



State of Florida Medical Examiners Commission

P.O. Box 1489 | Tallahassee, FL 32302-1489 | (850) 410-8600

MEMORANDUM

DATE: March 21, 2018

TO: Craig Mallak, M.D.
District Seventeen Medical Examiner

FROM: Vickie Koenig
Bureau Chief

SUBJECT: 2017 Paul Coverdell Grant Award Notification

I am pleased to inform you that your grant application for the 2017 Paul Coverdell Forensic Science Improvement Grant has been approved by the National Institute of Justice (NIJ) in the amount of \$2,577.00.

Enclosed is a copy of your expenditure list and reimbursement forms. Reimbursement requests for this grant may be submitted on a monthly or quarterly basis. The grant requires a copy of the invoice and check used for payment to be included with the reimbursement form. If there is a problem obtaining a copy of the check, please provide a copy of the zero-balance invoice and a note stating that you were unable to obtain a copy of the check. The reimbursement forms and supporting documentation may be emailed to Beth McNeil at BethMcNeil@fdle.state.fl.us.

The grant period for this award is January 1, 2018, through December 31, 2018. Please note that the deadline for submitting reimbursement requests is October 1, 2018. Included in this packet is a timeline which shows the deadlines associated with the 2017 grant. If you anticipate not being able to complete your purchases prior to October 1, 2018, please let me know as soon as possible so that an extension can be requested.

If you have any questions pertaining to this award, please feel free to contact Beth McNeil at BethMcNeil@fdle.state.fl.us or (850) 410-8608.

VK/bam