

Program Description

New York State Aid to Localities

Supplemental Aid to Localities (Crime Laboratories) Program

I. Purpose

This program is to assist public forensic science laboratories in gaining and maintaining New York State accreditation as required by New York State Executive Law Article 49-B and the rules/regulations for accreditation in 9 NYCRR Part 6190 and for other purposes as set forth in this program description.

In addition to supporting laboratories in satisfying accreditation standards, funds may be used to meet other general objectives as set forth in the Executive Law §995-b. These include:

- to increase and maintain the effectiveness, efficiency, reliability, and accuracy of laboratory services;
- to ensure that forensic analyses are performed in accordance with the highest scientific standards practicable;
- to promote increased cooperation and coordination among forensic laboratories and other agencies in the criminal justice system;
- to ensure compatibility with other state and federal forensic laboratories to the extent necessary to share and exchange information, data and results of forensic analyses and tests; and
- to set forth minimum requirements for the quality and maintenance of equipment.

II. Program Eligibility and Fund Distribution Criteria

A. Eligible Agencies

The laboratory must fall within the definition of a public forensic laboratory or forensic DNA laboratory set forth in Executive Law §995 (1) and (2). As of February 2004, the following laboratories are eligible for this funding:

- Erie County Department of Central Police Services Forensic Laboratory

- Erie County Medical Examiner's Office Forensic Toxicology Laboratory
- Monroe County Public Safety Laboratory
- Monroe County Office of the Medical Examiner Forensic Toxicology Laboratory
- Nassau County Police Department Forensic Evidence Bureau
- Nassau County Office of the Medical Examiner Toxicology Laboratory
- Nassau County Department of Forensic Genetics DNA Laboratory
- New York City Police Department Police Laboratory
- New York City Office of the Chief Medical Examiner Department of Forensic Biology
- New York City Office of the Chief Medical Examiner Forensic Toxicology Laboratory
- New York State Police Mid-Hudson Regional Crime Laboratory
- New York State Police Southern Tier Regional Crime Laboratory
- New York State Police Western Regional Crime Laboratory
- Niagara County Sheriff's Department Forensic Laboratory
- Onondaga County Center for Forensic Sciences
- Suffolk County Crime Laboratory
- Suffolk County Office of the Chief Medical Examiner Toxicology Laboratory
- Westchester County Department of Laboratories & Research Forensic Science Laboratory
- Westchester County Department of Public Safety Crime Laboratory
- Yonkers City Police Department Forensic Science Laboratory & Criminal Identification Unit

B. Program Objectives

The program objectives given below are listed in priority order. Subject to the available level of funding for this program, the higher priority requests for all applicants will be funded first (see **VII. Award Evaluation Criteria** on page 5 of this document).

1. To provide funds necessary to pay for inspection and accreditation fees required by ASCLD/LAB and ABFT and costs related to external audits as required by the *Quality Assurance Standards for Forensic DNA Testing Laboratories*.
2. To provide funds necessary to pay for required proficiency tests, standard reference materials and other costs related to maintaining compliance with accreditation criteria.
3. To provide funds to support laboratory participation in information sharing programs as identified by the Division that enhance the delivery of forensic information and investigative support services to the laboratory and criminal justice communities.
4. To provide funds to support the purchase and maintenance of information systems and laboratory equipment that improve productivity and/or enhance the capability and reliability of forensic services delivered to the client community.

C. Eligible Expenses

The application must specify how funds requested under budget categories given below will satisfy program objectives defined in this program description.

1. Personnel

Applicants are cautioned that funds under this program are made available on an annual basis only and may be subject to reduction or elimination in future years. In general, requests for personnel funding will only be considered when deemed necessary for the applicant to meet the program objectives described above.

2. Consultant and Contract Services

3. Equipment

4. **Supplies**
5. **Travel and Subsistence**
6. **Alteration and Renovation of Laboratory Facilities**
7. **Other Expenses**

III. Administrative Requirements

As this is a competitive process, the Division is precluded from answering programmatic questions from potential grantees. However, questions of a general nature may be referred to the Office of Forensic Services at (518) 457-1901. Questions that are programmatic in nature must be submitted in writing by the date indicated below. A copy of all questions received and responses will be distributed to all laboratories eligible for funding under this program.

IV. Submitting a Request for Funds

Requests for Aid to Localities (Crime Laboratories) funds must be submitted in writing to the Division at the address shown below. The requests should be itemized into the budget categories outlined above using the forms provided by the Division. Sufficient detail must be provided by which to evaluate the request with regard to the program objectives described on the foregoing pages. Requests may be submitted upon receipt of the solicitation from the Division and should be received by the application deadline.

Application deadline:

The completed application with the funding request should be received at the Division of Criminal Justice Services by April 15, 2005.

Requests must be submitted in a sealed envelope clearly marked “Request for Aid to Localities (Crime Laboratories)”.

Applications must be submitted to: NYS Division of Criminal Justice Services
Office of Forensic Services
4 Tower Place
Albany, NY 12203-3702

V. Contractual Requirements

Any contracts negotiated as a result of this solicitation shall be subject to the provisions of Appendix A, which contains the standard clauses for all New York State contracts and Appendix A-1. Copies of these appendices are available upon request.

VI. Timetable of Events

Key Events Completion Dates:

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|----|--|-----------------------|
| A. | Invitation to submit applications for funding | March 1, 2005 |
| B. | Written programmatic questions must be submitted by: | March 15, 2005 |
| C. | Division responses to written questions (on or about): | March 22, 2005 |
| D. | Deadline for submission of application at DCJS: | April 29, 2005 |
| E. | Award recommendations on or about: | June 13, 2005 |

VII. Award Evaluation Criteria

Funding requests will be evaluated based on an assessment of need and whether the use of the funds is consistent with the purposes and program objectives set forth in this document. The Division reserves the right to modify the amount requested for a particular item or service based on an assessment of the reasonableness of that amount. Requests will be addressed in “tiers” according to the priorities described herein and subject to the amount of funding available. The priorities are described under “**B. Program Objectives**” on page 3 of this document. Funds requested to address the tier 1 program objectives will be distributed first to all laboratories before distributions for the second, third and fourth tiered program objectives. Funds requested for purposes listed under number 4 of the program objectives will be distributed subject to the available funds after the higher priority requests have been addressed. In the distribution of remaining funds under program priorities numbered 3 and 4, other information may be used in the evaluation of individual laboratory requests to include:

- an assessment on whether the funding requested will significantly expand or enhance the quality and delivery of forensic services according to the general purposes of this program as described on page 1 of this document;

- an assessment of need based upon relative workload information as provided by the laboratories in the Annual Workload Survey;
- an assessment of need in consideration of other federal and state grant support received by the applicant;
- a review of laboratory adherence to approved spending plans from prior years under this program;
- information garnered from site visits to the laboratories by Division personnel;
- consideration of awards in prior years for major expenditures under tier 4;
- compliance with program reporting requirements as specified in the conditions for grants received in prior years; and,
- consideration of laboratory size and scope of services provided as measured by the number of personnel subject to proficiency testing requirements and the number of forensic disciplines.

VIII. Information Required to be Submitted with the Application

The following information must be submitted with the application to be used in assessing relative need for the item(s) or service(s) for which funding is being requested.

- total budget for laboratory operations;
- total number of PT-eligible employees;
- an itemization of other state and federal grant funding received during the period covered by this application. Current grant awards should be identified by the agency from which the funds are received, the total amount of the award, the grant or contract period, and a federal grant award number (or program title) or a state contract number.

VIII. Reservation of Rights and Administration of Contracts

Contract Period - The Division will generally enter into contracts with grantees for a one year period.

Contract Activities - All activities must have prior approval from the Division and meet guidelines established by the State of New York.

Contract Changes - A contract with a grantee may be extended, terminated, renewed, amended, or renegotiated at the discretion of the Commissioner of the Division or his designee.

Records - A grantee will keep books, ledgers, receipts, work records, consultant agreements and inventory records pertinent to the project and consistent with the contractual provisions.

Liability - Nothing in the contract between the Division and the grantee shall impose liability on the State of New York or the Division for injury incurred during the performance of approved activities.

Funds - Funds will be made available pursuant to Appendix C of the contract. Funds are not available until the contract has received the necessary approvals by the control agencies.

Reports - The contract is subject to several report requirements which are set forth in Appendix A-1.

Review - The grantee's performance in all areas will be monitored periodically by the Division. Monitoring activities will take the form of site visits, records inspections, written and telephone communications, or other methods deemed necessary by the Division to ascertain the quality and quantity of the grantee's activities.

Disposition of Allocations - The Division reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient or inaccurate information in the application, lack of accompanying documentation, the inappropriateness of a proposal or an organizational history of unsuccessful projects.

Revocation of Funds - Funds awarded to an applicant who does not implement an approved project within 90 days of the award date may be revoked and reallocated to another applicant at the discretion of the Division.