

LOS ANGELES POLICE COMMISSION

BOARD OF
POLICE COMMISSIONERS

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INSPECTOR GENERAL

EXECUTIVE OFFICE
POLICE ADMINISTRATION BUILDING
100 WEST FIRST STREET, SUITE 134
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE
(213) 236-1410 FAX
(213) 236-1440 TDD

October 7, 2014

BPC #14-0365

The Honorable City Council
City of Los Angeles
c/o City Clerk's Office
Los Angeles, CA 90012

Dear Honorable Members:

RE: REQUEST FOR APPROVAL OF EXTENSION AND BUDGET MODIFICATION OF
THE 2012 FORENSIC DNA BACKLOG REDUCTION PROGRAM

At the regular meeting of the Board of Police Commissioners held Tuesday, October 7, 2014, the Board APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink that reads "Maria Silva".

MARIA SILVA
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

BPC # 14-0365 & F
RECEIVED

OCT 01 2014

POLICE COMMISSION

October 3, 2014
1.17

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

M. M. Sepulveda, 10/1/14

SUBJECT: REQUEST FOR APPROVAL OF EXTENSION AND BUDGET
MODIFICATION OF THE 2012 FORENSIC DNA BACKLOG REDUCTION
PROGRAM

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE this report.
2. That the Board TRANSMIT the attached grant modification, pursuant to Administrative Code Section 14.6(a), to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst and to the City Clerk for Committee and City Council reference.
3. That the Board REQUEST the Mayor and City Council to:
 - A. AUTHORIZE the Chief of Police or designee to accept the no-cost time extension for the 2012 Forensic DNA Backlog Reduction Program from the United States Department of Justice, Office of Justice Programs, National Institute of Justice, extending the award period to March 31, 2015;
 - B. AUTHORIZE the Chief of Police or his designee to execute an amendment to Contract No. C-121595, between the City of Los Angeles and The Bode Technology Group, Inc., extending the payment term of the grant under the agreement to March 31, 2015, subject to City Attorney approval as to form and legality;
 - C. AUTHORIZE the Chief of Police or his designee to execute an amendment to Contract No. C-122276, between the City of Los Angeles and Cellmark Forensics, Inc., extending the payment term of the grant under the agreement to March 31, 2015, subject to City Attorney approval as to form and legality;

- D. AUTHORIZE the Los Angeles Police Department (LAPD) to reprogram funds totaling \$343,397 within the 2012 Forensic DNA Backlog Reduction Program from the United States Department of Justice, Office of Justice Programs, National Institute of Justice, as follows:

<u>Category</u>	<u>Current</u>	<u>Change</u>	<u>New</u>
Personnel	\$513,990	-\$98,127	\$415,863
Fringe Benefits	\$0	\$0	\$0
Travel	\$32,734	-\$32,734	\$0
Equipment	\$64,000	-\$64,000	\$0
Supplies	\$0	\$0	\$0
Contractual	\$687,903	\$343,397	\$1,031,300
Other	\$148,536	-\$148,536	\$0
Indirect Costs	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	\$1,447,163	\$0	\$1,447,163

- E. AUTHORIZE the Controller to transfer appropriations from Fund 339, Department 70, Account No. 70J533, to the Department of General Services for 2012 Forensic DNA Backlog related expenditures as follows:

TRANSFER FROM:

<u>Fund/Dept</u>	<u>Acct.</u>	<u>Title</u>	<u>Amount</u>
339/70	70J533	2012 DNA Backlog Reduction	<u>\$295,055</u>
		Total	<u>\$295,055</u>

TRANSFER TO:

<u>Fund/Dept</u>	<u>Acct.</u>	<u>Title</u>	<u>Amount</u>
100/40	001101	Hiring Hall Construction	\$100,000
100/40	001121	Benefits Hiring Hall Construction	\$50,000
100/40	003180	Construction Materials	<u>\$145,055</u>
		Total	<u>\$295,055</u>

- F. AUTHORIZE the LAPD to prepare Controller Instructions for any technical adjustments, subject to the approval of the CAO, and AUTHORIZE and INSTRUCT the Controller to implement the instructions.

DISCUSSION

The LAPD requests approval to reprogram funds totaling \$343,397. Funds would be transferred from the Personnel, Travel, Equipment, and Other categories to the Contractual category. The reprogramming of funds will allow the Department to complete the renovations of the DNA laboratory at the Piper Technical Center Facility (PTC).

Permission to increase the Contractual category by \$343,397 is requested for laboratory renovations. The renovations will allow the entire Serology/DNA Unit to be housed at the PTC and the Hertzberg-Davis Forensic Science Center. The renovations will improve productivity

and efficiency. The Department of General Services will perform renovation work such as adding walls, modifying restrooms, adding a ramp for compliance with the Americans with Disabilities Act, and air conditioning modifications necessary for DNA laboratory equipment.

To fund the renovations, LAPD requests permission to decrease the Personnel, Travel, Equipment, and Other categories by \$343,397. The LAPD is also seeking approval to accept a six-month no-cost extension. The extension will allow time for the LAPD to complete the laboratory renovations.

If you have any questions regarding this matter, please have a member of your staff contact Chief Information Officer Maggie Goodrich, Commanding Officer, Information Technology Bureau, at (213) 486-0370.

Respectfully,



CHARLIE BECK
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved *October 7, 2011*
Secretary *Maria Lu*

Attachments



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information

Grantee Name:	City of Los Angeles	Project Period:	10/01/2012 - 03/31/2015	GAN Number:	005
Grantee Address:	200 N. SPRING ST SW MEZZANINE RM M175 LOS ANGELES, 90012	Program Office:	NIJ	Date:	08/29/2014
Grantee DUNS Number:	03-784-8012	Grant Manager:	Alan Spanbauer		
Grantee EIN:	95-6000735	Application Number(s):	2012-90021-CA-DY		
Vendor #:	956000735	Award Number:	2012-DN-BX-0039		
Project Title:	FY2012 Forensic DNA Backlog Reduction Program - Los Angeles Police Department	Award Amount:	\$1,447,163.00		

Change Project Period

Current Grant Period:	Month: 23 Day: 29	New Grant Period:	Month: 29 Day: 30
Project Start Date:	10/01/2012	*New Project Start Date:	10/01/2012
Project End Date:	09/30/2014	*New Project End Date:	03/31/2015

***Required Justification for Change Project Period:**

The LAPD requests a six-month extension of the 2012 Forensic DNA Backlog Reduction Grant from the current grant period end date of September 30, 2014 to March 31, 2015. LAPD has received the notification from NIJ that no further

Attachments:

None

[Print](#)

Audit Trail:

Description:	Role:	User:	Timestamp:
Approved-Final	OCFMD - Financial Analyst	SYSTEM_USER	08/29/2014 12:04 PM
Submitted	PO - Grant Manager	LAPDGRANTS	08/27/2014 2:47 PM

LOS ANGELES POLICE DEPARTMENT

2012-DN-BX-K0039

Change Project Period

Justification

The LAPD requests a six-month extension of the 2012 Forensic DNA Backlog Reduction Grant from the current grant period end date of September 30, 2014 to March 31, 2015. LAPD has received the notification from NIJ that no further extensions will be allowed.

The end date extension will allow the LAPD to complete renovations of the Serology/DNA laboratory at the Piper Technical Center. The renovations will allow the Serology/DNA Unit to operate more efficiently and enhance productivity. LAPD anticipates that construction will be completed in early January 2015.

Approval of this request will allow the LAPD to complete the laboratory renovations, enable personnel to work the allocated overtime hours, and allow the LAPD to fully utilize the award.

Thank you for your time and consideration.



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information			
Grantee Name:	City of Los Angeles	Project Period:	10/01/2012 - 03/31/2015
		GAN Number:	006
Grantee Address:	200 N. SPRING ST SW MEZZANINE RM M175 LOS ANGELES, 90012	Program Office:	NIJ
		Date:	09/23/2014
Grantee DUNS Number:	03-784-8012	Grant Manager:	Alan Spanbauer
Grantee EIN:	95-6000735	Application Number(s):	2012-90021-CA-DY
Vendor #:	956000735	Award Number:	2012-DN-BX-0039
Project Title:	FY2012 Forensic DNA Backlog Reduction Program - Los Angeles Police Department	Award Amount:	\$1,447,163.00

Budget Modification			
* All editable Budget fields must contain a numeric value.			
Categories	Approved Budget	Requested Changes to Budget	Revised Budget
A. Personnel	\$513990	\$-98127	\$415863
B. Fringe Benefits	\$0	\$0	\$0
C. Travel	\$32734	\$-32734	\$0
D. Equipment	\$64000	\$-64000	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Contractual	\$687903	\$343397	\$1031300
H. Other	\$148536	\$-148536	\$0
TOTAL DIRECT COST	\$1447163	\$0	\$1447163
Total Direct Costs = (Sum of lines A-H)			
INDIRECT COST	\$0	\$0	\$0
TOTAL PROJECT COST	\$1447163	\$0	\$1447163

Total Project Costs = Total Direct Costs + Indirect Cost
 Total Project Costs = Federal Funds Approved + Non-Federal Funds + Program Income

FEDERAL FUNDS APPROVED	\$1447163		\$1447163
NON-FEDERAL FUNDS APPROVED	\$0	\$0	\$0
PROGRAM INCOME	\$0	\$0	\$0

***Required Justification for Budget Modification**

See attached documents. ▲
▼

Attachments:

Filename:	User:	Timestamp:
Justification.docx	LAPDGRANTS	09/09/2014 9:41 AM
Budget Detail Worksheet.xlsx	LAPDGRANTS	09/09/2014 9:40 AM

[Print](#)

Audit Trail:

Description:	Role:	User:	Timestamp:
Approved-Final	OCFMD - Financial Analyst	porterd	09/23/2014 10:09 AM
Submitted	PO - Grant Manager	LAPDGRANTS	09/09/2014 9:41 AM
Draft	EXTERNAL - External User	LAPDGRANTS	09/09/2014 9:40 AM

LOS ANGELES POLICE DEPARTMENT
2012 Forensic DNA Backlog Reduction Program
Award Number 2012-DN-BX-0039
Budget Modification Justification

The Los Angeles Police Department (LAPD) requests approval to transfer funds from the Personnel, Travel, Equipment, and Other categories to Consultants/Contracts.

The additional funding in Consultants/Contracts will be used for the laboratory renovations at the Piper Technical Center Facility (PTC). LAPD has received revised estimates for the renovations. Design reviews revealed that an access ramp and restroom modifications are necessary. The facility was designed in 1980 and the ramp and restroom modifications will allow the laboratory to be in compliance with the current requirements of the Americans with Disabilities Act.

To fund the renovations, LAPD requests permission to reduce expenditures in the Personnel category and eliminate Other, Travel, and Equipment. LAPD will request approval from NIJ to add items from Travel, Equipment, and Other to the budget for the 2013 DNA Backlog (2013-DN-BX-0070).

The LAPD respectfully requests approval of this GAN. The GAN will assist the LAPD in enhancing productivity and achieving the program goals.

Budget Detail Worksheet

Purpose: This Budget Detail Worksheet must be used as your budget detail, but you can submit the budget narrative in any format (your own document or inserted as text after each category in this form). All required information must be present in the budget narrative, regardless of format.

NOTE: If you need extra lines in the spreadsheet under one of the categories: 1) Highlight an entire row of blank cells within the same category. 2) Keeping your mouse over the highlighted row or block, right click and select the copy option by left clicking. If not, right click with your mouse again on the highlighted row or block and choose the option "Paste Special" by left clicking. If you selected only a block and not the entire row, a new line will open up and select the option "Shift cells down" and click OK. Use of this technique will ensure that you don't change the formulas inserted in the spreadsheet.

A. Personnel—List each position by title - NOT INDIVIDUAL NAMES. 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.

Computation

Casework Position (additional)	Amount per unit	Define Unit	# units	# Individuals

Database Position (additional)	Amount per unit	Define Unit	# units	# Individuals

Casework Position (Overtime)	Amount per unit	Define Unit	# units	# Individuals
CRIMINALIST I	\$46.65	per hour	80	16
CRIMINALIST II	\$75.90	per hour	80	42
CRIMINALIST III	\$79.65	per hour	80	5
LABORATORY TECHNICIAN I	\$39.63	per hour	80	7
LABORATORY TECHNICIAN II	\$47.00	per hour	80	1

Database Position (Overtime)	Amount per unit	Define Unit	# units	# Individuals

Validation Overtime	Amount per unit	Define Unit	# units	# Individuals
Management II	\$62.60	per hour	44.0	1

Administrative Costs Position	Amount per unit	Define Unit	# units	# Individuals
Grant Manager - Management Analyst II	\$62.60	per hour	74.0	1
Grant Manager - Criminalist III	\$79.65	per hour	44.0	1
Grant Administration - Clerk Typist	\$34.10	per hour	30.0	1

Cost	
\$0.00	Enter casework
\$0.00	analysts/technicians here
\$0.00	
Subtotal	\$0.00

Cost	
\$0.00	Enter database
\$0.00	analysts/technicians here
\$0.00	
Subtotal	\$0.00

Cost	
\$59,712.00	Enter casework overtime here
\$255,024.00	
\$31,860.00	
\$22,192.80	
\$3,760.00	
Subtotal	\$372,548.80

Cost	
\$0.00	Enter database overtime here
\$0.00	
\$0.00	
Subtotal	\$0.00

Cost	
\$34,155.00	Enter cost of validation for
\$0.00	validation here
\$0.00	
Subtotal	\$34,155.00

Cost	
\$4,632.03	Enter administrative costs here
\$3,504.60	
\$1,022.85	
Subtotal	\$9,159.48

Weighted OT Rate	\$68.03	hrs	
Validations	1000		\$68,033.14
Document Scanning	2000		\$136,066.29
Subtotal			\$204,099.43

Weighted OT Rate	\$68.03	hrs	
Analysis In-house	632	5	\$214,984.73
Subtotal			\$214,984.73

Weighted OT Rate	\$68.03	hrs	
Cases Outsourced	135	8	\$73,475.79
SCRs	55	2	\$7,483.65
Subtotal			\$80,959.44
TOTAL			\$500,043.60

PERSONNEL TOTAL: \$415,863.28

Note: In the # of units column, you can display the entry as a percentage (%) or a number. To change between numbers and percentage: select the cell by left clicking on it, then right click and select FORMAT CELLS, then the NUMBER tab, then select number or percentage (%) from the list

Casework Overtime salaries + Fringe =	\$372,548.80
Database Overtime salaries + Fringe =	\$0.00

Budget Narrative for Personnel: The LAPD SDU requests Overtime costs to support 71 full-time casework analysts and Laboratory Technicians at the overtime rates of \$46.65, \$75.90, \$79.65, \$39.63 and \$47.00 per hour. These analysts will be directly involved in the screening, analysis, and interpretation of forensic DNA cases, as well as the review and upload of any CODIS-eligible profiles. The Laboratory Technicians will provide support by booking evidence, performing send-outs to contract laboratories and filing of grant related casework data.

The LAPD SDU is requesting 450 hours of overtime for the DNA Technical Leader and other analysts to evaluate and validate a new expanded core loci STR kit, as well as other potential validations.

The LAPD SDU is also requesting 148 hours of overtime for grant related activities, 74 hours at a rate of \$62.60 per hour for a Management Analyst II, who is the grant manager for the administrative aspects of the grant; 44 hours at \$79.65 for the grant manager for technical aspects of this program; and 30 hours at a rate of \$34.10 per hour for the clerk typist, who assists the laboratory technicians with the filing of grant related casework data, along with the tracking of all grant related overtime. Based on a weighted average overtime wage rate of \$68.03/hour, the LAPD intends to analyze and/or review a minimum of 466 backlogged cases (defined by the National Institute of Justice as cases not completed within 30 days of request) utilizing overtime from this grant.

B. Fringe Benefits--Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Any fringe benefit that is usual and allowable by the agency may be applied to overtime.

Casework Position (additional)	Amount of Personnel for basis
Employer's FICA	\$0.00
Retirement	\$0.00
Uniform Allowance	\$0.00
Health Insurance	\$0.00
Workman's Compensation	\$0.00
Unemployment Compensation	\$0.00

% of Amount of Personnel	Additional computation (optional)
0.00%	
0.00%	
0.00%	
0.00%	
0.00%	
0.00%	

Cost	
\$0.00	Enter casework
\$0.00	analysts/technicians fringe here
\$0.00	
\$0.00	
\$0.00	
\$0.00	
Subtotal	\$0.00

Database Position (additional)	Amount of Personnel for basis
Employer's FICA	\$0.00
Retirement	\$0.00
Uniform Allowance	\$0.00
Health Insurance	\$0.00
Workman's Compensation	\$0.00
Unemployment Compensation	\$0.00

% of Amount of Personnel	Additional computation (optional)
0.00%	
0.00%	
0.00%	
0.00%	
0.00%	
0.00%	

Cost	
\$0.00	Enter database
\$0.00	analysts/technicians fringe here
\$0.00	
\$0.00	
\$0.00	
\$0.00	
Subtotal	\$0.00

Casework Position (Overtime)	Amount of Personnel for basis
Employer's FICA	\$372,548.80
Retirement	\$372,548.80
Uniform Allowance	\$372,548.80
Health Insurance	\$372,548.80
Workman's Compensation	\$372,548.80
Unemployment Compensation	\$372,548.80

% of Amount of Personnel	Additional computation (optional)
0.00%	
0.00%	
0.00%	
0.00%	
0.00%	
0.00%	

Cost	
\$0.00	Enter casework overtime fringe
\$0.00	here
\$0.00	
\$0.00	
\$0.00	
\$0.00	
Subtotal	\$0.00

Database Position (Overtime)	Amount of Personnel for basis
Employer's FICA	\$0.00
Retirement	\$0.00
Uniform Allowance	\$0.00
Health Insurance	\$0.00
Workman's Compensation	\$0.00
Unemployment Compensation	\$0.00

% of Amount of Personnel	Additional computation (optional)
0.00%	
0.00%	
0.00%	
0.00%	
0.00%	
0.00%	

Cost	
\$0.00	Enter database overtime fringe
\$0.00	here
\$0.00	
\$0.00	
\$0.00	
\$0.00	
Subtotal	\$0.00

Administrative Costs Position	Amount of Personnel for basis
Employer's FICA	\$9,159.48
Retirement	\$9,159.48
Uniform Allowance	\$9,159.48
Health Insurance	\$9,159.48
Workman's Compensation	\$9,159.48
Unemployment Compensation	\$9,159.48

% of Amount of Personnel	Additional computation (optional)
0.00%	
0.00%	
0.00%	
0.00%	
0.00%	
0.00%	

Cost	
\$0.00	Enter administrative fringe here
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
Subtotal	\$0.00

FRINGE TOTAL: \$0.00

TOTAL PERSONNEL AND FRINGE: \$415,863.28

Budget Narrative for Fringe Benefits: There is no funding requested in this budget category.

C. Travel—Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people at a 3-day training at \$X airfare, \$Y lodging, \$Z subsistence). For training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied: Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation			Cost		
			Cost	# Individuals	# Nights/Days			# Trips
		Airfare				\$0.00	Enter meeting and conference travel costs in the brown shaded boxes.	
		Hotel				\$0.00		
		Meals				\$0.00		
		Airfare				\$0.00	Are you within the 5% cap for travel and registration for meetings/conferences? Travel costs: \$0.00 Registration: \$0.00 \$0.00 Travel/Registration total \$1,447,163.00 Award total 0.00% % of award for Travel/Registration to Meetings	
		Hotel				\$0.00		
		Meals				\$0.00		
		Hotel				\$0.00		
		Meals				\$0.00		
		Parking				\$0.00		
Meeting Travel Subtotal						\$0.00		
		Airfare	\$0.00	0		1	\$0.00	Enter travel associated with training sessions and/or vendor laboratory site visits in the grey shaded boxes.
		Hotel	\$0.00	0		1	\$0.00	
		Meals	\$0.00	0		1	\$0.00	
Non-meeting travel Subtotal						\$0		
TRAVEL TOTAL:						\$0.00		

Budget Narrative for Travel: There is no funding requested in this budget category.

D. Equipment—List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable 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 technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. The budget narrative for this category should explain how the equipment is necessary for the success of the project as well as describe the procurement method to be used. A separate justification must be provided for sole source purchases in excess of \$100,000.

Instrument or Equipment Item	Computation			Vendor	Cost
	Cost per Unit	# Units	Define Unit		
					\$0.00
EQUIPMENT TOTAL					\$0.00

Note - Always include the vendor name - then add up all costs to that vendor to see if you exceed \$100,000 in sole source requests

Budget Narrative for Equipment: There is no funding requested in this budget category.

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Vendor	Service Provided	Cost
Outsourcing casework	Cellmark Forensics (existing contract)	\$2000/case x 3 cases	\$6,000.00
Outsourcing casework	Bode Technology Group (existing contract)	\$1500/case x 45 cases	\$67,500.00
Piper Tech Lab Renovation	City of Los Angeles - Bureau of Engineering / IBI Group (existing contract)	Study existing building layout, create architectural drawings, plan workstation placement, obtain building permits, etc.	\$120,000.00
Piper Tech Lab Renovation	City of Los Angeles Information Technology Agency	Communication services (data lines, phone lines, etc.)	\$47,341.72
Piper Tech Lab Renovation	City of Los Angeles LAPD / General Services Division	Cubicles and chairs	\$145,000.00
Piper Tech Lab Renovation	City of Los Angeles General Services Division	Restructure (HVAC, demolition, walls, flooring, ceiling work, sprinklers, restroom modifications & access ramp for ADA compliance, etc.)	\$645,458.00

Contracts Subtotal \$1,031,299.72

CONSULTANTS/CONTRACTS TOTAL \$1,031,299.72

Budget Narrative for Consultants/Contracts: Funding from this grant will be utilized to obtain contract laboratory services from Bode Technology Group and Cellmark Forensics for the outsourcing of forensic DNA cases. The LAPD will send approximately 48 cases to contract labs. The LAPD used the competitive bid process to select these laboratories, and has established contracts with both. The LAPD had also selected Sorenson Laboratories and established a contract, but elected not to renew it for subsequent years. Any contract laboratory paid with funds from this grant will have an approved Finding of No Significant Impact (FONSI) on file for the National Environmental Policy Act (NEPA).

In order to provide sufficient workstations for new employees, make more efficient use of the current space, and provide adequate separation between laboratory and administrative work areas, the LAPD plans to utilize funds from the FY 12 DNA Backlog Reduction Program to renovate existing laboratory space at its Piper Technical Center (PTC) facility. As the LAPD Serology/DNA Unit (SDU) has grown, workspace has become a pressing issue to the point that other units within the Hertzberg Davis Forensic Science Center (HDFSC) laboratory have been forced to share their workstations with the SDU. In addition, a conference room formerly used for training and meetings has been re-purposed to temporarily house new employees. In order to address the lack of administrative and laboratory space to accommodate all SDU employees, the LAPD plans to further renovate its PTC facility. PTC is an older facility, originally designed to accommodate solid dose drug analysis, toxicology, blood alcohol, forensic photography, trace evidence and field investigation units, as well as serology (the facility was designed in 1980 and built out prior to DNA testing and service expansion). In the existing area for each unit, the desk space for analysts is within the same room as the laboratory space. While this may have been acceptable at the time, advances in DNA testing sensitivity, knowledge of general laboratory safety and ISO 17025 standards (5.3.1 - "environmental conditions shall...facilitate correct performance of tests" and 5.3.3 - "effective separation between neighboring areas in which there are incompatible activities") require that analysts have desk space removed from lab space.

Until 2013, the Serology/DNA Unit shared the PTC space with the Scientific Investigation Divisions' Electronics Unit (who occupied half of the laboratory and administrative space). As a result, no progress could be made in terms of creating more useable space. With the relocation of the Electronics Unit to another facility early in 2013, the entire PTC location is now available, allowing for the space necessary to accommodate (following renovations) SDU's full cadre of personnel between its PTC and HDFSC facilities. A photographic darkroom was previously converted to space that could be utilized for DNA analysis, utilizing funds from the FY 2010 DNA Backlog Reduction Program Grant. The conversion was limited at that time, due to the presence of Electronics Unit in approximately half of the available space. A more thorough renovation can now be undertaken, allowing for a much more efficient and productive use of the space. Demolition of some existing walls and infrastructure is planned, followed by rebuilding and finish work of the involved portions of the facility. In order to complete the work, significant funds are required to bring the restrooms into compliance with current Americans with Disabilities Act (ADA) regulations. New data and phone cabling will need to be installed, followed by the addition of cubicle areas, furniture, computers, phones, etc., in order to provide the administrative seating areas with the necessary equipment for the analysts. By accomplishing this renovation, the SDU will be able to function as a complete satellite laboratory at PTC, with all of the necessary facilities and equipment that will allow the laboratory to greatly increase its efficiency, reducing the backlog (per NIJ, over 30 days since requested) of forensic DNA cases, and allowing the backlog to be maintained at a much lower level than was possible with the inadequate facilities that currently exist.

H. Other Costs--List items like registration and workshop fees, software purchases, renovation costs (if not covered by contracts), LIMS systems, books and journals, and equipment items which have a cost below agency requirements to be called equipment. List registration fees and workshop fees associated with meetings and conferences in the designated spaces.

Computation				Cost
Registration and Workshop Costs	Cost per unit	(define unit)	# Units	
				\$0.00
				\$0.00
				\$0.00
Registration Subtotal				\$0.00

Computation				Cost
Item	Cost per unit	(define unit)	# Units	Vendor
Subtotal				\$0.00

OTHER TOTAL	\$0.00
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Cost \$0.00 Enter only registration fees for meetings/conferences in pink cells

Cost \$0.00 Enter all other "Other" expenses (costs not associated with meeting/conference registration fees) in the yellow cells

Budget Narrative for Other: There is no funding requested in this budget category.

I. Indirect Cost--Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. 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.

Computation			
Description	Amount of Direct Costs the Indirect Rate Applies to:	Indirect Cost Rate	Cost
		3.00%	\$0.00
INDIRECT COST TOTAL			\$0.00

Budget Summary--When you have completed this budget worksheet, the totals for each category will transfer to the spaces below. The total costs and total project costs will be computed via Excel formula. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$415,863.28
B. Fringe Benefits	\$0.00
C. Travel	\$0.00
D. Equipment	\$0.00
E. Supplies	\$0.00
F. Construction	\$0.00
G. Consultants/Contracts	\$1,031,299.72
H. Other	\$0.00
Total Direct Costs	\$1,447,163.00
I. Indirect Costs	\$0.00
TOTAL PROJECT COSTS	\$1,447,163.00
Federal Request	\$1,447,163.00
Non-Federal Amount	\$0.00

NOTE: If a Non-Federal amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.

INTRADEPARTMENTAL CORRESPONDENCE

September 24, 2014

1.17

TO: Chief of Police

FROM: Commanding Officer, Information Technology Bureau

SUBJECT: REQUEST FOR APPROVAL OF EXTENSION AND BUDGET
MODIFICATION OF THE 2012 FORENSIC DNA BACKLOG
REDUCTION PROGRAM

Attached for your approval and signature is an Intradepartmental Correspondence to the Board of Police Commissioners requesting approval to transmit the attached requests for the 2012 Forensic DNA Backlog Reduction Program to the Mayor, Office of the City Administrative Officer, Office of the Chief Legislative Analyst, and to the City Clerk for committee and City Council consideration.

The Los Angeles Police Department (LAPD) requests approval to reprogram funds totaling \$343,397. Funds would be transferred from the Personnel, Travel, Equipment, and Other categories to the Contractual category. The reprogramming of funds will allow the Department to fund overtime and renovations to the DNA laboratory at the Piper Technical Center.

The LAPD is also seeking approval to accept a six-month no-cost extension. The extension will allow the LAPD to fully utilize grant funds and implement the revised budget.

If you have any questions regarding this matter, please have a member of your staff contact Senior Management Analyst Stella Larracas, Officer in Charge, Grants Section, at (213) 486-0380.



MAGGIE GOODRICH, Chief Information Officer
Commanding Officer
Information Technology Bureau

Attachments