicide, sexual assault, property crime, paternity, and unidentified human remains.
- Protected the chain of custody and maintained integrity of all evidence and material received and processed.
- Independently triaged evidence to plan and devise the approach necessary to obtain useful forensic information from the evidence and material submitted.
- Responsible for the accuracy and adequacy of the forensic examinations performed.
- Conducted complex examinations to develop evidence and data/information for investigative and judicial purposes.
- Evaluated complex DNA mixtures in order to render conclusions.
- Utilized databases to determine statistical significance of evidence findings.
- Determined CODIS eligibility, when applicable.
- Prepared formal written reports suitable for legal presentation which stated results, interpretation, and professional opinions/conclusions.
- Conducted technical and administrative reviews on case files and reports.
- Utilized the laboratory information management system JusticeTrax and Paradigm.

- Researched, validated, and established procedures and developed new techniques, approaches, and methods.
- Assistant and Interim CODIS administrator (~ 1 year).
- Testified in court of law as an expert witness.
- Maintained a consistent, customer-focused orientation in order to ensure services provided met internal and external contacts needs.

PART TIME INSTRUCTOR, GEORGIA STATE UNIVERSITY, ATLANTA, GA — 08/2014 - 01/2016

- Initiated and created Georgia State University's first Introduction to Forensic Science course. Taught undergraduate and graduate students the fundamentals of forensic science. Led students in learning about the following forensic science disciplines: crime scene investigation, impressions, trace evidence, firearms and tool marks, digital forensic science, toxicology, drug chemistry, pathology, and DNA analysis.
- Responsible for the creation of syllabi, lesson plans, lecture presentations, testing, and coordinating presentations from local forensic science examiners.
- The course is still taught at the University by my former GBI colleagues.

LABORATORY COMPETENCY AND PROFICIENCY

- Phadebas Testing
- Kastle-Meyer and HemaTrace Testing
- Manual/Organic DNA Extractions
- Robotic DNA Extractions with Qiagen BioRobot EZ1
- ABI 7000 and 7500 Real-Time PCR System with SDS and HID Software
- Quantifiler Human DNA Quantification Kit
- Quantifiler Y Human Male DNA Quantification Kit
- Quantifiler Trio DNA Quantification Kit
- Investigator Quantiplex Hyres Kit
- 9700 Thermal Cycler
- Proflex PCR System
- AmpFLSTR Identifiler PCR Amplification Kit
- AmpFLSTR Yfiler and Yfiler Plus PCR Amplification Kit
- GlobalFiler PCR Amplification Kit
- GlobalFiler Express PCR Amplification Kit
- 310, 3130, and 3500 Genetic Analyzer
- Genemapper ID and ID-X Software
- OSIRIS Software
- ArmedXpert Software
- DNA mixture deconvolution via binary interpretation methods
 - Conducted complex mixture interpretations on DNA profiles of up to three individuals.
- TrueAllele Casework Software DNA mixture interpretation

- Conducted complex mixture interpretations on DNA profiles of up to five individuals.
- STRmix Software DNA mixture interpretation
 - Conduct complex mixture interpretations on DNA profiles of up to four individuals.
- Qiagen QIAcube (MinElute and differential extractions washes)
- Qiagen MinElute PCR Purification Kit
- Qiagen QIAgility
- M-Vac System
- Trained on the use of the MiSeq FGx Sequencing System and UAS Software with the ForenSeq DNA Signature Prep Kit
- Experience with utilizing the Snipper 2.5 and FROG-kb databases
- Microsoft Excel, Word, and PowerPoint

EDUCATION

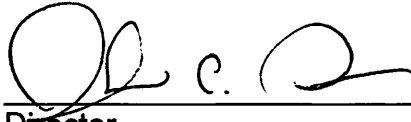
Virginia Commonwealth University — Master of Science in Forensic Science, 2008

Winthrop University — Bachelor of Science in Biology with a minor in Chemistry, 2006

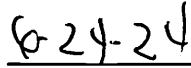
I have taken over 12 credit hours of coursework in the areas of Genetics, Molecular Biology, Statistics/Population Biology and Biochemistry. Transcripts are available on request.

**APPLICATION SIGNATURE PAGE
FOR THE APPLICATION OF THE
2024 Paul Coverdell Forensic Science Improvement Grant**

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



Director
Department of Police Department



Date

Certificate Of Completion

Envelope Id: 9DAFBD6D5D014823ADE772490546514A	Status: Completed
Subject: Complete with DocuSign: POLICE-2024 Paul Coverdell Forensic Science Improvement Grant Program	
Source Envelope:	
Document Pages: 153	Signatures: 4
Certificate Pages: 16	Initials: 3
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Juanita Paulson
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	Juanita.Paulsen@nashville.gov
	IP Address: 170.190.198.185

Record Tracking

Status: Original	Holder: Juanita Paulson	Location: DocuSign
6/25/2024 2:53:05 PM	Juanita.Paulsen@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Ernest Franklin		Sent: 6/25/2024 3:04:42 PM
Ernest.Franklin@nashville.gov		Viewed: 6/25/2024 3:05:26 PM
Security Level: Email, Account Authentication (None)		Signed: 6/25/2024 3:05:37 PM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.185	

Electronic Record and Signature Disclosure:

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ID: a4e03143-3fbf-44ae-8761-9c6ff9f6db77

Aaron Pratt		Sent: 6/25/2024 3:05:40 PM
Aaron.Pratt@nashville.gov		Viewed: 6/25/2024 3:09:34 PM
Security Level: Email, Account Authentication (None)		Signed: 6/25/2024 3:09:38 PM
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Electronic Record and Signature Disclosure:

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ID: 2a2a19aa-902a-468f-87ac-281f215b0d83

Kevin Crumbo/mal		Sent: 6/25/2024 3:09:42 PM
Michelle.Lane@nashville.gov		Viewed: 6/25/2024 10:26:01 PM
Deputy Director of Finance		Signed: 6/28/2024 10:25:22 AM
Metro	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 170.190.198.185	

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Balogun Cobb		Sent: 6/28/2024 10:25:24 AM
balogun.cobb@nashville.gov		Viewed: 6/28/2024 10:30:16 AM
Security Level: Email, Account Authentication (None)		Signed: 6/28/2024 10:30:24 AM
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Electronic Record and Signature Disclosure:

Signer Events **Signature** **Timestamp**

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Courtney Mohan
Courtney.Mohan@nashville.gov
Security Level: Email, Account Authentication (None)



Sent: 6/28/2024 10:30:27 AM
Viewed: 6/28/2024 11:51:54 AM
Signed: 6/28/2024 12:05:50 PM

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.185

Electronic Record and Signature Disclosure:
Accepted: 6/28/2024 11:51:54 AM
ID: e7a9b036-50eb-4a8d-a03e-11ff25d46baa

Kristin Wilson
Kristin.Wilson@nashville.gov
Security Level: Email, Account Authentication (None)



Sent: 6/28/2024 12:05:53 PM
Viewed: 6/28/2024 1:50:07 PM
Signed: 6/28/2024 1:50:21 PM

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.100

Electronic Record and Signature Disclosure:
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ID: c9918d29-02ec-4c6f-b0ba-22f58c988909

Freddie O'Connell:mpw@nashville.gov
mpw@nashville.gov
Security Level: Email, Account Authentication (None)



Sent: 6/28/2024 1:50:24 PM
Viewed: 6/28/2024 1:58:14 PM
Signed: 6/29/2024 9:06:55 AM

Signature Adoption: Pre-selected Style
Using IP Address: 76.122.251.106
Signed using mobile

Electronic Record and Signature Disclosure:
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In Person Signer Events **Signature** **Timestamp**

Editor Delivery Events **Status** **Timestamp**

Agent Delivery Events **Status** **Timestamp**

Intermediary Delivery Events **Status** **Timestamp**

Certified Delivery Events **Status** **Timestamp**

Carbon Copy Events **Status** **Timestamp**

Michael Park
michael.park@nashville.gov
Security Level: Email, Account Authentication (None)

COPIED

Sent: 6/29/2024 9:06:57 AM

Electronic Record and Signature Disclosure:
Accepted: 6/28/2023 2:37:37 PM
ID: dc3716f4-6ed3-4204-926e-fc9dc15c56c3

Witness Events **Signature** **Timestamp**

Notary Events **Signature** **Timestamp**

Envelope Summary Events **Status** **Timestamps**

Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	6/28/2024 1:58:14 PM
Signing Complete	Security Checked	6/29/2024 9:06:55 AM
Completed	Security Checked	6/29/2024 9:06:57 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure


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Certificate Pages: 15	Initials: 1
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Envelope Stamping: Enabled	Juanita Paulson
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	Juanita.Paulsen@nashville.gov
	IP Address: 170.190.198.190

Record Tracking

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Signer Events

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Ernest.Franklin@nashville.gov		Viewed: 7/12/2024 7:16:58 AM
Security Level: Email, Account Authentication (None)		Signed: 7/12/2024 7:17:16 AM
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Aaron Pratt		Sent: 7/12/2024 7:17:19 AM
Aaron.Pratt@nashville.gov		Viewed: 7/12/2024 7:23:49 AM
Security Level: Email, Account Authentication (None)		Signed: 7/12/2024 7:23:55 AM
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Kevin Crumbo/mal		Sent: 7/12/2024 7:23:57 AM
Michelle.Lane@nashville.gov		Viewed: 7/12/2024 2:22:56 PM
Deputy Director of Finance		Signed: 7/12/2024 2:23:18 PM
Metro		
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Electronic Record and Signature Disclosure:
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Courtney Mohan		Sent: 7/12/2024 2:23:21 PM
Courtney.Mohan@nashville.gov		Viewed: 7/15/2024 12:48:58 PM
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Editor Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Danielle Godin Danielle.Godin@nashville.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/15/2024 1:07:00 PM Viewed: 7/15/2024 4:12:36 PM
Sally Palmer sally.palmer@nashville.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 7/15/2024 7:52:41 AM ID: b6968bb1-a4ce-4f29-aa77-765ab5ea3817	COPIED	Sent: 7/15/2024 1:07:01 PM Viewed: 7/15/2024 1:36:31 PM
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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	7/15/2024 12:48:58 PM
Signing Complete	Security Checked	7/15/2024 1:06:57 PM
Completed	Security Checked	7/15/2024 1:07:01 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		