



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: May 1, 2014

Subject: 2014/15 Paul Coverdell Forensic Science Improvement Funding Announcement

To: State and Local Forensic Crime Laboratories, District Attorneys, County Coroners and Medical Examiners

From: Linda Rosenberg 
Executive Director

The Office of Criminal Justice System Improvements of the Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of up to \$245,000 in Paul Coverdell Forensic Science Improvements funding, contingent upon the availability and approval of the Fiscal Year 2014-2015 federal allocation. Under this solicitation, federal funds are being made available to support forensic science improvements.

PCCD is now accepting applications from state, county or municipal forensic crime laboratories, county district attorneys, medical examiners and county coroners for funds to improve the quality, timeliness and credibility of forensic science services to the criminal justice system. This solicitation does not permit expenses related to personnel and benefits but does allow for contracts/consultants, equipment and training. Funds to support these projects are available through limited Paul Coverdell National Forensic Science Improvement Act (NFSIA) funds administered by PCCD, which must be fully expended no later than September 30, 2015. Applications will be reviewed on a competitive basis. PCCD expects to make a limited number of grant awards. It is planned that awards to successful applicants will be made in September 2014 for projects beginning October 1, 2014 and having an end date on or before September 30, 2015.

The funding guidelines provide the necessary information to complete this application. However, if there are any program related questions, please contact Mr. Paul Leeper at (717) 265-8499. For fiscal questions, contact Ms. Elizabeth Romero at (717) 265-8468.

Questions concerning the Egrants system should be made directly to the Egrants Help Desk at either (717) 787-5887, or you may call (800) 692-7292. For either number, select option 9 and then option 6 when prompted.



Office of Criminal Justice System Improvements

Fiscal Year 2014/2015 Paul Coverdell Forensic Science Improvement Solicitation

Please Note: Allow adequate time to submit your application. You will be unable to submit your application, if you do not first register in Egrants. Applications will only be accepted through PCCD's Egrants system.

Recommended Egrants Agency Registration Date:
6/1/2014

Recommended Egrants User Registration Date:
6/1/2014

Mandatory SAM Registration Deadline:
<https://www.sam.gov/portal/public/SAM/>
6/1/2014

Mandatory Egrants Application Deadline:
7/11/2014

Mandatory Signatures Deadline:
8/11/2014

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Criminal Justice System Improvements
Funding Guidelines: Paul Coverdell National Forensic Science Improvement

TABLE OF CONTENTS

| | |
|--|---|
| Funding Guidelines for: 2014/2015 | 2 |
| Funding Announcement Title: 2014/15 Paul Coverdell National Forensic Science Improvement: | 2 |
| Funding Available: \$245,000 | 2 |
| New Application Requirements: | 2 |
| Due Date and Other Submission Requirements for Applications: | 2 |
| A. Preface: | 3 |
| 1. Project Dates: | 3 |
| 2. Funding Available: | 3 |
| 3. Program Goals and Objectives: | 3 |
| 4. Anticipated Impacts: | 3 |
| 5. Eligibility Requirements: | 4 |
| a. Applicants: | 4 |
| b. Attachments: | 4 |
| c. Non-supplantation: | 4 |
| 6. Ineligible Program Activities: | 4 |
| 7. No funding of ACORN, or any of its affiliates, subsidiaries or allied organizations: | 4 |
| 8. Performance Measures: | 5 |
| 9. Agency and User Registration: | 5 |
| 10. Keywords: | 6 |
| 11. Compliance with State and Federal Information Technology Grant Conditions: | 6 |
| 12. Competitive Bidding/Sole Source Procurement: | 9 |
| 13. Equal Employment Opportunity Requirement: | 9 |

| | | |
|---|--|----|
| 14. | New Application Requirements: | 10 |
| | a. Requesting a DUNS Number:..... | 10 |
| | b. Registering with System for Award Management (formerly CCR): | 11 |
| | c. Federal Transparency Act Certification: | 11 |
| 15. | Technical Assistance (and/or questions) for Egrants: | 11 |
| 16. | Reporting Requirements: | 11 |
| 17. | Fiscal Accountability: | 11 |
| 18. | Time and Effort Reporting Requirements: | 11 |
| 19. | Payments for All Grants: | 14 |
| 20. | Application Procedures: | 14 |
| 21. | Additional Requirements: | 15 |
| | a. Required Egrants Sections: | 15 |
| | b. Administrative (Submission) Information: | 15 |
| 22. | Application Checklist: | 15 |
| 23. | Additional Online Resources:..... | 15 |
| 24. | Contact Person:..... | 16 |
| 25. | Mailing Information: | 16 |
| Appendix "A" | | 17 |
| Certification as to External Investigations | | 18 |
| Certification as to Generally Accepted Laboratory Practices and Programs .. | | 19 |

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Criminal Justice System Improvements

Funding Guidelines for: 2014/2015

Funding Announcement Title: 2013/14 Paul Coverdell National Forensic Science Improvement

Funding Available: \$245,000

New Application Requirements:

All applicants and subrecipients intending to apply for federal funding must make certain their agency has a Dun & Bradstreet Data Universal Numbering System (DUNS) number and is registered with the System for Award Management (SAM). See the New Application Requirements (Federal Transparency Act) section of these guidelines for further information.

Due Date and Other Submission Requirements for Applications:

- **Scoring** - All applications will be competitively reviewed and scored. Applications will be scored on the basis of the applicant's adherence to the Funding Announcement Guidelines, and a timely submission in the PCCD Egrants system.
- **Due Date** - All Applications must be submitted, electronically through PCCD's Egrants system no later than Friday, July 11, 2014 by 11:59 p.m., Eastern Time.
- **Please note:** The Egrants Help Desk is available to assist with questions until 4:00 p.m. Eastern Time. Contact the PCCD Egrants Help Desk at (717) 787-5887 or toll-free at (800) 692-7292, option 9 and then option 6. The Egrants email address is: RA-eGrantsSupport@state.pa.us.
- **Egrants Submission** - Applications entered in Egrants by the deadline are not considered complete unless the required original Signature Page and any other required signed documents are also received at PCCD. Successful Applications will be presented for consideration at the September 10, 2014 Commission meeting.
- **Completeness** - Applications that do not meet the listed requirements in this funding announcement may be administratively rejected.
- **Attachments** - Facsimiles, hard copies or emailed copies will not be accepted. Quarterly Reports will also require online submission.
- **Corrections** - If an Application is returned by PCCD for corrections, the final Application (including all corrections and required documents) must be returned to and approved by PCCD in order for the Application to be awarded.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Criminal Justice System Improvements

A. Preface:

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications from state, county or municipal forensic crime laboratories, county district attorneys, medical examiners and county coroners for funds to improve the quality, timeliness and credibility of forensic science services to the criminal justice system. This solicitation does not permit expenses related to personnel and benefits but does allow for the use of contractors and consultants. Funds to support these projects are to be made available through limited Paul Coverdell National Forensic Science Improvement Act (NFSIA) funds administered by PCCD, which must be fully expended no later than September 30, 2015. Applications will be reviewed on a competitive basis. PCCD expects to make a limited number of grant awards. It is planned that awards to successful applicants will be made on September 10, 2014 for projects beginning October 1, 2014.

1. Project Dates:

Contingent upon availability of funds, applications approved at the September 10, 2014 Commission meeting will be 12-month projects and have a start date of October 1, 2014 and an end date of September 30, 2015.

2. Funding Available:

A total of approximately \$245,000 in federal funds is being announced to support this initiative. PCCD expects to fund two to three 12-month grants with budgets not to exceed \$100,000. No matching funds are required.

Award Letters will be mailed, as soon as possible, after the applications are approved and will also be available in Egrants.

PCCD is not liable for costs incurred prior to the official start date of the award.

3. Program Goals and Objectives:

The goal of this initiative is to assist agencies in the improvement of forensic science operations. In order to reach this goal, the following objectives must be met:

- Reduction in the number of days between submission of a sample to a forensic science laboratory and delivery of test results to a requesting office or agency.
- Reduction in the number of backlogged forensic cases.
- Increase in the number of forensic science or medical examiner personnel who attend appropriate training or educational opportunities.

4. Anticipated Impacts:

In general, NFSIA funding can be used to improve a forensic laboratory's current operations and procedures by: diminishing time between sample submissions and delivery of results and; lessening or eliminating backlogged cases. The end result

should be significant and measurable outcomes improving the efficiency and effectiveness of laboratory operations.

5. Eligibility Requirements:

- a. State, county or municipal forensic crime laboratories, medical examiners, county district attorneys and county coroners are eligible to submit applications.
- b. Applications must be accompanied by four attachments: a hard copy original signature page; an EEOC Certification; the Certification as to External Investigations; and Certification as to Generally Accepted Laboratory Practices and Procedures. Applications without the specified required attachments and signatures specified above cannot be processed for award and will be administratively rejected. These signed attachments must be received no later than July 11, 2014.
- c. Funding must not be used to supplant/replace state, federal or local funds that would otherwise be available to provide for program-related services. PCCD funding is to be used in addition to other funds that are made available for services. This supplantation clause applies to state and local public agencies only.

6. Ineligible Program Activities:

The following items are not eligible for funding and may result in an administrative rejection of the application:

- Funds may not be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety.
- Nor, may funds be used directly or indirectly to provide for any of the following fixed assets or contracted matters:
 - Vehicles (excluding police cruisers), vessels (excluding police boats) or aircraft (excluding police helicopters);
 - Luxury items;
 - Real estate;
 - Construction projects (other than penal or correctional institutions); and,
 - Any similar matters.

7. No funding of ACORN, or any of its affiliates, subsidiaries or allied organizations:

Pursuant to section 163 of the Continuing Appropriations Resolution, 2010, subgrantees, subcontractors or any other subrecipient of federal funds may not award or obligate funds to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries or allied organizations. More information can be found on PCCD's website at

http://www.portal.state.pa.us/portal/server.pt/community/resolution_regarding_acorn/17370 including the memorandum from the Federal Office of Management and Budget and a list of ACORN's affiliates, subsidiaries and allied organizations.

8. Performance Measures:

Under this Funding Announcement, successful Applicants are **required** to submit quarterly Progress Reports to PCCD via the Egrants system. Subgrant recipients under this Funding Announcement will be **required** to accept and report on performance measures selected by the staff of PCCD's Office of Criminal Justice System Improvements that will fulfill federal guidelines for the use of this funding. Subgrant recipients are encouraged to develop additional performance measures that are specifically related to the activities outlined in their Application and will be **required** to track and report all measures on a quarterly basis through the PCCD Egrants system.

As required by the NFSIA, all grantees are to report on the following performance measures:

- At the beginning of the grant period, the average number of days between submission of a sample to a forensic science laboratory and delivery of test results to a requesting office or agency.
- At the end of the reporting period, the average number of days between submission of a sample to a forensic science laboratory and delivery of test results to a requesting office or agency.
- At the end of the reporting period, the change in the average number of days between submission of a sample to a forensic science laboratory and delivery of test results to a requesting office or agency.
- Number of backlogged cases at the beginning of the grant period.
- At the end of the reporting period, the number of backlogged cases.
- The number of backlogged forensic cases analyzed with Coverdell funds (if applicable to the grant).
- Number of medical examiner personnel attending training programs (if applicable to the grant).
- Number of forensic science personnel attending training programs (if applicable to the grant).

The proposed project must be able to report out on the pre-selected performance measures. Projects must report quarterly on these established performance measures via the Egrants system.

9. Agency and User Registration:

Your agency must be registered in Egrants in order to apply for a grant through PCCD's Egrants system. If your agency has never submitted a Concept Paper or a Grant Application through PCCD's Egrants system, you will not be able to do so until your agency registration is complete. To register your agency in Egrants, complete the Egrants Agency Registration Request form, which can be found online within the [PCCD Egrants Help Center](#) under [Egrants Quick Start Guides](#).

Once your agency is registered in Egrants, individuals that will enter information in Egrants, or be a contact for the proposed Application, must also register to use Egrants. When creating a new Grant Application, the Project Director, Financial Officer and Primary Contact identified on the Main Summary page **must be registered Egrants users. At least two of the three contacts must be different users, and while the Project Director or the Financial Officer can also be the Primary Contact, the Project Director cannot also be the Financial Officer nor can the Financial Officer also be the Project Director.** These users must also have security access to the specific Grant ID number in order to access it. If the individual's name does not appear in the dropdown list as a selection for the Project Director, Financial Officer or Primary Contact, then the individual is not a registered user with security access to the project. The individual must register in Egrants to obtain a user ID and password and/or obtain appropriate security to the specific grant. Refer to the [PCCD Egrants On-line Registration Quick Start Guide](#), [PCCD Egrants Security Roles Quick Start Guide](#), and [PCCD Egrants User Registration Request Form](#) for help with registering and obtaining the required security.

An explanation of the duties of the Project Director, Financial Officer, and Primary Contact can be found in the [Egrants Help Center Glossary](#).

Additionally, please note: The Commonwealth will make payments to grant recipients through ACH. When your Application is submitted to PCCD, your agency must submit or must have already submitted its ACH information using the [Pennsylvania Electronic Payment Program \(PEPP\) Enrollment Form](#) to the Commonwealth's Payable Service Center, Vendor Data Management Unit at (717) 214-0140 (Fax) or by mail to the Office of Comptroller Operations, Bureau of Payable Services, Payable Service Center, Vendor Data Management Unit, 555 Walnut Street – 9th Floor, Harrisburg, PA 17101. The PEPP Enrollment Form/EFT Payment Enrollment Form may be found on PCCD's website under Grant Information > Applicant's Manual, Forms and Other Helpful Information > Application Information and Forms.

10. Keywords:

You are required to select "Keywords" from the dropdown menu in Egrants. They are located on the Main Summary screen, when entering your Application.

Keywords: data collection system; multi-agency collaborative effort; training for allied professionals; training for medical professionals; and training for forensic medical personnel. You may also pick other keywords that apply to your specific grant application.

11. Compliance with State and Federal Information Technology Grant Conditions:

PCCD is required to include mandated subgrant conditions for Information Technology (IT) Grants. These conditions are required in order to ensure that technology projects funded by PCCD are compatible with state and federal IT standards and requirements.

Technology Condition #1 – State Information:

All IT components (hardware, software and/or firmware) funded through this award must be compliant with applicable Commonwealth IT Standards (as referenced in Pennsylvania Office of Administration's Information Technology Bulletins (ITBs) that have been promulgated at the time of this award.

In addition, if technology is being implemented as part of a larger IT project, these components must also comply with all Office of Administration (OA) standards that have been promulgated at the time the hardware/software specifications of the detailed system design are approved by the (OA/OIT) project manager.

A listing of the Commonwealth IT Standards is found at:

<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=416&PageID=210791&mode=2>

In addition, all grantees must review these standards quarterly during the project funding cycle, as well as at major project milestones through design, finalization and procurement. Deviation from Commonwealth IT standards will require final approval from program staff within PCCD, who will coordinate this review process with OA/OIT.

Technology Condition #2 – Federal Information:

The Global Standards Council (GSC) was created to support the work of DOJ's Global working groups and related bodies by coordinating the establishment of a common, consistent, and standards-based approach to implementing justice information sharing solutions. To further this goal, the GSC developed the Global Standards Package (GSP) which describes a full information sharing technology standards implementation suite that addresses data standardization, messaging architecture, security, and privacy requirements. In order to promote consistency and interoperability of systems across the justice and public safety community, OJP requires grantee compliance to the GSP and all components thereof. In addition to offering a common mechanism to share information across agencies, the GSP also promotes the use of open, consensus-based standards to avoid proprietary or restrictive approaches to system integration and interface development. This approach enables adopters to fully realize the cost savings and operational efficiencies that have been demonstrated by those who have already implemented elements of the GSP.

Compliance to the GSP requires conformance to all components of the GSP whenever applicable. If the grantee is planning to exchange information across agencies or systems using a common data format, such format is required to be conformant to the National Information Exchange Model (NIEM). If the grantee is planning to adopt a service-oriented approach to sharing information, it must leverage the Global Reference Architecture (GRA), and so on. The primary components of the GSP are as follows:

- National Information Exchange Model (NIEM);
- Global Reference Architecture (GRA); and
- Global Federated Identity and Privilege Management (GFIPM).

In addition, certain GSP components enable the development of national, or "reference," specifications that further promote reuse for enhanced interoperability. Whenever applicable, these reference specifications should be used as a foundation for implementation of complementary business processes. If the grantee wishes to use an alternate format for which a reference specification already exists, specific justification must be included in the grant application narrative.

National Information Exchange Model (NIEM)—the NIEM data model and tools are supported by a robust governance process and program management office. NIEM conformance is defined explicitly across a number of dimensions, including data modeling, XML representation, exchange development, and implementation. Detailed guidance on NIEM conformance for grantees can be found at <https://www.niem.gov/program-managers/Pages/implementation-guide.aspx>. NIEM also maintains a repository of reusable exchange specifications that can be found at <http://www.it.ojp.gov/default.aspx?area=implementationAssistance&page=1108>.

Global Reference Architecture (GRA)—the GRA provides both a reference architecture to speed agency adoption of Service-Oriented Architecture (SOA) based approaches to information sharing, as well as a standard methodology for developing particular service specifications that align with specific business functions. Conformance to the GRA generally relies on adherence to the GRA Framework for the former and to the GRA Service Specification Guidelines for the latter. Detailed guidance on GRA implementation for grantees can be found at <http://www.it.ojp.gov/default.aspx?area=nationalInitiatives&page=1015>. On the same page can be found a listing of reference service specification packages (SSPs) that should be reused whenever applicable.

Global Federated Identity and Privilege Management (GFIPM)—the GFIPM specifications and guidelines are designed to support secure access to various information systems based on commonly understood and applied protocols for user access and attribute-based access control policies. Rather than serving as a universal approach to securing justice information systems, GFIPM should be used in particular cases where regional, multijurisdictional, or cross-boundary information sharing is occurring and there is a need to create a "federation" of participants who must agree on policy and technical solutions to satisfy interoperability requirements. Conformance to GFIPM primarily relies on use of the GFIPM Metadata standard and adherence to operational policies and procedures. Detailed guidance on GFIPM implementation can be found at <http://www.it.ojp.gov/default.aspx?area=nationalInitiatives&page=1179>.

As stated above, compliance with the GSP is dependent on the grantee conforming to each of the GSP's normative components above, whenever applicable. For instance, if the grantee is supporting a project to integrate two reporting systems that already operate within the same security environment and there are no new access control provisions required, then conformance to the NIEM and GRA components of the GSP will be sufficient to satisfy the requirement to comply with the GSP. In general, OJP does not require formal certification of software, tools, etc., to verify conformance. However, additional requirements may be imposed by particular funding programs. In cases where software or services are being procured from private sector partners, the grantee should follow procedures such as those recommended by the IJIS Institute to ensure that procured services are in fact conformant. See http://www.ijis.org/resources/pre_rfpCD.html.

In addition to complying with the GSP, grantees are also required to adequately address the protection of privacy and civil liberties of those subjects whose data are being shared. OJP requires that prior to implementation of an information exchange solution that such exchange must be governed by an appropriate privacy policy that meets the minimum standards as described by DOJ's Global Privacy Guide. If the exchange is covered under an existing or umbrella policy, then such policy should be noted and communicated to the grant office prior to execution. For a comprehensive set of resources to address privacy protection in information sharing projects, please visit <http://www.it.ojp.gov/privacy>.

PCCD will use the following checklist for determining when to apply this special condition:

- The grant seeks to develop new justice or public safety information sharing.
- The proposed information exchange is between more than one justice organization, now or in the foreseeable future.
- If yes to both, the special conditions must be applied.

12. Competitive Bidding/Sole Source Procurement:

All procurement transactions shall be conducted in a manner that provides maximum open and free competition. Competitive bidding procedures must be used if the projected costs for products or services (items of a similar nature) exceed \$10,000. Procurement standards for use by grant recipients are described in PCCD's Applicant's Manual on page 16.

Sole Source purchases or contracts are discouraged, but if such a request is made, the prospective applicant must identify the request as a Sole Source and provide a substantial justification for the Sole Source request along with their funding request. (See PCCD's Applicant's Manual, page 18, for Sole Source Procurement Justification Approval Criteria.)

13. Equal Employment Opportunity Requirement:

Equal Employment Opportunity Requirement: Organizations that are invited to submit applications will be required to submit an Equal Employment Opportunity Certification Form along with their grant application to verify compliance with U.S. Department of Justice regulations regarding Equal Employment Opportunity. Subgrantees receiving federal awards of \$25,000 or more and having 50 or more employees are required to maintain an Equal Employment Opportunity Plan (EEOP) on file for review by the Federal Office for Civil Rights upon request. (No EEOP is required for an applicant agency employing less than 50 employees. Additionally, Non-Profit Organizations, Medical Institutions, and Educational Institutions are exempt from the requirement to maintain an EEOP.)

Pursuant to U.S. Department of Justice regulations, (unless the applying organization is exempt as listed below), each applicant agency receiving a federal award of \$25,000 or more and having 50 or more employees is required to maintain an Equal Employment Opportunity Plan (EEOP) on file for review by the federal Office for Civil Rights upon request.

The applying organization is required to complete the applicable section of the EEOP Certification Form. Complete Section A to claim exemption if the applying organization is a Non-Profit Organization, or your grant request is less than \$25,000, or if the applying organization has less than 50 employees. Note: Completion of Section B requires that your organization have a current EEOP on file that is available for review upon request.

The EEOP Certification Form may be found on PCCD's website www.pccd.state.pa.us under Grant Information > Applicant's Manual, Forms and Other Helpful information > Standard Forms > Equal Employment Opportunity Plan (EEOP) Certification. This form is available in PDF format only. You must print and sign this form. This section is complete when you mail the signed EEOP Certification Form along with the signed original signature page (page 2) of the subgrant application to PCCD. Alternatively, you may attach the signed form to this section in Egrants.

More information regarding EEO plans can be found at http://www.ojp.usdoj.gov/about/ocr/eeop_comply.htm.

14. New Application Requirements:

The implementation of the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act), as posted for comment in the Federal Register, requires a single searchable website, accessible by the public without cost, for each federal award of \$25,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subgrant recipients are required to: 1) Have a DUNS number and 2) Maintain a current registration in the SAM (formerly CCR).

Please note: *The Office of Management and Budget (OMB) may make changes to these requirements. If so, we will post them to our website, as we learn of them.*

Your agency should verify whether or not it has a DUNS number and a current registration in SAM. If your agency does not have a DUNS number, and/or is not currently registered in SAM, it is imperative for you to begin these processes immediately due to the time required to complete them, in addition to preparing your Egrants application.

As of now, without a DUNS number and a current registration in SAM, PCCD will not be able to accept an application or make an award of federal funds to an entity.

Information on the Transparency Act can be found at <https://fsrs.gov>.

a. Requesting a DUNS Number

To obtain a DUNS number, online, go to the DUNS registration website at <http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=DC8C249E194199DE393A8984804405CE> or call the special Dun & Bradstreet hotline at 1 (866) 705-5711. You will receive a DUNS number at the conclusion of your phone call. There is no cost associated with obtaining a DUNS number. Your DUNS number is required as part of registration with SAM.

b. Registering with the System for Award Management (SAM)

Please note: Pull together all the information you will need before beginning the registration process. This could take you several weeks.

Once you are ready to begin the online registration, allow 30-60 minutes to complete it.

To register with SAM, go to www.sam.gov. Click on "Create an Account" in the center of the page. Complete the registration as explained. Help is available by clicking the Help tab in the SAM system.

When you have completed the online SAM registration, please allow ten business days to receive your valid registration.

c. Federal Transparency Act Certification

As part of the application process, applicants will need to certify in the "Federal Transparency Act Certification" Section that their agency now has and will maintain a SAM Registration. As part of that certification, include the date your agency's current SAM (formerly CCR) Registration expires. This date can be found at www.sam.gov.

Please note: If your agency is contracting with a subrecipient(s) for \$25,000 or more, the subrecipient will also need a valid DUNS number and SAM registration. Applicants are required to certify on behalf of the subrecipient that their agency has and will maintain registration with SAM.

If you have not previously provided your agency's DUNS number to PCCD, you will be prompted to add the DUNS number and the DUNS number of a recipient agency, if applicable, when you are working on the Main Summary page in Egrants.

15. Technical Assistance (and/or questions) for Egrants:

The [Egrants Help Center](#) contains a vast array of technical assistance materials. Within the Egrants Help Center, there are online tutorials, step-by-step guides called Quick Start Guides, Frequently Asked Question lists, and a glossary.

If you cannot find what you are looking for in the Egrants Help Center, please contact the PCCD Egrants Help Desk at (717) 787-5887 or toll-free at (800) 692-7292, option 9 and then option 6. Hours of operation for the Help Desk are 8:00 a.m. to 4:00 p.m. daily.

16. Reporting Requirements:

Programmatic Reports are due quarterly and must be submitted through the Egrants system. Fiscal Reports are due quarterly for all projects and must be submitted through Egrants.

17. Fiscal Accountability:

PCCD stresses the importance of being accountable for all grant funds. The following procedures are currently in place across all of PCCD's funding streams to ensure fiscal accountability with PCCD's grant funds.

Financial back-up: PCCD will periodically verify that grantee expenditures are consistent with approved budget categories, are eligible for reimbursement and that grantees are maintaining supporting documentation. PCCD has implemented a process where grantees are notified that they are required to submit the financial back-up for some or all of the categories that are included in their Egrants fiscal report. Grantees are only required to submit this back-up when they are specifically notified by PCCD. Egrants users have the ability to attach documents to fiscal reports. Preferably, all requested back-up will be attached to the fiscal report using the fiscal report attachment feature.

Subgrantee payment: All subgrantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. If an agency is experiencing cash flow problems, they may submit fiscal reports monthly and PCCD will reimburse reported expenditures.

Line item detail: PCCD's fiscal report allows grantees to include line item expenditure detail instead of just the overall budget category expenditures. Grantees are required to provide line item expenditure detail consistent with the line items included in their approved budget.

On-site monitoring: PCCD completes on-site fiscal monitoring of grants across all funding streams (state and federally funded projects).

Grantee risk classification: PCCD utilizes a risk classification system to identify and focus the use of agency resources on those agencies that may be most in need of additional assistance.

18. Time and Effort Reporting:

Time and effort reports (timesheets) are required for all personnel funded with PCCD grant dollars regardless of the funding stream. Below are the minimum standards and recommended best practices for time and effort reporting. We realize that there are a number of different systems that can be used to satisfy these requirements and we encourage you to email [PCCD's Grants Management](#) with any questions you may have regarding time and effort reporting requirements.

Minimum standards for employees working on multiple activities or cost objectives:

- Must be an after-the-fact determination of the employee's actual effort. Using a budget estimate instead of reporting the actual time the employee spent working on the project does not qualify as support for charges to awards.
- Must account for total activity for which employees are compensated and which is required in fulfillment of their obligations to the organization. For example, if the employee spends 20% of their time on the PCCD grant project, 20% on a

different grant project and 60% of their time on agency activities; time and effort for all three areas must be included on the report.

- Must be signed by the employee and a supervisor with first-hand knowledge of the activities performed by the employee. Signature on the timesheets is affirmation that the report is an accurate accounting of the actual time the employee spent on the project.
- Must be prepared at least monthly to correspond to one or more pay periods.
- Volunteer time and personnel costs being used as match must be accounted for in the same manner as personnel being charged to the grant.

Minimum standard for employees working solely on a single activity or cost objective:

- Must be an after-the-fact certification that the employee worked 100 percent of their time on the grant project.
- Must be prepared no less frequently than every six months.
- Must be signed by the employee and supervisory official having first-hand knowledge of the work performed.
- Applies to full-time and part-time employees.

Recommended Best practices:

- Employees record time on a daily basis.
- Project codes/names are provided to the employee in advance.

* The above standards are based on the Office of Management and Budget federal cost principles OMB circular A-87 (2 CFR 225) as it relates to Governmental Units and OMB Circular A-122 (2 CFR 230) as it relates to Nonprofit Organizations and the Office of Justice Programs Financial Guide.

The following sample forms are available on the [Applicant's Manual and Related Documents](#) page of our website:

- Example of a completed timesheet.
- An Excel timesheet template that you may modify to suit your needs.
- A sample time certification for employees working 100% of their time on a grant-funded project. ARRA projects cannot use time certifications as their only documentation of time and effort.

19. Payments for All Grants:

Payments will not be released until all applicable special conditions on the grant award have been satisfied. All grantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit fiscal reports monthly and PCCD will reimburse reported expenditures. Non-submission or late submission of the required reports will result in payment delays.

20. Application Procedures:

The information requested within this announcement **must** be submitted in the sections of the Competitive Application specified below. Responses **must** be submitted within the text box provided to you; do not attach responses to the sections. Unless otherwise specified, attachments will not be accepted.

Scoring for the Paul Coverdell Forensic Science Improvements 2014/2015 Competitive Application will be based upon a maximum rated score of 100 points using the following criteria:

- a. Executive Summary - (10 points) Applications must include an Executive Summary identifying the applicant's name, title of the project, and dollar amount requested. The Executive Summary must also include the goals of the project, a listing of key or major deliverables, and project impact/outcomes.
- b. Statement of the Problem - (30 points) Identify the precise problem to be addressed by the project. Supporting data/facts/figures must be specific to your project and relevant to the problem and your proposed request.
- c. Program Description - (40 points) Present clear and realistic goals and measurable objectives. Describe how the project will reach the stated goals and objectives by providing a complete description of its design and proposed implementation. Identify the problem and explain how the project will impact the targeted problem(s). Describe the activities or tasks to be completed. Indicate why you chose this approach to address the problem. Where applicable, describe the extent to which the proposed approach is data-driven and evidence-based, as well as the extent to which coordination has taken place or will take place. Define the services that will be provided and who will benefit by delivery of those services.
- d. Budget and Budget Narrative - (20 points) Provide a clearly delineated line item budget for each program/activity. This must include an explanation and justification of all budget items by category. Describe the relationship between the budgeted costs and operation of the proposed project. Clearly describe how expenditures contribute to the implementation/expansion of the program. Funds may not be used to support the salary and/or benefits of a position or a portion of a position.
- e. Required Attachments - Maximum (0 points) - This section **must** include any attachments that are necessary in support of the application such as any Sole Source Justification documents. Electronic copies of documents such as the signature page and EEOP Certification; Certification as to External Investigations; and Certification as to Generally Accepted Laboratory Practices

and Procedures may be attached if desired, but the original signed versions of these documents MUST be mailed to the PCCD to satisfy those requirements.

21. Additional Requirements:

a. Required Egrants Sections

In addition to the budget and programmatic sections identified above, the following standard sections must be completed in Egrants:

- Approval Checklists;
- Federal Funding Announcement Certifications;
- Federal Transparency Act Certification 2006 - FFATA;
- Fiscal Accountability;
- Main Summary Information;
- Recipient Agency Budget; and
- EEOC Certification

b. Administrative (Submission) Information

Applicants should note that all costs must be integral to the project being proposed. Funds may not be used to support the salary and/or benefits of a position or a portion of a position.

Every criminal justice entity that is participating in this project must submit Uniform Crime Report (UCR) data to the Pennsylvania State Police. If a required entity is not submitting UCR data, they may be ineligible for funding.

22. Application Checklist:

A checklist that lists all of the documents that must be submitted as part of the Grant Application can be found in Appendix "A."

23. Additional Online Resources:

For further information on accessing and utilizing the Egrants system, Applicants and other interested parties may reference the *Egrants Quick Start Guides for External Users* that can be found on the Egrants website within the Egrants Help Center. As well, Help Text is available in the top right corner of many of the Egrants screens by clicking on the Help button.

The Funding Announcement can be found by logging into the Egrants system and searching under the "Funding Announcement" tab for 2013 Paul Coverdell National Forensic Science Improvement.

In addition, the Funding Announcement and guidelines can be obtained through the PCCD website under Grant Information > Funding > Search of Grant Opportunities > Current Open Funding Opportunities.

As well, all applicants can access the PCCD [Applicant's Manual](#) through the PCCD website at www.pccd.state.pa.us under Grant Information>Applicant's Manual, Forms and Other Helpful information> Application information and Forms >

Applicant's Manual and Related Documents.

Please address any technical problems you may have with the website or online forms to the PCCD Web Master.

24. Contact Person:

PCCD staff may only field questions to clarify the Funding Announcement, and will not be able to answer questions about how a potential Applicant should respond to any particular section of the Application. For further information concerning this Funding Announcement, please contact Paul Leeper at either (717) 265-8499 or by email at pleeper@pa.gov.

Questions concerning the Egrants system should be made directly to the Egrants Help Desk by phoning (717) 787-5887 or toll-free within Pennsylvania at (800) 692-7292, option 9 and then option 6. **Please note:** While Egrants will accept your application up until midnight of the due date, Help Desk staff will not be available after 4:00 p.m.

25. Mailing Information:

The application must be entered into Egrants **no later than** Friday, July 11, 2014 **by 11:59 p.m., Eastern Time.**

The original Signature Page and any additional required information must be **received or postmarked by** Friday, August 11, 2014 and either mailed or sent via express delivery services to:

Via U.S. Mail: PA Commission on Crime and Delinquency
Attention: Grants Management
P.O. Box 1167
Harrisburg, PA 17108-1167

Via Express Delivery Services: 3101 North Front Street
Harrisburg, PA 17110 **

*** Please note: PCCD considers the United States Postal Service date stamp as the official postmark. Applicant postage meters, or stamps administered by the applicant will not be considered the official postmark.**

The Pennsylvania Commission on Crime and Delinquency is an equal opportunity employer.

Appendix "A"

Application Checklist

- Does your request fall within the stated grant request period? (Section 1)
- Does your proposal meet the grant's program goals? (Section 3)
- Does your proposal meet the grant eligibility requirements? (Section 5)
- Is your agency registered in Egrants? (Section 9)
- Are appropriate users (Program Director, Financial Director, and Primary Contact) for your agency registered in Egrants? (Section 9)
- Have you entered "Keywords" in Egrants that are provided in these guidelines? (Section 10)
- Have you submitted substantial justification if you are requesting a Sole Source procurement? (Section 12)
- Have you completed the EEOP Certification Form and submitted the original form to PCCD? (Section 13) (if appropriate)
- Does your agency have a DUNS number? (Section 14:a)
- Is your agency registered with the System for Award management (SAM) (formerly CCR)? (Section 14: b)
- If your agency is contracting with a subrecipient for \$25,000 or more, have you certified on behalf of the subrecipient that their agency has and will maintain SAM Registration in Egrants? (Section 14:c)
- Have you certified in the "Federal Transparency Certification" section of Egrants that your agency now has and will maintain SAM Registration? (Section 14:c)
- In addition to the budget and programmatic sections, have you completed all the standard sections in Egrants and changed each of the sections' statuses to Complete? (Section 19:a)
- Have you submitted the original Signature Page for this Application to PCCD? (Section 19:b)
- Have you submitted a signed Local Jurisdiction Waiver form? (Section 19:b) (if appropriate)
- Are you set to meet the mandatory deadline for submitting your Application in Egrants? (Section 23)

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Office of Criminal Justice System Improvements

2013 2014 Coverdell Forensic Science Improvement Program

Certification as to Generally Accepted Laboratory Practices and Procedures

On behalf of the applicant agency named below, I certify the following to the Pennsylvania Commission on Crime and Delinquency, and the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

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

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the Pennsylvania Commission on Crime and delinquency).

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Name of Applicant Agency

Date