

INTRADEPARTMENTAL CORRESPONDENCE

BPC#16-0157
4F

RECEIVED

MAY 18 2016

POLICE COMMISSION

May 18, 2016

1.1

TO: The Honorable Board of Police Commissioners

REVIEWED

FROM: Chief of Police

[Signature]
RICHARD M. TEFANK
EXECUTIVE DIRECTOR
5/18/16
DATE

SUBJECT: TRANSMITTAL OF THE GRANT APPLICATION AND AWARD FOR
NIJ's FY 2015 DNA CAPACITY ENHANCEMENT AND BACKLOG
REDUCTION PROGRAM FROM THE NATIONAL INSTITUTE OF JUSTICE

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE this report.
2. That the Board TRANSMIT the attached grant application and award, 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 consideration.
3. That the Board REQUEST the Mayor and City Council to:
 - A. AUTHORIZE the Chief of Police or his designee to retroactively apply for and ACCEPT the grant award for NIJ's FY 2015 DNA Capacity Enhancement and DNA Backlog Reduction Program in the amount of \$981,583 for the period of January 1, 2016, through December 31, 2017, from the United States Department of Justice, Office of Justice Programs, National Institute of Justice;
 - B. AUTHORIZE the Chief of Police or his designee to negotiate and execute the grant award agreement, subject to City Attorney approval as to form and legality;
 - C. AUTHORIZE the Los Angeles Police Department (LAPD) to spend up to \$981,583 in accordance with the grant award agreement;
 - D. AUTHORIZE the LAPD to submit grant reimbursement requests to the grantor and deposit grant receipts in Fund No. 339, Department No. 70;
 - E. AUTHORIZE the Controller to appropriate \$981,583 to appropriation account number to be determined within Fund No. 339 Department 70, for disbursement of the 2015 DNA Capacity Enhancement and Backlog Reduction Program Grant

- G. AUTHORIZE the Controller to increase appropriations for NIJ's FY 2015 DNA Capacity Enhancement and DNA Backlog Reduction Program as needed from appropriations account number to be determined in Fund No. 339, Department No. 70, to Fund No. 100, Department No. 70, account numbers and amounts as follows:

Account No. 001090, Civilian Overtime: \$650,518.33

- H. AUTHORIZE the Chief of Police or his designee to amend existing agreements with contract DNA laboratory service providers in accordance with the grant agreement and subject to City Attorney approval as to form and legality; and
- I. 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

NIJ's FY 2015 DNA Capacity Enhancement and DNA Backlog Reduction Program provides funding to state and local units of government with existing crime laboratories that conduct DNA analysis to process, record, screen, and analyze forensic DNA and/or DNA database samples, and to increase the capacity of public forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis.

Funding from this grant will allow the LAPD to perform Deoxyribonucleic Acid (DNA) analysis of at least 477 cases and increase laboratory capacity to meet existing and future demand for DNA screening and testing. The grant will fund \$650,518.33 for civilian overtime, \$31,387.17 for travel, \$245,443.10 for equipment, \$30,000.00 for outside contract laboratory fees, \$17,420.00 for training registration and \$6,824.40 for laboratory software.

If you have any questions, please have a member of your staff contact Chief Information Officer Maggie Goodrich, Commanding Officer, Information Technology Bureau, at (213) 486-0380.

Respectfully,



CHARLIE BECK
Chief of Police

**BOARD OF
POLICE COMMISSIONERS**
Approved *May 24, 2016*
Secretary *Maria Salas*

Attachments

INTRADEPARTMENTAL CORRESPONDENCE

May 17, 2016
1.17

TO: Chief of Police

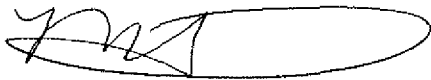
FROM: Commanding Officer, Information Technology Bureau

SUBJECT: TRANSMITTAL OF THE GRANT APPLICATION AND AWARD FOR
NIJ's FY 2015 DNA CAPACITY ENHANCEMENT AND BACKLOG
REDUCTION PROGRAM

Attached for your approval and signature is an Intradepartmental Correspondence to the Board of Police Commissioners requesting retroactive approval to transmit the attached grant application and award for NIJ's FY 2015 DNA Capacity Enhancement and DNA Backlog Reduction Program from the United States Department of Justice, Office of Justice Programs, National Institute of Justice, pursuant to Administrative Code Section 14.6(a), 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) is requesting authorization to accept the \$981,593 grant award for the grant period of January 1, 2016, through December 31, 2017.

Funding from this grant will allow the LAPD to perform Deoxyribonucleic Acid (DNA) analysis of at least 477 cases and increase laboratory capacity to meet existing and future demand for DNA screening and testing. The grant will fund \$650,518.33 for civilian overtime, \$31,387.17 for travel, \$245,443.10 for equipment, \$30,000.00 for outside contract laboratory fees, \$17,420.00 for training registration and \$6,824.40 for laboratory software.

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



Department of Justice
Office of Justice Programs
National Institute of Justice

Grant

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1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Los Angeles 200 N. Spring Street SW Mezzanine Room M175 Los Angeles, CA 90012		4. AWARD NUMBER: 2015-DN-BX-0115	
		5. PROJECT PERIOD: FROM 01/01/2016 TO 12/31/2017 BUDGET PERIOD: FROM 01/01/2016 TO 12/31/2017	
2a. GRANTEE IRS/VENDOR NO. 956000735		6. AWARD DATE 09/18/2015	7. ACTION Initial
2b. GRANTEE DUNS NO. 037848012		8. SUPPLEMENT NUMBER 00	
3. PROJECT TITLE FY 2015 LAPD DNA Capacity Enhancement and Backlog Reduction Program		9. PREVIOUS AWARD AMOUNT \$ 0	
		10. AMOUNT OF THIS AWARD \$ 981,593	
		11. TOTAL AWARD \$ 981,593	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY15(NIJ - S&LLEA DNA/Other Forensics) Pub. L. No. 113-235, 128 Stat. 2130, 2193; 28 USC 530C			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.741 - DNA Backlog Reduction Program			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Kerol Virginia Mason Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Charlie Beck Chief of Police	
17. SIGNATURE OF APPROVING OFFICIAL <i>Kerol V. Mason</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>[Signature]</i>	19A. DATE 9-29-15
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. REG. SUB. POMS AMOUNT X B DN 60 00 00 981593		21. PDNSGT0192	



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PROJECT NUMBER 2015-DN-BX-0115

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SPECIAL CONDITIONS

1. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements") apply to this 2015 award from the Office of Justice Programs (OJP). For this 2015 award, the Part 200 Uniform Requirements, which were first adopted by DOJ on December 26, 2014, supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.

If this 2015 award supplements funds previously awarded by OJP under the same award number, the Part 200 Uniform Requirements apply with respect to all award funds (whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2015 award.

Potential availability of grace period for procurement standards: Under the Part 200 Uniform Requirements, a time-limited grace period may be available under certain circumstances to allow for transition from policies and procedures that complied with previous standards for procurements under federal awards to policies and procedures that comply with the new standards (that is, to those at 2 C.F.R. 200.317 through 200.326).

For more information on the Part 200 Uniform Requirements, including information regarding the potentially-available grace period described above, see the Office of Justice Programs (OJP) website at <http://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

2. The recipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide").
3. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302) that is approved by the Office for Civil Rights is a violation of the Standard Assurances executed by the recipient, and may result in suspension of funding until such time as the recipient is in compliance, or termination of the award.
4. The recipient understands and agrees that OJP may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.
5. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
6. The recipient and any subrecipients must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has -- (1) submitted a claim for award funds that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by - mail: Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530 e-mail: oig.hotline@usdoj.gov hotline: (contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881 Additional information is available from the DOJ OIG website at www.usdoj.gov/oig

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SPECIAL CONDITIONS

7. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient --

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized to make subawards or contracts under this award --

a. it represents that --

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

8. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

9. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.

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10. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
11. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
12. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").
13. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
14. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.
15. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
16. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
17. A recipient that is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).
18. The recipient must collect, maintain, and provide to OJP, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

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19. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
20. The recipient acknowledges that the Office of Justice Programs (OJP) reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward; and (2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support.

The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under an award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).

It is the responsibility of the recipient (and of each subrecipient, if applicable) to ensure that this condition is included in any subaward under this award.

The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.

21. To assist in information sharing, the award recipient shall provide the NIJ program manager with a copy of publications (including those prepared for conferences and other presentations) resulting from this award, prior to or simultaneous with their public release. NIJ defines publications as any written, visual or sound material substantively based on the project, formally prepared by the award recipient for dissemination to the public. Submission of publications prior to or simultaneous with their public release aids NIJ in responding to any inquiries that may arise. Any publications - excluding press releases and newsletters - whether published at the recipient's or government's expense, shall contain the following statement: "This project was supported by Award No. _____, awarded by the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect those of the Department of Justice." This statement shall appear on the first page of written publications. For audio and video publications, it shall be included immediately after the title of the publication in the audio or video file.
22. The recipient shall transmit to the NIJ program manager copies of all official award-related press releases at least ten (10) working days prior to public release. Advance notice permits time for coordination of release of information by NIJ where appropriate and to respond to press or public inquiries.
23. Pursuant to 28 C.F.R. Part 18, OJP may suspend or terminate funding under this award before the completion of the project funded by this award, for the recipient's failure to comply with these special conditions or with the project's goals, plans and methodology set forth in the approved application. In the case of suspension, the recipient will be unable to draw down funds until OJP determines that the recipient is in compliance.
24. The recipient and any subrecipients must comply with all applicable federal laws and regulations, including those identified in the forms entitled "Standard Assurances" and the "Certifications Regarding Lobbying; Debarment and Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements," currently posted at <http://ojp.gov/funding/Apply/Forms.htm>.

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25. The Project Director and key program personnel designated in the application shall be replaced only for compelling reasons. Successors to key personnel must be approved, and such approval is contingent upon submission of appropriate information, including, but not limited to, a resume. OJP will not unreasonably withhold approval. Changes in other program personnel require only notification to OJP and submission of resumes, unless otherwise designated in the award document.
26. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
27. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
28. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
29. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
30. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.

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SPECIAL CONDITIONS

31. Semiannual performance measure data reporting - Forensic DNA casework and capacity enhancement
The recipient agrees to submit applicable performance measure data regarding forensic DNA casework and capacity enhancement with its semiannual progress reports. With respect to such data, the reports should contain: (1) information regarding baseline performance metrics (for capacity enhancement projects -- the average number of days between the submission of a request for forensic biology/DNA analysis to the laboratory and the delivery of the test results to the requesting agency at the beginning of the award period, and the average number of forensic DNA samples analyzed per analyst/month at the beginning of the award period; for forensic casework DNA backlog reduction projects -- the number of backlogged forensic biology/DNA cases at the beginning of the award period); (2) progress performance metrics (for capacity enhancement projects -- the average number of days between the submission of a request for forensic biology/DNA analysis to the laboratory and the delivery of the test results to the requesting agency at the end of the reporting period, and the average number of forensic DNA samples analyzed per analyst/month at the end of the reporting period; for forensic casework DNA backlog reduction projects -- the number of backlogged forensic biology/DNA cases at the end of the reporting period, the number of forensic biology/DNA cases analyzed during the reporting period using funds provided under this award, and the number of DNA profiles from forensic analyses entered into CODIS during the reporting period as a result of the funds provided under this award); and (3) impact performance metrics (for forensic casework DNA backlog reduction projects -- the number of CODIS hits during the reporting period attributable to the forensic analyses funded under this award).

For the purposes of performance measure data reporting, a backlogged forensic biology/DNA case is defined as a forensic biology/DNA case that has not been completed within 30 days of receipt in the laboratory.

The recipient shall ensure that all required performance measure data are collected throughout the award period.

32. Semiannual Performance Measure Data Reporting - DNA database sample analysis and capacity enhancement
If the recipient uses award funds for DNA database sample analysis or capacity enhancement, the recipient agrees to submit applicable performance measure data with its semiannual progress reports. With respect to such data, the reports should contain: (1) information regarding baseline performance metrics (for DNA database laboratory capacity enhancement projects -- the average number of DNA database samples analyzed per analyst/month at the beginning of the award period; the average number of days between the submission of a DNA database sample to the laboratory and the upload of the DNA profile to CODIS at the beginning of the award period; for DNA database backlog reduction projects -- the number of backlogged DNA database samples at the beginning of the award period); (2) progress performance metrics (for capacity enhancement projects -- the average number of DNA database samples analyzed per analyst/month at the end of the reporting period, the average number of days between the submission of a DNA database sample to the laboratory and the upload of the profile to CODIS at the end of the reporting period; for DNA database backlog reduction projects -- the number of backlogged DNA database samples at the end of the reporting period, the number of DNA database samples analyzed during the reporting period using funds from this award, and the number of DNA profiles from DNA database samples entered into CODIS during the reporting period as a result of the funds provided under this award); and (3) impact performance metrics (for DNA database backlog reduction projects - the number of CODIS hits during the reporting period resulting from DNA database profiles developed using funds provided under this award).

For the purposes of performance measure data reporting, a backlogged DNA database sample is defined as a DNA database sample that has not been completed within 30 days of receipt in the laboratory.

The recipient shall ensure that all required performance measure data are collected throughout the award period.

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SPECIAL CONDITIONS

33. Final performance measure data reporting

The recipient agrees to submit applicable performance measure data with its final report. With respect to data concerning forensic DNA activities, the final report should contain: (1) for forensic DNA capacity enhancement projects -- the average number of days between the submission of a request for forensic biology/DNA analysis to the laboratory and the delivery of the test results to the requesting agency at the end of the project period, and the average number of forensic DNA samples analyzed per analyst/month at the end of the project period; and (2) for forensic casework DNA backlog reduction projects -- the number of backlogged forensic biology/DNA cases at the end of the project period, the cumulative number of forensic biology/DNA cases analyzed using funds provided under this award, the cumulative number of DNA profiles from forensic analyses entered into CODIS as a result of the funds provided under this award, and the cumulative number of CODIS hits attributable to forensic DNA analyses funded under this award).

For the purposes of performance measure data reporting, a backlogged forensic biology/DNA case is defined as a forensic biology/DNA case that has not been completed within 30 days of receipt in the laboratory.

If the recipient uses award funds for DNA database sample analysis or capacity enhancement, the recipient also agrees to submit applicable performance measure data with its final report. With respect to such data, the final report should contain: (1) for DNA database laboratory capacity enhancement projects -- the average number of DNA database samples analyzed per analyst/month at the end of the project period; the average number of days between the submission of a DNA database sample to the laboratory and the upload of the profile to CODIS at the end of the project period, and (2) for DNA database backlog reduction projects -- the number of backlogged DNA database samples at the end of the project period, the cumulative number of DNA database samples analyzed using funds provided under this award, the cumulative number of profiles from DNA database samples entered into CODIS as the result of funds provided under this award, and the cumulative number of CODIS hits resulting from DNA database profiles developed using funds provided under this award.

For the purposes of performance measure data reporting, a backlogged DNA database sample is defined as a DNA database sample that has not been completed within 30 days of receipt in the laboratory.

The recipient shall ensure that all required performance measure data are collected throughout the award period.



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SPECIAL CONDITIONS

34. Privacy; quality assurance; CODIS/NDIS

The recipient shall ensure that each DNA analysis conducted and DNA profile generated under this award is maintained pursuant to all applicable Federal privacy requirements, including those described in 42 U.S.C. section 14132(b)(3).

The recipient shall ensure that all forensic DNA analyses conducted with funding under this award are performed either (1) by accredited government-owned laboratories, or (2) through accredited fee-for-service vendors. Accreditation must be by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community.

The recipient shall ensure that any laboratory that conducts forensic DNA analyses under this award undergoes external audits, not less than once every two years, that demonstrate compliance with the Quality Assurance Standards for Forensic DNA Testing Laboratories established by the Director of the Federal Bureau of Investigation.

The recipient shall ensure that all eligible forensic DNA profiles obtained with funding under this award will be entered into the Combined DNA Index System (CODIS), and, where applicable, uploaded to the National DNA Index System (NDIS). No profiles generated with funding from this award may be entered into any non-governmental database without prior express written approval from NIJ.

If any government-owned forensic laboratory that will receive funding under this award to conduct forensic DNA analyses is not a member of NDIS, the laboratory must have a written agreement in place with an NDIS-participating laboratory for the resulting eligible forensic DNA profiles to be entered into CODIS, and, where applicable, uploaded into NDIS.

If the recipient operates a state-designated DNA database laboratory, the recipient shall ensure that analyses of DNA database samples and reviews of associated DNA profiles conducted with funding under this award are performed by a laboratory that (1) is accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community; and (2) undergoes external audits, not less than once every two years, that demonstrate compliance with the requirements of the Quality Assurance Standards for DNA Databasing Laboratories established by the Director of the Federal Bureau of Investigation. The recipient shall ensure that any DNA database samples analyzed with funding under this award are analyzed for all 13 CODIS core STR loci, using commercially available PCR kits accepted by NDIS. The recipient shall also ensure that all profiles obtained from DNA database samples with funding from this award are entered into CODIS within 90 days of completion of analysis, and uploaded into NDIS.

The recipient agrees to notify NIJ promptly upon any change in the accreditation status of any of the forensic science laboratories that receive funding under this award, or their participation in NDIS.

35. No research; nonsupplanting of State or local government funds

The recipient shall ensure that none of the funds provided under this award are used for research or statistical projects or activities as defined by 28 CFR Part 22 or for research as defined by 28 CFR Part 46. Any questions concerning this provision should be directed to the NIJ program manager for the award.

The recipient shall ensure that Federal funds made available through this award will not supplant State or local government funds, but instead will be used to increase the amount of funds that would, in the absence of Federal funds, be available from State or local government sources for activities funded through this award.

The recipient agrees to notify NIJ promptly if the recipient receives new State or local government funding for any of the purposes included in the approved application for this award.

CD



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AWARD DATE 09/18/2015

SPECIAL CONDITIONS

36. The recipient agrees to notify NIJ promptly upon any significant reduction in the recipient's estimate of the number of backlogged forensic DNA cases that will be analyzed within twenty-four months using the funds provided under this fiscal year 2015 award, above and beyond those that will be analyzed using funds from other sources.

If applicable, the recipient agrees to notify NIJ promptly upon any significant reduction in the recipient's estimate of the number of DNA database samples that will be analyzed, or associated DNA profiles reviewed, within twenty-four months using the funds provided under this fiscal year 2015 award, above and beyond those that can be analyzed or reviewed using funds from other sources.

37. The recipient understands and agrees that gross income (revenues) from fees charged for DNA testing services constitutes program income (in whole or in part), and that program income must be determined, used, and documented in accordance with the provisions of 2 C.F.R. 200.307, including as applied to the NIJ DNA Capacity Enhancement and Backlog Reduction Program by the Department of Justice (DOJ) Grants Financial Guide, as it may be revised from time to time. The recipient further understands and agrees that both program income earned during the award period and expenditures of such program income must be reported on the quarterly and final Federal Financial Reports (SF 425) and are subject to audit.

The recipient understands and agrees that program income earned during the award period only may be expended only for permissible uses of funds specifically identified in the solicitation for the NIJ FY 2015 DNA Capacity Enhancement and Backlog Reduction Program. The recipient further understands and agrees that program income earned during the award period may not be used to supplant State or local government funds, but instead may be used only to increase the amount of funds that would, in the absence of Federal funds or program income, be available from State or local government sources for the permissible uses of funds listed in the FY 2015 program solicitation.

The recipient understands and agrees that program income that is earned during the final ninety (90) days of the award period may, if appropriate, be obligated (as well as expended) for permissible uses during the ninety-day (90-day) period following the end of the award period. The recipient further understands and agrees that any program income earned during the award period that is not obligated and expended within ninety (90) days of the end of the award period must be returned to OJP.

38. The recipient understands and agrees that, throughout the award period, it must promptly notify NIJ if it either starts or stops charging fees for DNA testing services, or if it revises its method of allocating fees received for DNA testing services to program income. Notice must be provided in writing to the NIJ program manager for the award within ten (10) business days of implementation of the change.
39. Absent prior express written approval from NIJ, rates for any lodging charged to the award may not exceed the posted GSA rate for the location. (If the recipient opts to obtain lodging at a higher rate, the cost differential, including associated taxes, may not be charged to the award.)

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SPECIAL CONDITIONS

40. The recipient agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

Environmental Assessment (EA): The activities the recipient has proposed to conduct under this award fall within the scope of an NIJ Programmatic EA that complies with the National Environmental Policy Act (NEPA). These activities have been determined not to have a significant impact on the quality of the human environment.

Modifications: Throughout the term of this award, the recipient agrees that for any activity that is the subject of a completed EA, it will inform NIJ of-- (1) any change(s) that it is considering making to the previously assessed activity that may be relevant to environmental impact; or (2) any proposed new activities or changed circumstances that may require assessment as to environmental impact, such as new activities that involve the use of chemicals or involve construction or major renovation. The recipient will not implement a proposed change or new activity until NIJ, with the assistance of the recipient, has determined whether the proposed change or new activity (or changed circumstances) will require additional review under NEPA. Approval for implementation will not be unreasonably withheld as long as any requested modification(s) is consistent with eligible program purposes and found acceptable under an NIJ-conducted environmental impact review process.

41. The recipient agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

Environmental Assessment (EA): The recipient agrees and understands that funded activities (whether conducted by the recipient or subrecipients or contractors) may require the preparation of an EA as defined by the Council on Environmental Quality's Regulations for implementing the Procedural Provisions of the National Environmental Policy Act (NEPA), found at 40 CFR Part 1500. An EA is a concise public document that briefly provides sufficient analysis for determining whether to prepare an environmental impact statement (EIS) or a finding of no significant impact for the proposed activity. If in completing an EA for a proposed activity, potential adverse environmental impacts are identified, the EA will serve as a vehicle for developing either alternative approaches or mitigation measures for avoiding or reducing the identified adverse environmental impacts.

Modifications: Throughout the term of this award, the recipient agrees that for any activity that is the subject of a completed EA, it will inform NIJ of-- (1) any change(s) that it is considering making to the previously assessed activity that may be relevant to environmental impact; or (2) any proposed new activities or changed circumstances that may require assessment as to environmental impact, such as new activities that involve the use of chemicals or involve construction or major renovation. The recipient will not implement a proposed change or new activity until NIJ, with the assistance of the recipient, has determined whether the proposed change or activity (or changed circumstances) will require additional review under NEPA. Approval for implementation will not be unreasonably withheld as long as any requested modification(s) is consistent with eligible program purposes and found acceptable under an NIJ-conducted environmental impact review process.

42. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

CD



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SPECIAL CONDITIONS

43. The recipient may not obligate, expend, or draw down any funds until the program office has verified that the recipient has submitted all necessary documentation required to comply with the Department of Justice Procedures for Implementing the National Environmental Policy Act found at 28 CFR Part 61 (including Appendix D), and a Grant Adjustment Notice (GAN) has been issued removing this condition.
44. The recipient may not obligate, expend, or draw down any funds until a revised proposal (and any necessary modifications to the budget and budget narrative) has been received and approved by the National Institute of Justice, and a Grant Adjustment Notice has been issued removing this condition.

BARBRA BOLLOZOS MONTESQUIEU - Fwd: Removal of Special Conditions Related to Programmatic Requirements Withholding Funds GAN has been Approved

From: NICHOLE TRUJILLO
To: BOLLOZOS MONTESQUIEU, BARBRA
Date: 5/12/2016 6:28 AM
Subject: Fwd: Removal of Special Conditions Related to Programmatic Requirements Withholding Funds GAN has been Approved

>>> <do-not-reply@ojp.usdoj.gov> 5/12/2016 6:06 AM >>>

The request for Removal of Special Conditions Related to Programmatic Requirements Withholding Funds GAN for 2015-DN-BX-0115 has been approved. Please access GMS for more information regarding GAN Number 002.

DNA Backlog Reduction Program – Program Narrative Form | FY2015

Agency Name: Los Angeles Police Department

Application Number: 2015-DN-BX-0115 Grant Point of Contact Phone #: 213-486-0398

Grant Point of Contact: Barbra Bollozos Montesquieu Email: n3202@lapd.lacity.org

What funding is allocated to your agency: \$ 981,593.00

What is the total funding you are requesting: \$ 981,593.00

INSTRUCTIONS:

Please complete all of the following fields. If there is an area that does not pertain to your agency, choose "N/A". Any additional paperwork, forms, certifications, etc. can be uploaded to GMS along with this completed application form. Please note that the text boxes below do not have a limit on the number of characters you can enter. If you exceed the visible space, continue to type and a scroll bar will appear to the right of the text box. Once you click outside of that text box, a black square with a cross in it will appear indicating there is text beyond what is shown.

ELIGIBILITY AND PROGRAM SPECIFIC REQUIREMENTS:

1. Are you a unit of State or local government?.....Yes No

Statement: Forensic Science Division (FSD, formerly a part of the Scientific Investigation Division, which was bifurcated to the FSD and another division in 2016), within the Los Angeles Police Department (LAPD), is a full service forensic criminalistics laboratory providing services for the City of Los Angeles, California.

2. Do you have an existing forensic DNA laboratory?.....Yes No

Statement: LAPD FSD operates a full service forensic DNA casework laboratory.

3. Is your agency a state designated existing crime laboratory that conducts analysis of DNA database samples.....Yes No

Statement: LAPD does not operate a database laboratory.

4. Are you accredited by a nonprofit professional organization actively involved in forensic science and nationally recognized within the forensic science community?.....Yes No

Statement: LAPD FSD is a forensic science laboratory is accredited under the ASCLD-LAB International (American Society of Crime Laboratory Directors/Laboratory Accreditation Board) program, following inspection under ASCLD/LAB International (ISO 17025) standards in February 2014. The ISO accreditation certificate is attached to this application.

5. Does your lab undergo external DNA quality assurance audits once every 2 years?.....Yes No

Statement: LAPD FSD's DNA casework unit undergoes external quality assurance audits in accordance with the FBI's Quality Assurance Standards at least once every two years. The FSD laboratory also conducts internal audits once each intervening year.

6. Will all eligible DNA profiles obtained with funding from this program be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (NDIS)? Is your lab a CODIS participant in good standing, or do you have an agreement with another NDIS lab to upload profiles generated under this program for you?
(if the latter is applicable, a copy of the agreement should be attached with this application).....Yes No

Statement: All eligible DNA profiles obtained with funding from this program will be entered into CODIS and, where applicable, uploaded to NDIS. LAPD FSD's laboratory is an NDIS-participating laboratory in good standing.

7. Will all DNA analysis performed under this program be maintained under the applicable Federal privacy requirements?.....Yes No

Statement: All DNA analyses performed under this program will be maintained under the applicable Federal privacy requirements and state laws.

ADDITIONAL INFORMATION:

Does your lab perform DNA casework and/or database services for other agencies in which you charge them a fee for that service? If Yes, Please explain below:Yes No

Statement: The LAPD does not charge for nor typically perform casework services for other agencies. Occasionally, LAPD may be involved with analysis related to another agency, but only if the City of Los Angeles is involved in some way. In such cases, the LAPD would not charge for its services.

Required Statements:

- Questions 1- 3 are required for all applications
- Questions 4-7 are required if you are requesting funding for outsourcing, overtime, or supplies for the analysis of casework and/or database samples.
- Questions 8-9 are required if you are requesting funding for grant-funded analysts to test casework or convicted offender and/or arrestee samples.

DNA Backlog Reduction Program – Program Narrative Form | FY2015

1. What is the **current** average length of time (in days) it takes to process, record, screen and analyze a **forensic DNA/biology case** from submission of a request to the laboratory to delivery of forensic biology/DNA test result?

Number of Days – **Forensic DNA/biology Case**:

Statement:

2. What is the **current** average length of time (in days) from the receipt in the laboratory of a **DNA database sample** to the upload of the profile to CODIS?

Number of Days – **DNA Database Sample**: N/A (Not a database laboratory)

Statement:

3. What is the **current** average number of **forensic DNA samples** and/or **DNA Database samples** analyzed per analyst/per month?

Number of **forensic DNA Samples**: Number of Database Samples:
OR
N/A (Not a database laboratory):

Statement:

DNA Backlog Reduction Program – Program Narrative Form | FY2015

4. What is the estimated number of forensic **DNA/biology cases** that can be processed, recorded, screened, and analyzed in-house using Federal funding for **Overtime and Supplies** for casework assistance within the 24 months of this FY2015 program? This number represents the number of forensic DNA/biology cases to be analyzed above and beyond the number that will be analyzed using other sources of funding. *Please include your rationale for declaring this number; include funding requests (In-house funding requests for Overtime and Supplies should not exceed \$1000/case), and/or your reason for declaring over the minimum number of cases required by the \$1000/case limit for Overtime and Supply requests.*

Cases (In-house):

N/A (No funds requested for overtime and/or supplies to test casework samples)

Statement:

5. What is the estimated number of forensic **DNA/biology cases** that can be **outsourced** using Federal funding for casework assistance within the 24 months of this FY2015 program? This number represents the number of forensic DNA/biology cases to be outsourced above and beyond the number that will be outsourced using other sources of funding. *Outsourcing cost per case requests should be reasonable.*

Cases (Outsourced):

N/A (No funds requested for outsourcing cases)

Statement:

6. What is the estimated number of DNA **database samples** that can be processed, recorded, screened, and analyzed in-house using Federal funding for **Overtime and Supplies** for database sample testing assistance within the 24 months of this FY2015 program? This number represents the number of DNA database samples to be analyzed above and beyond the number that will be analyzed using other sources of funding. **Please provide a cost estimate based on ACTUAL costs. No request may exceed \$40/sample.**

DNA Database Samples (In-house):

N/A (No Funds requested for overtime and/or supplies to test DNA database samples)

N/A (Not a database laboratory)

Statement:

DNA Backlog Reduction Program – Program Narrative Form | FY2015

7. What is the estimated number of DNA **database samples** that can be **outsourced** using Federal funding for DNA database sample testing assistance within the 24 months of this FY2015 program? This number represents the number of DNA database samples to be outsourced above and beyond the number that will be outsourced using other sources of funding. **Outsourcing costs per sample must be based on actual costs.**

DNA Database Samples (Outsourced): N/A (No funds requested for outsourcing DNA database samples)
N/A (Not a database laboratory)

Statement: LAPD does not operate a database laboratory.

8. If you are requesting capacity enhancement funding for **grant-funded and/or contract analysts for casework**, what is the estimated number of forensic DNA/biology cases that can be processed, recorded, screened, and analyzed by grant-funded and/or contract analysts within the 24 months of this FY2015 program? **This number represents the number of DNA/biology cases to be analyzed solely by grant-funded and/or contract analysts and does not include cases reported in questions #4 or #5.**

Cases: N/A (No funding requested for grant funded analysts)

Statement: LAPD has no grant-funded analysts.

9. If you are requesting capacity enhancement funding for **grant-funded and/or contract analysts for DNA database sample testing**, what is the estimated number of DNA database samples that can be handled and analyzed by grant-funded and/or contract analysts with in the 24 months of this FY2015 program? **This number represents the number of DNA database samples to be handled or analyzed by grant-funded and/or contract analysts that does not include samples reported in questions #6 or #7.**

DNA Database Samples: N/A (No funding requested for grant funded analysts)
N/A (Not a database laboratory)

Statement: LAPD has no program-funded database analysts.

PROJECT ABSTRACT:

The Los Angeles Police Department (LAPD), Forensic Science Division (FSD) is the agency that is responsible for analyzing evidential material associated with criminal investigations for the City of Los Angeles. The LAPD-FSD maintains the Serology/DNA Unit (SDU), housed in two facilities - one located at the Hertzberg Davis Forensic Science Center (HDFSC) and the other at Piper Technical Center (PTC). The HDFSC laboratory is responsible for conducting DNA analysis on evidence samples collected from crime scenes in the City of Los Angeles as well as conducting screening of evidence for forensic value. The PTC laboratory also conducts screening of evidence and is under development as a DNA analysis laboratory.

The City of Los Angeles has been facing budget challenges while still seeking to expand its DNA analysis capabilities. The federal funding from this award will allow the SDU to reduce its backlog (per the NIJ definition, any cases not completed within 30 days after the laboratory receives the case request) and increase its laboratory capacity to meet existing and future demand for Deoxyribonucleic Acid (DNA) screening and testing. This award will be specifically used toward the following goals:

1. Reduce or prevent the development of a backlog of forensic biology/DNA cases.
2. Maintain or increase the capacity and capabilities of the LAPD SDU casework laboratories.
3. Maintain continuing education for analysts in the lab.

Utilizing funds from this program, the LAPD SDU expects to analyze at least 497 forensic biology and DNA cases (477 in-house with overtime, and 20 by outsourcing). Independent of this or any program the City continues to train Criminalists in support of DNA testing. Once these Criminalists are trained, they can perform evidence screening and/or DNA analysis that will improve efficiency and reduce turnaround time. Those Criminalists who are already trained to perform DNA typing will be able to increase the number of samples that they analyze, further reducing turnaround time. The lab expects to reduce the turnaround time for a forensic case by 5% and increase analyst

NARRATIVE BODY:

What are the project goals & objectives?

- Goal 1. Reduce or prevent the development of a backlog of forensic biology/DNA cases.
- Objective A: Fund overtime for analysts to work on a minimum of 477 forensic biology/DNA cases.
 - Objective B: Outsource 20 cases to City approved contract laboratories.
 - Objective C: Reduction in response time to requests.
- Goal 2. Maintain or increase the capacity and capabilities of the LAPD SDU casework laboratories.
- Objective A: Evaluate, validate and implement a new multi-locus analysis system in compliance with expanded CODIS 20 core loci (mandatory for use by all CODIS approved laboratories in 2017).
 - Objective B: Purchase and validate an NDIS-approved genetic profiling instrument with the chosen expanded CODIS 20 core loci platform, to replace an existing aged genetic profiling instrument.
 - Objective C: Purchase and validate an automated liquid sampler to enhance sample throughput for genetic profiling.
 - Objective D: Purchase three additional temperature sensors to remotely monitor, and notify of out-of-range temperatures of, cold storage units at the Piper Technical Center Facility.
 - Objective E: Purchase five autofeed flatbed scanners to incorporate analyst handwritten notes into digital files for efficient storage and ready retrieval.
 - Objective F: Purchase three large format computer monitors for use in actively and efficiently managing grant funds and records by LAPD Information Technology Bureau staff.
- Goal 3. Maintain continuing education for analysts in the lab.
- Objective A: Fund analysts' travel to various national and/or regional conferences and workshops.
 - Objective B: Fund analysts' registration and workshop fees for the conferences.

What are the expected results of your project and how will it address your goals and objectives?

The Los Angeles Police Department Serology/DNA Unit (LAPD SDU) expects to analyze a minimum of 477 cases with the overtime funded by this award. The LAPD is also expecting to have 20 cases analyzed via outsourcing.

The SDU expects to decrease the turnaround time in regular casework by 5% or more through validation and implementation of a new NDIS-approved genetic analyzer and an automated liquid sampler, and continued expansion of team batching methods developed by the SDU's Male Screening Detail (MSD, which screens sexual assault evidence specifically for male DNA instead of relying upon conventional microscopic techniques) to other cases.

The expected increase in analyst throughput by the end of the award period is 5% with the addition of the improved team batching systems. This is a conservative estimate based upon the fact that new analysts have been coming on-board and will continue to do so during the lifetime of this program. New analysts do not initially produce as much as experienced analysts, so more significant improvement in this number will take time. LAPD SDU's capacity and efficiency in analyzing sexual assault evidence will continue to improve as these systems are refined.

By reducing the backlog through the use of FY 2015 DNA Capacity Enhancement and Backlog Reduction Program funds to perform in-house case analysis and the sending out of cases to contract laboratories, the LAPD will free up experienced DNA analysts to provide training to existing criminalists (who have only, so far, been trained to screen evidence) for the purpose of becoming new DNA analysts. This will further help reduce or prevent a backlog.

By the end of the award period, it is expected that as many as 51 analysts will have fulfilled their required continuing education and/or training (conference attendance) through this program. In addition, these analysts will be exposed to innovations presented at conferences, and bring information on these new processes back to the SDU for further consideration and possible implementation.

Evaluation, validation and then implementation of a new "mega-kit" expanded core loci genetic platform will satisfy two purposes. One, we will be in compliance with the expanded CODIS 20 core loci (mandatory for use by all CODIS approved laboratories in 2017); and two, the technical advantages as follows:

- the expanded platform will deliver a new level of discrimination
- reduce the risk of adventitious matches
- facilitate international DNA profile comparisons

Implementing the expanded core loci kit will result in improved discrimination of mixtures. Along with various deconvolution software programs, currently in the validation or implementation process, improved mixture discrimination will result in a higher number of qualifying, uploadable profiles going into CODIS.

Are there any observed and/or anticipated increases in DNA/biology cases or database sample submissions that would be expected to significantly impact the DNA laboratory's backlog and/or capacity and that may negatively impact the project's expected results?

At this point in 2015 (with the exception of homicides), the City of Los Angeles has experienced significant year-to-date increases in violent crime, which has risen 10-45% across several categories. The SDU anticipates a larger number of casework requests due to the increased crime rate.

There continues to be demand for DNA analyses, partly due to the success of solving crimes through "touch" DNA (DNA that is left behind at low levels when hands or other skin surfaces come into contact with an object). There is also a significant, but limited demand for the use of DNA to assist in solving property crimes. As this demand expands within the LAPD, the SDU anticipates further increases in DNA/biology cases.

Although there had been an increase in numbers of offender profiles uploaded into CODIS since the expansion of California Proposition 69 on January 1, 2009 (requiring all adult felony arrestees in California to provide DNA samples), the rate of increase in the size of CODIS has dropped significantly with the passage of Proposition 47, which reduced several felony offenses to misdemeanors. Although LAPD does not analyze arrestee reference samples, the previous growth in the CODIS database has continued to result in a higher number of suspects identified. This, in turn, requires more follow-up on more cases.

Implementing the expanded core loci kits will likely provide advantages in the deconvolution of mixtures for interpretation of samples made up of the DNA from multiple individuals. Combined with expert software packages

Detailed Plan: What current challenges will this project address?

The City of Los Angeles is experiencing increases year-to-date crime rates ranging from 10 to 45% across all violent crime categories except homicide. This current challenge will need to be met with increased efficiencies in sample throughput by the SDU and additional trained DNA analysts (not hired with grant funds).

Meanwhile, the City continues to face budgetary challenges. As the public and investigators continue to become more conscious of the usefulness of DNA analysis, the laboratory is receiving a sustained high level of requests for DNA analysis, a trend expected to compound with the higher trending crime rates.

Over the last several years, the laboratory has hired a large number of new analysts that need to be trained, and current City funds for training are limited and must cover the entire crime lab. Providing in-house training of these new analysts requires significant time from our existing trained analysts, and depletes internal DNA analysis capacity in the short term.

The City has very limited funds for overtime, and the budget for new instrumentation or upgrades to existing instrumentation continues to be limited. With an anticipated rise in demand, limited resources, continuing political pressure to avoid any backlog (as defined by the City), and expectations to perform analysis on increasing types of samples, the laboratory continues to face challenges in keeping up with the backlog.

With the elevated consciousness of the usefulness of DNA analysis, there has been a corresponding rise in requests for analysis of "touch" DNA samples, which often result in DNA profile mixtures. STRmix (an expert software program) is being implemented as a measure to address these mixture results, allowing DNA analysts to deconvolute these (previously uninterpretable) mixtures into individual profiles which can then be uploaded into CODIS. Along with the expanded core loci kit to be evaluated, validated and then implemented, these tools should result in a greater number of uploadable profiles.

How will this project be implemented?

(Each goal & objective mentioned above should be addressed in your implementation plan)

The LAPD SDU will implement the program upon receiving the award. To ensure timely implementation of the program, the LAPD SDU has identified the resources that it will procure, and the training it will fund. LAPD SDU will utilize funded overtime for existing analysts to evaluate and validate new instrumentation and new techniques. In order to reduce the backlog of forensic biology/DNA cases, the LAPD SDU will use this award to fund a total of approximately 5,500 hours for existing forensic analysts to process, record, screen, and analyze forensic biology and DNA cases. At least 477 cases will be worked with these funds. The overtime will be used on an as-needed basis.

To further reduce or prevent a backlog (as defined by NIJ, over 30 days since requested), the LAPD SDU plans to outsource 20 cases to City approved contract laboratories. The LAPD has established DNA analysis contracts through the open competitive bid process with accredited fee-for-service vendors that will allow it to better meet its outsourcing needs. As part of the City contract, all contractors are required to have an approved Finding of No Significant Impact (FONSI) on file, in compliance with the National Environmental Policy Act (NEPA). Furthermore, providing Criminalists with overtime to screen and package samples that will then be sent to contract laboratories for DNA typing, enables qualified DNA typing Criminalists to have more time to train Criminalists (who are currently screening evidence) to become qualified DNA technicians or DNA typing Criminalists. The LAPD SDU will also purchase one NDIS-approved genetic profiling instrument, in order to increase sample throughput while replacing an existing aged genetic profiling instrument.

The LAPD SDU continues to explore and implement new methods and technologies to improve efficiency and capacity. Each year, a large number of forensic samples are submitted to the SDU for timely analysis, and these often result in complex mixtures of DNA. To meet this challenge, the SDU is validating and implementing computer software to assist DNA analysts with interpretation of complex DNA typing data, including GeneMapper ID-X ArmedXpert and STRmix. This will be integral with the new expanded core loci platform that will be evaluated, validated and then implemented. Validation of the new NDIS-approved genetic profiling instrument will follow.

GeneMapper ID-X (GMID-X) is a software package developed as an "expert system" for single source samples, and includes a limited mixture interpretation tool to reduce the amount of time analysts spend on data interpretation. GMID-X will also be essential to interpret data from the new expanded core loci DNA typing kits (incorporating the new 20-loci standard).

STRmix is an expert forensic software package that can assist investigations using DNA evidence that was previously considered too complex to interpret. STRmix can interpret complex DNA results in minutes, and can resolve complex DNA mixtures of up to four individuals. Using the STRmix software, LAPD DNA analysts will be able to interpret DNA results faster, compare profiles against a person of interest and calculate statistics, resolve previously unresolved, complex DNA mixtures, and search complex, mixed DNA profiles against a database. Although STRmix is not produced by the same company as the previously grant-funded purchase of ArmedXpert (currently undergoing implementation in the SDU), the two software products complement each other, and are designed to facilitate data migration between them. This combination of capabilities will allow the LAPD SDU to effectively interpret complex DNA profiles, thereby expanding the breadth and efficiency of service provided to LAPD.

Three remote temperature sensors will be purchased to remotely monitor the temperature of cold storage units at the Piper Technical Center, including the ability to notify if temperatures vary from acceptable temperature ranges.

Five auto feed flatbed scanners will be purchased in order to digitize handwritten notes and store them electronically for ready retrieval.

Three large-format computer monitors will be purchased for LAPD Information Technology Bureau staff, who monitor grant records and administer grant funds for the LAPD Forensic Science Division Serology/DNA Unit.

FY 2015 DNA Capacity Enhancement and Backlog Reduction Program funds will be used by the LAPD SDU to fund Continuing Education requirements and training opportunities for as many as 51 DNA Analysts or DNA Analyst trainees to attend several major annual DNA training events: the 2017 AAFS meeting in New Orleans, the Promega meeting in October 2016 in Minneapolis, MN, the Bode Advanced DNA Technical Workshop-West in 2016, the California Association of Criminalists (CAC) - 2016 Fall Seminar in Riverside, CA, the CAC 2017 Spring Seminar in San Francisco, CA, the 2016 CODIS National Conference in Norman, OK, the 2016 and 2017 California CODIS

How will the above plan achieve the following programmatic goals?

Reduce turnaround time?

To reduce turnaround time as well as reduce or prevent a backlog (as defined by NIJ, more than 30 days since requested), program funded overtime will be used to provide analysts with more time to work on cases. The LAPD SDU intends to meet the demand for screening and/or testing by improving the laboratory's capacity to turnaround cases and increase throughput through continued training, re-organization, and improvements to our robotic automation processes. This will include increased utilization of larger batches of samples to increase throughput, thereby increasing LAPD's efficiency and reducing or preventing a backlog of forensic DNA cases. By utilizing program funded overtime, DNA analysts will be freed from some casework responsibilities during regular time, allowing for the training of 6 to 8 existing screeners to become DNA analysts and/or DNA technicians during the period of the FY 2015 DNA Capacity Enhancement and Backlog Reduction Program. The additional DNA analysts will allow for the assignment of cases with less delay, and speed up the analysis of casework, which will reduce turnaround time.

Increase throughput and capacity?

To deal with the increase in mixture DNA profiles, the LAPD will validate and implement continuous probability STRmix software, which will integrate with and significantly expand the capabilities of the previously purchased ArmedXpert software. The LAPD SDU will gain the ability to deconvolute more complex DNA mixture profiles, thereby increasing its capacity to process DNA typing mixtures. The new expanded core loci platform and the new NDIS-approved genetic analyzer will assist with deconvolution as well as increase sample throughput.

The use of FY 2015 DNA Capacity Enhancement and Backlog Reduction Program funded overtime to screen cases and perform the DNA analysis in-house will allow us to increase our throughput and capacity by not only directly increasing the number of samples and cases analyzed, but will also free up experienced DNA analysts to train a projected 6 to 8 new DNA analysts and/or DNA technicians from our pool of existing screeners. The addition of new DNA analysts and/or DNA technicians (hired independently of this or any grant program) will further allow the laboratory to have higher sample throughput and will increase capacity. Program funding for travel, lodging, and training opportunities outside of the laboratory will allow analysts to attend workshops that will aid in their training opportunities, freeing up qualified analysts to perform casework (time that would be lost if that training were conducted in-house).

Reduce the number of samples awaiting analysis (backlog)?

The LAPD SDU expects to decrease the backlog (as defined by NIJ, more than 30 days since requested) by utilizing program funded overtime to process, record, screen, analyze, and review at least 477 cases in-house; outsource 20 cases to City approved contract laboratories; reduce the number of cases that would otherwise be considered part of a backlog by a total of at least 497 cases over the award period; and increase the throughput and capacity of the laboratory, which will allow cases to be completed in a shorter amount of time, which will continue to keep the backlog down, even after this program funding has ended.

List of Key Personnel:

Provide the name, title, mailing address, phone number, and e-mail address for the grant point of contact (POC), the financial POC, and the primary POC in the DNA laboratory responsible for implementation of this award.

GRANT Point of Contact (POC) as entered in GMS:

Barbra Bolfozos Montesquieu, Management Analyst I
LAPD / ITB, 100 West First Street, Suite 842, Los Angeles, CA 90012
n3202@lapd.lacity.org
213-486-0379

Financial POC to be entered in GMS:

Stella Larracas, Management Analyst I
LAPD / ITB, 100 West First Street, Suite 842, Los Angeles, CA 90012
stella.larracas@lapd.lacity.org
(213) 486-0380

Primary POC in the DNA Laboratory:

Kristina Takeshita, Chief Forensic Chemist I, Serology/DNA Unit
Criminalistics Laboratory, 1800 Paseo Rancho Castilla, Los Angeles, CA 90032
V8485@lapd.lacity.org
(323) 415-8113

Data Collection Plan:

How will you derive the performance metrics for **capacity** required in this solicitation?

How do you calculate the turnaround time?

Turnaround time is defined as the number of days between the date of the service request and the date the final report is released to the requesting party. The service request is not accepted until all relevant items are available to the laboratory and any clarifications regarding the request have been resolved. A Crystal Report in the laboratory's JusticeTrax LIMS-plus system allows the user to enter a date range and compares the date of the request to the date the final report is released, for all requests submitted in that

How do you calculate samples analyzed per analyst per month?

The number of samples analyzed per analyst per month is determined by totaling the number of evidence and reference samples run in the reporting period, divided by the number of full time DNA analysts, which is then divided by the number of months in the reporting period. Full time DNA analysts are defined as those employees running at least 100 samples per year. The source of the data is the JusticeTrax LIMS-plus system.

How do you collect this data (excel, LIMS, Jade reporting tool, etc). Please describe the methods and reports used:

The data is entered into the JusticeTrax LIMS-plus system by the analyst at the conclusion of their testing, and the accuracy is confirmed during the mandatory administrative review process. The JusticeTrax LIMS is queried using various Crystal Reports, which can be used as is, or exported into the MicroSoft Excel spreadsheet application for further sorting and filtering to extract relevant data.

What is the reporting period you use for the above metrics?

The initial reporting period for questions 1 and 3 is 6 months (Nov 2014-Apr 2015), the next four reporting periods are 6 months. The FINAL column metrics for turnaround time and samples/analyst/month for this award will be the same as the final 6 months of the award.

How will you derive the performance metrics for **casework** assistance required in this solicitation?

N/A: There are no funds requested for casework / database sample analysis (you may skip this section)

How do you calculate the backlog of cases and, if applicable, database samples in your agency? Please be sure to include your definition of a backlog in your description.

The LAPD considers any case not yet administratively reviewed (with a report released to the requesting party), more than 90 days after the date requested, to be part of the backlog (using this LAPD-defined standard, LAPD currently has no backlog). For the purpose of reporting our performance metrics to NIJ, we are using the "not complete within 30 days of request" NIJ standard. A Crystal report run in the LIMS can print a list of relevant information from all incomplete cases. This list is exported as an Excel file for

How do you calculate the number of cases, and, if applicable, samples analyzed using grant funds? Include your method for tracking and reporting cases worked with overtime, supplies, outsourcing, and grant-funded analysts in this answer. Include how you ensure you do not double-count cases.

When a case is eligible for program funded work, a drop-down menu box in LIMS is used to select for the specific program. This entry is made by a supervisor when the request is entered in to our LIMS or prior to the request being assigned to an analyst. Any case is considered eligible for program funded work either to eliminate it from a backlog, or to preclude it from entering a backlog (per the NIJ definition of backlog). If any part of the case is worked on program overtime, the entire case is counted as a case completed using program funds.

The unique ID numbers (LAPD DR numbers) assigned to each case (from prior program reports) are compared to present reporting periods to ensure a case is not counted twice.

Please note that prior to the previous (2014) program, LAPD had been limiting the use of program funds

How do you calculate the number of profiles uploaded to CODIS using grant funds?

LIMS serves as the centralized repository of information regarding CODIS uploads and cases designated for program funded overtime. When a case is assigned to be worked on overtime using program funds, LIMS is updated by selecting the appropriate program from the drop-down menu. When a profile is uploaded to CODIS for any case, LIMS is updated (in the normal course of business). A Crystal report can later be run using search terms including a specific program, and reporting period. The resulting report

How do you calculate the number of CODIS hits made using grant funds?

When program funded work is used to complete all or part of a case, a drop down box in LIMS is selected for the specific program. All CODIS "hits" are recorded in LIMS, under the case file (DR number) that the original upload was made under. A LIMS Crystal Report lists all cases within a program that have had an offender hit within a user specified time frame (e.g. 7/1/15 to 12/31/15).

How do you ensure accurate counting and reporting of cases/samples analyzed with these grant funds?

When a case is eligible to be worked with program funds, the assigning supervisor may select a specific program from a drop-down box within the Justice Trax-plus LIMS application. This informs the assigned analyst that overtime funds are available to work that case. Only one program per case is allowed to be selected. For cases worked with program funded overtime, the supervisor approving the overtime verifies in the LIMS that case numbers listed on the overtime report have the appropriate program entered in the

Who will be responsible for collecting and analyzing the data?

Criminalist II Megan Cirivello and Clerk Typist Debbie Alonzo will be responsible for collecting program data and handling the contractor billing and overtime allocation. Supervising Criminalists Larry Blanton, Chris Breyer and Vincent Anderson of the HDFSC laboratory will be responsible for analyzing and presenting the data. Mr. Blanton will collect the capacity metrics for each laboratory via the Crystal reporting tool of the LAPD - FSD LIMS, which is operational in both laboratories, as well as by use of MS Excel spreadsheets. The LIMS in place allows any analyst

DNA Backlog Reduction Program – Program Narrative Form | FY2015

Will your data be accurate, auditable, and available for review 3 years post-award, as required?

Yes No

The information is collected and verified during the analysis process, and retained in LIMS. LIMS data is backed up, in full, on a weekly basis (including subsequent rotation of the back-up tapes to off-site storage), ensuring that it is both accurate and auditable. It will be maintained for at least three years after the award end date (as there are no plans to purge any data for the foreseeable future).

Baseline Backlog Data:

To assist NIJ in determining baseline national backlogs, all applicants are asked to supply the baseline backlog data requested in the following “Casework Laboratories” table as part of their program narrative. If the applicant has DNA database laboratory responsibilities, the request encompasses backlog data for the database laboratory regardless of whether assistance is being sought for the database operation.

Casework Laboratories:

Number of untested/not completed forensic biology/DNA cases on hand on January 1, 2014.	562
Number of untested/ not completed forensic biology/DNA cases more than 30 days old (backlogged) on January 1, 2014	248
Please estimate percentage of these cases that were from property crimes.	20%
Number of new cases for forensic biology/DNA received in calendar year 2014.	3981
Please estimate percentage of these cases that were from property crimes.	28%
Total number of cases completed in calendar year 2014.	3978
Please estimate percentage of these cases that were property crimes.	23%
Cases closed by administrative means in calendar year 2014.	373
Number of untested/ not completed forensic biology/DNA cases on hand on December 31, 2014.	541
Number of untested/ not completed forensic biology/DNA cases more than 30 days old (backlogged) on December 31, 2014.	289
The average number of days needed to complete all cases in calendar year 2014 (including peer review and report). Please indicate the turnaround time for violent crime time with a “V” and the turnaround time for nonviolent crime time with “NV.” If you cannot separate violent and nonviolent cases, just give the average turnaround time for all cases in calendar year 2014 with no additional notes or marks.	93 V 88 NV

Database Laboratories – Convicted Offender Samples:

The number of untested/ not completed convicted offender samples on hand on January 1, 2014	N/A
The number of untested/ not completed convicted offender samples on hand for more than 30 days (backlogged) as of January 1, 2014.	N/A
The number of new convicted offender samples received in calendar year 2014.	N/A
The total number of offender samples completed in calendar year 2014.	N/A
Samples closed by administrative means (duplicates, non-authorized samples, etc.)	N/A
Number of untested/not completed convicted offender samples on December 31, 2014.	N/A
Number of untested/ not completed convicted offender samples more than 30 days old (backlogged) on December 31, 2014.	N/A
Average number of days in calendar year 2014 to complete current load of convicted offender samples (including upload to CODIS).	N/A

Database Laboratories – Arrestee Samples:

The number of untested/ not completed arrestee samples on hand as of January 1, 2014.	N/A
The number of untested/ not completed arrestee samples more than 30 days old (backlogged) on January 1, 2014.	N/A
The number of new arrestee samples received in calendar year 2014.	N/A
The total number of arrestee samples completed in calendar year 2014.	N/A
Samples closed by administrative means (duplicates, non-authorized samples, etc.)	N/A
Number of untested/ not completed arrestee samples on December 31, 2014.	N/A
Number of untested not completed (backlogged) arrestee samples more than 30 days old (backlogged) on December 31, 2014.	N/A
Average number of days in calendar year 2014 to complete current load of arrestee samples (including upload to CODIS).	N/A

Budget Detail Worksheet - 2015 DNA Backlog Grant

Purpose: This Budget Detail Worksheet must be used as your budget detail, and you must use the budget narrative sections provided. All required information must be present in the budget narrative. Please do not remove the excess from this budget detail worksheet. You may hide the rows you do not wish to use, but do not delete them.

NOTE - If you need extra lines in the spreadsheet under one of the categories: 1) Highlight an entire row 2) Keeping your mouse over the highlighted row, right click and select the copy option by left clicking 3) Next, right click with your mouse again on the highlighted row and chose the option "Insert copied cells" by left clicking Use of this technique will ensure that you don't change the formulas inserted in the spreadsheet.

NOTE - If you want to copy a line item or cost from a different budget spreadsheet, paste into this spreadsheet and click the little "CTRL" button that comes up near what you just pasted. Select the "formula only" for "Formulas and Numbers" option - this keeps the correct formatting for the cell and only pastes the text into the cell. Do not copy and paste cells with auto-calculate formulas into this spreadsheet, i.e., if you want to copy a cell that gives you a total, pasting the cell that has the formula in it into this sheet from another sheet will not allow the formula to pull the right values

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.

Casework Position (additional)	Computation			
	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	\$68.90	per hour	85.0	0
Criminalist II	\$90.23	per hour	88.8	55
Criminalist III	\$94.67	per hour	85.0	3
Lab Technician I	\$43.65	per hour	85.0	4
Lab Technician II	\$51.75	per hour	85.0	0

Validation Overtime	Amount per unit	Define Unit	# units	# Individuals
Criminalist I	\$68.90	per hour	30.0	0
Criminalist II	\$90.23	per hour	30.0	55
Criminalist III	\$94.67	per hour	30.0	3
Lab Technician I	\$43.65	per hour	30.0	4
Lab Technician II	\$51.75	per hour	30.0	0

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

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

Cost	
\$0.00	Enter casework overtime here
\$440,763.48	
\$24,140.85	
\$14,841.00	
\$0.00	
Subtotal	\$479,745.33

Cost	
\$0.00	Enter cost of overtime for
\$146,875.50	validation here
\$8,520.30	
\$5,238.00	
\$0.00	
Subtotal	\$160,633.80

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

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

Administrative Costs Position	Amount per unit	Define Unit	# units	# individuals
Grant Manager - Management Analyst II	\$62.60	per hour	70.0	1
Grant Administration - Clerk Typist	\$25.09	per hour	80.0	1
Lab Technician I	\$43.65	per hour	10.0	4
Lab Technician II	\$51.75	per hour	10.0	0

Cost	
\$4,382.00	
\$2,007.20	Enter administrative costs here
\$1,746.00	
\$0.00	
Subtotal	\$8,135.20

PERSONNEL TOTAL: \$650,518.33

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 =	\$479,745.33
Database Overtime salaries + Fringe =	\$0.00

Budget Narrative for Personnel:

The Los Angeles Police Department (LAPD) Serology/DNA Unit (SDU) is requesting overtime costs to support as many as 62 full-time Criminalists and Laboratory Technicians at rates as high as \$68.90, \$90.23, \$94.67, \$43.65 and \$51.75 per hour respectively (as listed above), for approximately 5500 hours. These analysts will be directly involved in the processing, screening, analysis, and interpretation of forensic DNA cases, the processing of evidence returned from contractual laboratories, as well as the review and upload of any CODIS-eligible profiles. The Laboratory Technicians will provide support by booking evidence, performing evidence send-outs to contract laboratories and filing of grant-related casework data. The calculations for how many cases will be completed with these funds are described in the Supply narrative.

The LAPD SDU is requesting approximately 1440 hours of overtime for as many as 58 Criminalists (according to the same hourly rates listed above) to evaluate and validate an expanded core CODIS loci kit, using GMID-X and STRmix software (the latter a continuous probability software for DNA profile mixture deconvolution), capillary upgrades to one 3130 genetic analyzer, a new saliva-detection procedure to enhance the selection of sample stains to carry forward for DNA analysis, as well as any other technique, procedure, equipment/instrumentation which may be deemed useful in the forensic analysis of DNA.

The LAPD SDU is also requesting 210 hours of overtime for grant related activities, at rates as high as \$62.60 per hour for a Management Analyst II (the grant manager for the administrative aspects of the grant), \$34.10 per hour for a Clerk Typist, \$43.65 and \$51.75 per hour for Laboratory Technicians I and II respectively, for the filing of grant related casework data, along with the tracking of all grant related overtime. The Laboratory Technicians will also assist in validation projects by preparing and performing Quality Control checks on reagents necessary for instrument operation.

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

	Amount of Personnel for basis
Database Position (additional)	
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 analysts/technicians fringe here
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
Subtotal	\$0.00

	Amount of Personnel for basis
Casework Position (Overtime)	
Employer's FICA	\$479,745.33
Retirement	\$479,745.33
Uniform Allowance	\$479,745.33
Health Insurance	\$479,745.33
Workman's Compensation	\$479,745.33
Unemployment Compensation	\$479,745.33

	% 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 here
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
Subtotal	\$0.00

	Amount of Personnel for basis
Validation Overtime	
Employer's FICA	\$162,637.80
Retirement	\$162,637.80
Uniform Allowance	\$162,637.80
Health Insurance	\$162,637.80
Workman's Compensation	\$162,637.80
Unemployment Compensation	\$162,637.80

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

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

	Amount of Personnel for basis
Database Position (Overtime)	
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 here
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
Subtotal	\$0.00

	Amount of Personnel for basis
Administrative Costs Position	
Employer's FICA	\$8,135.20
Retirement	\$8,135.20
Uniform Allowance	\$8,135.20
Health Insurance	\$8,135.20
Workman's Compensation	\$8,135.20
Unemployment Compensation	\$8,135.20

	% 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: \$650,518.33

Budget Narrative for Fringe Benefits:

C. Travel--Itemize travel expenses of project personnel by purpose (e.g., staff 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	# Individuals	# Nights/Days	# Trips	Cost
2017 American Academy of Forensic Science	New Orleans	Airfare	\$200.00	8	1	1	\$1,600.00
		Hotel	\$150.00	8	4	1	\$4,800.00
		Meals	\$60.00	8	5	1	\$2,400.00
		Misc. (bag fee, ground trans.)	\$100.00	8	1	1	\$800.00
2016 Promega International Symposium of Human Identification	Minneapolis	Airfare	\$320.00	6	1	1	\$1,920.00
		Hotel	\$150.00	6	4	1	\$3,600.00
		Meals	\$60.00	6	5	1	\$1,800.00
		Misc. (bag fee, ground trans.)	\$100.00	6	1	1	\$600.00
2016 Bode Cellmark Advanced DNA Technology Workshop-West	San Diego	Airfare	\$0.00	2	1	1	\$0.00
		Hotel	\$150.00	2	3	1	\$900.00
		Meals	\$60.00	2	4	1	\$480.00
		Misc. (bag fee, ground trans.)	\$100.00	2	1	1	\$200.00
2016 California Association of Criminalists (CAC) Fall Seminar	Riverside	Airfare	\$0.00	6	1	1	\$0.00
		Hotel	\$123.00	6	4	1	\$2,952.00
		Meals	\$60.00	6	5	1	\$1,800.00
		Misc. (bag fee, ground trans.)	\$100.00	6	1	1	\$600.00
2017 California Association of Criminalists (CAC) Spring Seminar	San Francisco	Airfare	\$200.00	2	1	1	\$400.00
		Hotel	\$250.00	2	4	1	\$2,000.00
		Meals	\$60.00	2	5	1	\$600.00
		Misc. (bag fee, ground trans.)	\$100.00	2	1	1	\$200.00
22nd Annual CODIS National Conference November 2016	Norman	Airfare	\$421.20	1	1	1	\$421.20
		Hotel	\$93.99	1	3	1	\$281.97
		Meals	\$60.00	1	4	1	\$240.00
		Misc. (bag fee, ground trans.)	\$100.00	1	1	1	\$100.00
Qlegen	Miami	Airfare	\$300.00	1	1	1	\$300.00
		Hotel	\$212.00	1	2	1	\$424.00
		Meals	\$60.00	1	3	1	\$180.00
		Misc. (bag fee, ground trans.)	\$100.00	1	1	1	\$100.00
California CODIS Conference 2016	Richmond	Airfare	\$300.00	1	1	1	\$300.00
		Hotel	\$132.00	1	2	1	\$264.00
		Meals	\$60.00	1	3	1	\$180.00
		Misc. (bag fee, ground trans.)	\$100.00	1	1	1	\$100.00

Enter meeting and conference travel costs in the brown shaded boxes.

Are you within the 5% cap for travel and registration for meetings/conferences?

Travel costs:	\$31,387.17
Registration:	\$17,420.00

\$48,807.17 Travel/Registration total
\$981,593.00 Award total

4.97%	% of award for Travel/Registration to Meetings
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California CODIS Conference 2016	Richmond	Airfare	\$300.00	1	1	1	\$300.00
		Hotel	\$132.00	1	2	1	\$264.00
		Meals	\$60.00	1	3	1	\$180.00
		Misc. (bag fee, ground trans.)	\$100.00	1	1	1	\$100.00
Meeting Travel Subtotal							\$31,387.17

	Airfare	\$0.00			1	\$0.00	Enter travel associated with training sessions and/or vendor laboratory site visits in the grey shaded boxes.
	Hotel	\$0.00			1	\$0.00	
	Meals	\$0.00			1	\$0.00	
	Misc (bag fee, ground trans.)	\$0.00			1	\$0.00	

	Airfare	\$0.00			1	\$0.00
	Hotel	\$0.00			1	\$0.00
	Meals	\$0.00			1	\$0.00
	Misc (bag fee, ground trans.)	\$0.00			1	\$0.00

Non-meeting travel Subtotal	\$0
TRAVEL TOTAL:	\$31,387.17

Budget Narrative for Travel:
The LAPD SDU is requesting funds to send 28 of its casework analysts to nine different conferences. All rates are GSA per diem rates plus 10% tax. Staff will attend the following major annual DNA training events: 2017 AAFS meeting in New Orleans, the Promega meeting in October 2016 in Minneapolis, MN, the Bode Cellmark Advanced DNA Technical Workshop-West in 2016, the California Association of Criminalists (CAC) - 2017 Fall Seminar in Riverside, CA, the 2017 Spring Seminar in San Francisco, CA, the CODIS 2016 National Conference in Norman, OK, the 2016 and 2017 CODIS State Conference in Richmond, CA, the Quiagen Technical Seminar in Miami, FL, or training of a similar nature.

These training events will provide DNA Criminalists with the annual DNA training required by the current version of the "FBI Quality Assurance Standards Audit for Forensic DNA Testing Laboratories" document (utilized by ASCLD/LAB and other forensic accrediting bodies when accrediting forensic DNA laboratories) or will provide trainees with additional background to prepare for independent DNA casework. In addition, the training events will allow Criminalists to remain current on salient topics in forensic science, including those with a potential to improve productivity without sacrificing quality.

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 \$150,000.

Instrument or Equipment Item	Computation		Define Unit	Vendor	Cost
	Cost per Unit	# Units			
Next generation genetic profiling instrument	\$135,000.00	1	ea	TBD	\$135,000.00
Liquid sampler	\$110,443.10	1	ea	Hamilton Company	\$110,443.10
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$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

Computation

Database Supply Items	Cost per unit	Define Unit	# Units	Vendor

Cost	Enter database supplies only in the green cells
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
Database Supply Subtotal	\$0.00

Validation and Training Supply Items	Cost per unit	Define Unit	# Units	Vendor

\$0.00	Enter validation supplies here
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
Val./Training Supply Subtotal	\$0.00

SUPPLY TOTAL \$0.00

Budget Narrative for Supplies (be sure to include procurement type for any purchases over \$150,000 from a single vendor - existing contract, sole source, competitive bid):

F. Construction--As a rule, construction costs are not allowable.

Purpose	Description of Work	Cost
N/A	Not allowable under these awards	\$0.00
TOTAL		\$0.00

G. Consultants/Contracts--Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions Policy is being applied

Consultant Fee: 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 \$650 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation		
		Cost per unit	Define Unit	# Units
		\$0.00		
		\$0.00		
		\$0.00		
		\$0.00		
		\$0.00		

Cost
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

Note - A consultant is someone you hire to provide advice. Do not make an entry on this section without first discussing the matter with your program manager.

Consultant Fee Subtotal \$0.00

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation				Cost
		Cost per unit	Define Unit	# Units	# Individuals	
Airfare		\$0.00				\$0.00
Hotel		\$0.00				\$0.00
Meals		\$0.00				\$0.00
Misc.						\$0.00

Consultant Expense Subtotal \$0.00

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 \$150,000.

Item	Vendor	Service Provided	Cost
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Contracts for Outsourcing:

Item	Vendor	Cost per case or sample	Number of cases or samples	Total Cost
Outsourcing of DNA cases	Bode Cellmark Forensics (formerly Bode Technology)	\$1,500.00	20	\$30,000.00
				\$0.00
				\$0.00

Contracts Subtotal \$30,000.00

CONSULTANTS/CONTRACTS TOTAL \$30,000.00

Budget Narrative for Consultants/Contracts (be sure to include procurement type for any purchases over \$150,000 from a single vendor - existing contract, sole source, competitive bid):

In order to further reduce the backlog of forensic DNA cases, the LAPD is also requesting funds to outsource 20 cases to Bode Cellmark Technology for \$1,500 per case. LAPD has used the competitive bid process for establishing contract laboratories, and has established contracts with Bode Cellmark Technology. Bode Cellmark Technology has a Finding of No Significant Impact (FONSI) on file for the National Environmental Policy Act (NEPA).

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			
Registration and Workshop Costs	Cost per unit	(define unit)	# Units
AAFS 2017 Registration	\$495.00	per person	8
AAFS 2017 Workshop	\$200.00	per person	8
Promega 2016 Registration	\$695.00	per person	6
Promega 2016 Workshop	\$400.00	per person	6
Bode Technical Session 2016 Registration	\$595.00	per person	2
Bode 2016 Workshop	\$150.00	per person	2
CAC Fall 2016 Registration	\$300.00	per person	6
CAC Fall 2016 Workshops	\$150.00	per person	6
CAC Spring 2017 Registration	\$300.00	per person	2
CAC Spring 2017 Workshops	\$150.00	per person	2
CODIS National Conference	\$0.00	per person	1
CODIS State Conference 2016	\$0.00	per person	1
CODIA State Conference 2017	\$0.00	per person	1
Qiagen	\$200.00	per person	1

Cost	
\$3,960.00	Enter only registration fees for meetings/conferences in pink cells
\$1,600.00	
\$4,170.00	
\$2,400.00	
\$1,190.00	
\$300.00	
\$1,800.00	
\$900.00	
\$600.00	
\$300.00	
\$0.00	
\$0.00	
\$0.00	
\$200.00	
\$0.00	
\$0.00	
Registration Subtotal	\$17,420.00

Computation				
Item	Cost per unit	(define unit)	# Units	Vendor
Temp Genius Sensors	\$400.00	ea	3	TempGenius
Autofeed flatbed scanners	\$1,124.88	ea	5	Hewlett Packard

Cost	
\$1,200.00	Enter all other "Other" expenses (costs not associated with meeting/conference registration fees) in the yellow cells
\$5,624.40	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
Subtotal	\$6,824.40

OTHER TOTAL \$24,244.40

Budget Narrative for Other (be sure to include procurement type for any purchases over \$150,000 from a single vendor - existing contract, sole source, competitive bid):

The LAPD SDU is requesting funds to send 28 of its casework analysts to nine different conferences. All rates are GSA per diem rates plus 10% tax. Staff will attend the following major annual DNA training events: 2017 AAFS meeting in New Orleans, the Promega meeting in October 2016 in Minneapolis, MN, the Bode Celimark Advanced DNA Technical Workshop-West in 2016, the California Association of Criminalists (CAC) - 2017 Fall Seminar in Riverside, CA, the 2017 Spring Seminar in San Francisco, CA, the CODIS 2016 National Conference in Norman, OK, the 2016 and 2017 CODIS State Conference in Richmond, CA, the Quiagen Technical Seminar in Miami, FL, or training of a similar nature.

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
	\$0.00	0.00%

Cost
\$0.00

INDIRECT COST TOTAL	\$0.00
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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	\$650,518.33
B. Fringe Benefits	\$0.00
C. Travel	\$31,387.17
D. Equipment	\$245,443.10
E. Supplies	\$0.00
F. Construction	\$0.00
G. Consultants/Contracts	\$30,000.00
H. Other	\$24,244.40
Total Direct Costs	\$981,593.00
I. Indirect Costs	\$0.00
TOTAL PROJECT COSTS	\$981,593.00
Federal Request	\$981,593.00
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.