

## INTRADEPARTMENTAL CORRESPONDENCE

September 22, 2016  
1.1

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

**SUBJECT:** TRANSMITTAL OF THE GRANT APPLICATION AND AWARD FOR NATIONAL INSTITUTE OF JUSTICE'S FY 2016 DNA CAPACITY ENHANCEMENT AND BACKLOG REDUCTION PROGRAM

### RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE this report.
2. That the Board TRANSMIT the attached grant 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 from the United States Department of Justice, Office of Justice Programs, National Institute of Justice (NIJ) for Fiscal Year (FY) 2016 Deoxyribonucleic Acid (DNA) Capacity Enhancement and Backlog Reduction Program in the amount of \$866,278 for the period of January 1, 2017 through December 31, 2018;
  - 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 \$866,278 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 establish a grant receivable and appropriate \$866,278 to appropriation account number to be determined within Fund No. 339 Department 70, for disbursement of the 2016 DNA Capacity Enhancement and Backlog Reduction Program Grant
  - F. AUTHORIZE the Controller to increase appropriations for NIJ's FY 2016 DNA Capacity Enhancement and 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: \$379,663

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

**DISCUSSION**

The 2016 DNA Capacity Enhancement and 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's Forensic Science Division, Serology/DNA Unit to analyze at least 321 additional DNA cases. The grant award will also increase laboratory capacity to meet existing and future demand for DNA screening and testing. The program budget approved by NIJ is as follows:

<u>Category</u>	<u>Amount</u>
Personnel	\$379,663
Travel	\$ 22,775
Equipment	\$450,000
Other	\$ 13,840
Total	\$866,278

The budget provides funding for civilian Criminalists and support staff to process DNA cases on an overtime basis and travel expenses and registration for continuing education of DNA analysts. The budget will allow SDU to purchase National DNA Index System approved genetic profiling instrument to replace an existing aged genetic profiling instrument as well as an automated sample lysing instrument. These equipment purchases will increase sample throughput as well as reduce turnaround time.

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

Attachments



U.S. Department of Justice

Office of Justice Programs

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Office of the Assistant Attorney General

Washington, D.C. 20531

August 26, 2016

Chief Charlie Beck  
City of Los Angeles  
200 N. Spring Street  
SW Mezzanine, Rm. M175  
Los Angeles, CA 90012

Dear Chief Beck:

On behalf of Attorney General Loretta Lynch, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY16 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program in the amount of \$866,278 for City of Los Angeles. This funding is for the project titled, "FY 2016 DNA Capacity Enhancement and Backlog Reduction Program."

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Alissa Genovese, Grant Manager at (202) 514-9554; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Karol V. Mason".

Karol Virginia Mason  
Assistant Attorney General

Enclosures



## OFFICE FOR CIVIL RIGHTS

Office of Justice Programs  
U.S. Department of Justice  
810 7th Street, NW  
Washington, DC 20531

Tel: (202) 307-0690  
TTY: (202) 307-2027  
E-mail: [askOCR@usdoj.gov](mailto:askOCR@usdoj.gov)  
Website: [www.ojp.usdoj.gov/ocr](http://www.ojp.usdoj.gov/ocr)

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August 26, 2016

Chief Charlie Beck  
City of Los Angeles  
200 N. Spring Street  
SW Mezzanine, Rm. M175  
Los Angeles, CA 90012

Dear Chief Beck:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

### **Ensuring Access to Federally Assisted Programs**

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <http://ojp.gov/about/ocr/vawafaqs.htm>.

### **Enforcing Civil Rights Laws**

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

### **Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

### **Ensuring Equal Treatment for Faith-Based Organizations**

The DOJ regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at [http://www.ojp.usdoj.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm).

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

### **Using Arrest and Conviction Records in Making Employment Decisions**

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at [http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction\\_Advisory.pdf](http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf). Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

### **Complying with the Safe Streets Act**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).

### **Meeting the EEOP Requirement**

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at [EEOsubmission@usdoj.gov](mailto:EEOsubmission@usdoj.gov).

### **Meeting the Requirement to Submit Findings of Discrimination**

If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

### **Ensuring the Compliance of Subrecipients**

SAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



U.S. 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, Rm. M175 Los Angeles, CA 90012		4. AWARD NUMBER: 2016-DN-BX-0136	
		5. PROJECT PERIOD: FROM 01/01/2017 TO 12/31/2018 BUDGET PERIOD: FROM 01/01/2017 TO 12/31/2018	
		6. AWARD DATE 08/26/2016	7. ACTION
2a. GRANTEE IRS/VENDOR NO. 95600735	8. SUPPLEMENT NUMBER 00		Initial
2b. GRANTEE DUNS NO. 037848012	9. PREVIOUS AWARD AMOUNT		\$ 0
3. PROJECT TITLE LAPD DNA Capacity Enhancement and Backlog Reduction		10. AMOUNT OF THIS AWARD \$ 866,278	
		11. TOTAL AWARD \$ 866,278	
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 FY16(NIJ - S&LLEA DNA/Other Forensics) Pub. L. No. 114-113, 129 Stat. 2242, 2308; 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  Karo! 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>Karo! V. Mason</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL  <i>[Signature]</i>	19A. DATE  9-9-16
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT  X B DN 60 00 00 866278		21. RDNSGT0069	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



U.S. Department of Justice  
Office of Justice Programs  
National Institute of Justice

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PROJECT NUMBER 2016-DN-BX-0136

AWARD DATE 08/26/2016

*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 (together, the "Part 200 Uniform Requirements") apply to this 2016 award from the Office of Justice Programs (OJP).

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this 2016 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded in 2014 or earlier years), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2016 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), 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. Compliance with DOJ Grants Financial Guide

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"), including any updated version that may be posted during the period of performance.

3. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <http://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

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*SPECIAL CONDITIONS*

4. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law 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) as defined by the Part 200 Uniform Requirements.

5. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards 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 provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

6. Requirements related to System for Award Management and Unique Entity Identifiers

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <http://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <http://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) 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).

7. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <http://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: Award Condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

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*SPECIAL CONDITIONS*

8. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

9. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

10. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the 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").

11. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

12. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

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*SPECIAL CONDITIONS*

13. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) 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.

14. The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

15. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

17. Restrictions on "lobbying"

Federal funds may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government.

Should any question arise as to whether a particular use of Federal funds by a recipient (or subrecipient) would or might fall within the scope of this prohibition, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

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*SPECIAL CONDITIONS*

18. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2016)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

19. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim 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.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <http://www.usdej.gov/oig>.

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

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement 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 federal 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 under this award to make subawards ("subgrants"), procurement contracts, or both--

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 ("subgrant"), procurement contract, or subcontract under a procurement contract) 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 federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



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21. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

22. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

23. 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.

24. 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.

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25. 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.
26. 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.
27. 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.
28. 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>.
29. 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.
30. 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://ojp.gov/funding/Explore/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).
31. 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](http://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.
32. 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/>.

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33. 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/>.
34. **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.

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35. 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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36. 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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37. 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.

38. 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.

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39. 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 2016 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 2016 award, above and beyond those that can be analyzed or reviewed using funds from other sources.

40. 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 2016 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 2016 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.

41. 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.
42. 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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43. 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.

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.
45. 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.

46. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <http://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.



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47. 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.
  
48. 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.

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**U.S. Department of Justice**  
Office of Justice Programs  
*National Institute of Justice*

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Alissa Genovese, Program Manager

**Subject:** Environmental Assessment for City of Los Angeles

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.



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**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**

**Grant**

PROJECT NUMBER  
2016-DN-BX-0136

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This project is supported under FY16(NIJ - S&LLEA DNA/Other Forensics) Pub. L. No. 114-113, 129 Stat. 2242, 2308; 28 USC 530C

**1. STAFF CONTACT (Name & telephone number)**

Alina Genovese  
(202) 514-9554

**2. PROJECT DIRECTOR (Name, address & telephone number)**

Barbra Montcaquieu  
Sr Management Analyst  
100 West First Street  
Los Angeles, CA 90012-4112  
(213) 486-0379

**3a. TITLE OF THE PROGRAM**

DNA Capacity Enhancement and Backlog Reduction Program

**3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)**

**4. TITLE OF PROJECT**

LAPD DNA Capacity Enhancement and Backlog Reduction

**5. NAME & ADDRESS OF GRANTEE**

City of Los Angeles  
200 N. Spring Street SW Mezzanine, Rm. M175  
Los Angeles, CA 90012

**6. NAME & ADDRESS OF SUBGRANTEE**

**7. PROGRAM PERIOD**

FROM: 01/01/2017 TO: 12/31/2018

**8. BUDGET PERIOD**

FROM: 01/01/2017 TO: 12/31/2018

**9. AMOUNT OF AWARD**

\$ 866,278

**10. DATE OF AWARD**

08/26/2016

**11. SECOND YEAR'S BUDGET**

**12. SECOND YEAR'S BUDGET AMOUNT**

**13. THIRD YEAR'S BUDGET PERIOD**

**14. THIRD YEAR'S BUDGET AMOUNT**

**15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)**

The Los Angeles Police Department (LAPD), Forensic Science Division (FSD) is responsible for analyzing evidential material associated with criminal investigations for the City of Los Angeles. The LAPD-FSD Serology/DNA Unit (SDU) is 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, 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, as crime rates have risen in 2016. This award will allow the SDU to reduce, or prevent an increase in, its backlog (per the NIJ definition, any cases not completed 30 days after the laboratory receives the case request) and increase capacity to meet existing and future demand for DNA testing. This award will be used to:

1. Reduce or prevent the development of a backlog of DNA cases.



2. Maintain or increase the capacity and capabilities of the LAPD SDU casework laboratories.

3. Maintain continuing education for analysis in the SDU.

Utilizing funds from this program, the LAPD SDU expects to analyze at least 331 DNA cases in-house. Independent of this or any program, the City continues to train Criminalists in support of DNA testing. Once 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. Purchasing a sample auto-lysing instrument and a new genetic profiling instrument with funds from this award will serve to increase efficiency in future years. The lab expects to reduce the turnaround time for a forensic case by 5% and increase analyst productivity by an average of 5%. Utilizing funds from this program will allow Criminalists to receive training to meet continuing education requirements, helping the FSD laboratory meet accreditation requirements, and provide Criminalists with knowledge of the latest developments in forensic DNA analysis (some of which may be incorporated into LAPD protocols to further improve capacity and efficacy). nca/acf

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## **INTRODUCTION**

The Los Angeles Police Department (LAPD), Forensic Science Division (FSD) is responsible for analyzing evidential material associated with criminal investigations for the City of Los Angeles. The LAPD-FSD Serology/DNA Unit (SDU) is 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, 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, as crime rates have risen in 2016. This award will allow the SDU to reduce, or prevent an increase in, its backlog (per the NIJ definition, any cases not completed 30 days after the laboratory receives the case request) and increase capacity to meet existing and future demand for DNA testing. This award will be used to:

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

Utilizing funds from this program, the LAPD SDU expects to analyze at least 331 DNA cases in-house. Independent of this or any program, the City continues to train Criminalists in support of DNA testing. Once 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. Purchasing a sample auto-lysing instrument and a new genetic profiling instrument with funds from this award will serve to increase efficiency in future years. The lab expects to reduce the turnaround time for a forensic case by 5% and increase analyst productivity by an average of 5%.

Utilizing funds from this program will allow Criminalists to receive training to meet continuing education requirements, helping the FSD laboratory meet accreditation requirements, and provide Criminalists with knowledge of the latest developments in forensic DNA analysis (some of which may be incorporated into LAPD protocols to further improve capacity and efficiency).

## **ELIGIBILITY**

The Forensic Science Division (FSD), within the Los Angeles Police Department (LAPD), is a full service forensic criminalistics laboratory providing services (including forensic DNA analysis on casework) for the City of Los Angeles, California. The FSD does not operate a database laboratory. 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,

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but only if the City of Los Angeles is involved in some way. In such cases, the LAPD would not charge for its services.

The LAPD FSD is accredited under the American Society of Crime Laboratory Directors/Laboratory Accreditation Board International (ASCLD-LAB International; a nationally-recognized, non-profit organization) program, following inspection under ASCLD/LAB International (ISO 17025) standards in February 2014. The ISO accreditation certificate is attached to this application narrative. The FSD DNA casework unit undergoes an external quality assurance audit in accordance with the most current version of the FBI's Quality Assurance Standards for Forensic DNA Testing Laboratories at least once every two years. The FSD laboratory also conducts its own internal audits against this standard each intervening year.

All eligible DNA profiles obtained with funding from this program will be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (NDIS). LAPD FSD's laboratory is an NDIS-participating laboratory in good standing, following all NDIS DNA Data Acceptance Standards for all profiles uploaded to NDIS. All DNA analyses performed under this program will be maintained under the applicable Federal privacy requirements and state laws.

#### **STATEMENT OF THE PROBLEM**

##### Elevated LA Crime Rate

At this point in 2016 (with the exception of homicides), the City of Los Angeles has experienced significant year-to-date increases in violent crime, which has risen on average 6% across several categories over the previous year. The SDU anticipates an increased number of casework requests due to the increased crime rate. This challenge will need to be met with increased efficiencies in sample throughput by the SDU and additional trained DNA analysts (not hired with funds from this or any other program award).

##### Elevated Demand for DNA Analysis

With the elevated consciousness of the usefulness of DNA analysis, there continues to be a heightened 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, often resulting in DNA complex profile mixtures, which require extensive interpretation). 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 casework requests.

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

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dropped significantly with the passage of Proposition 47, a state-wide ballot initiative 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.

Budgetary Challenges

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, a number of which still need to be trained as DNA analysts, 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, a case for which the analytical report has not been issued within 90 days of the request), and expectations to perform analysis on increasing types of samples, the laboratory continues to face challenges in keeping up with the demand for DNA services.

**PROJECT DESIGN AND IMPLEMENTATION**

The LAPD SDU has identified the following expenditures to fully implement the proposed program upon receiving the award. The SDU has allocated grant funds for overtime towards preventing/reducing backlogged casework and validating of new procedures, technologies and instrumentation, procurement of equipment and continuing education.

Overtime

The SDU will utilize funded overtime for existing analysts to evaluate and validate new instrumentation and techniques. In order to reduce or prevent a backlog of DNA cases, the SDU will use this award to fund a total of approximately 3568 hours for existing forensic analysts to process, record, screen, and analyze forensic biology and DNA cases. Approximately 321 cases will be worked with these funds (assuming, on average, each case is completed using \$1000 of overtime at the Criminalist II overtime rate of \$90.23/hour). The LAPD SDU plans to use overtime funded under this award for casework and validations beginning January 2017. This usage of program-awarded overtime will control the growth of, or reduce the number of, samples awaiting analysis.

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Equipment

The SDU will also purchase and validate an additional NDIS-approved genetic profiling instrument to replace an existing aged genetic profiling instrument. Additionally, the SDU will purchase an automated sample lysing instrument, in order to increase sample throughput. The SDU plans to purchase this instrumentation during calendar year 2017, and validate both in the several months after taking delivery. This instrumentation will increase sample throughput as well as reduce turnaround time (further serving to prevent the growth of, or reduce, the number of samples awaiting analysis).

The SDU will also utilize program-awarded overtime to continue to explore alternative procedures for the detection of amylase (an enzyme present in saliva as well as other physiological body fluids), in order to improve sample detection and source determination. A validation process (also utilizing program-awarded overtime) will be completed prior to employing any new amylase detection procedure in forensic DNA casework.

The LAPD SDU continues to explore and implement new methods and technologies to improve efficiency and capacity. To meet the challenging number of forensic samples submitted for timely analysis to the SDU each year, 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 validated and then implemented. Validation of the new NDIS-approved genetic profiling instrument will follow. Implementation of these interpretational programs will increase sample throughput, reduce turnaround time for these complex mixture samples, and further serve to prevent the growth of, or even reduce, the number of samples awaiting analysis.

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 expanded 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 program award-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.

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This combination of capabilities will allow the SDU to effectively interpret complex DNA profiles, thereby expanding the breadth and efficiency of service provided to LAPD.

Continuing Education and Training

Program funds will also be used by the 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 2018 AAFS meeting in Seattle, the International Symposium on Human Identification (Promega) meeting in October 2017 in Minneapolis, MN, the Bode Advanced DNA Technical Workshop-West in 2017, the California Association of Criminalists (CAC) - 2017 Fall Seminar in Orange County, CA, the CAC 2018 Spring Seminar (location TBD), the 2017 CODIS National Conference in Norman, OK, the 2018 California CODIS Conference in Richmond, CA, and the 2017 Qiagen Technical Seminar in Miami, FL (or training of a similar nature).

These training events will provide DNA analysts 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 within the SDU, without sacrificing quality. Techniques and information acquired at such previous training events have already contributed to increasing sample throughput and reducing sample turnaround time.

**CAPABILITIES AND COMPETENCIES**

LAPD's awarded funds and corresponding performance metrics will be managed, monitored and compiled as in previous program awards: Criminalist II Megan Cirivello and Administrative Clerk Debbie Alonzo will be responsible for collecting program data and handling the contractor billing and overtime allocation; Supervising Criminalists Larry Blanton and Chris Breyer will be responsible for analyzing and presenting the data and progress toward goals for the periodic progress reports. Mr. Blanton will collect the capacity metrics for each laboratory via the Crystal Reports reporting tool of the JusticeTrax LIMS-plus system (LIMS) employed by the LAPD FSD, as well as through the use of MS Excel spreadsheets. The LIMS in place allows any analyst in either laboratory to see statistics from both laboratories. Mr. Breyer and/or Mr. Blanton will obtain the data for the backlog cases worked, also utilizing the Crystal Reports LIMS tool, and MS Excel spreadsheets. The CODIS data will be collected with the cooperation of our laboratory CODIS administrator, Criminalist II Alexa Calderaro.

Senior Management Analyst Barbra Bollozos Montesquieu of the LAPD Information Technology Bureau (ITB) Grants Section is the Grant Point of Contact (POC). Senior

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Management Analyst Stella Larracas of the LAPD ITB is the Financial POC. Assistant Laboratory Director Kristina Takeshita of the FSD is the DNA Laboratory POC.

Performance data (including CODIS uploads and hits) is automatically collected in the 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 complete and auditable. It will be maintained and be available for at least three years after the award end date (as there are no plans to purge any data for the foreseeable future).

Any case is considered eligible for award program funded work, either to eliminate it from a backlog, or to preclude it from entering a backlog (with reference to the NIJ standard of any case "not complete within 30 days of request"). When a case is assigned to be worked on overtime using award program funds, LIMS is updated by selecting the appropriate NIJ award program from a drop-down menu. This entry is made by a supervisor or designated criminalist when the request is entered in to our LIMS, or prior to the request being assigned to an analyst. This informs the assigned analyst that overtime funds are available to work that case. Only one award program per case is allowed to be selected, in order to prevent double-counting cases against other award programs. At the conclusion of their analysis, the analyst enters performance data into LIMS, and the accuracy is verified and confirmed during the SDU's mandatory administrative review process. A supervisor approving the overtime verifies in the LIMS that the case number(s) listed on the overtime report has/have the appropriate award program entered in the drop down box

In compiling award program related statistics, 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.

The resulting report lists the total number of cases worked using the specified award program in the given time period, and the total number of profiles uploaded (as well as other relevant information). 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 an award program that have had an offender hit within a user-specified time frame (e.g. 7/1/17 to 12/31/17).

Supervising Criminalist L. Blanton will compile relevant performance data from LIMS in order to report on the progress resulting from this award program. The collected performance data is reviewed to ensure its accuracy.

Casework 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 and information are available to the laboratory and any clarifications regarding the request have been resolved. A Crystal Report in the LIMS allows the user to enter a date range, and compares the date of the request to the date the final report is

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released, for all requests submitted in that date range. This turnaround time is averaged for all requests processed within the reporting period.

The number of samples analyzed per analyst per month is determined by totaling the number of evidence and reference samples analyzed 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 analyzing at least 100 samples per year. The source of the data is the LIMS.

For the purpose of Progress Reports, the initial baseline reporting period for casework turnaround time and the number of samples analyzed per analyst per month is 6 months (June-Dec), while each of the next four reporting periods are each 6 months (for the 24 months of the program award). The FINAL column metrics for turnaround time and samples/analyst/month for this award will be the average over the last 6 months of the award.

As stated earlier, 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). In determining the number of backlogged cases (with reference to the NIJ standard of any case “not complete within 30 days of request”), a Crystal Report compiled in the LIMS can print a list of relevant information from all incomplete cases. This list is exported as an Excel file for additional filtering and sorting, in order to calculate the backlog of cases, if necessary. LIMS retains the data for retrieval at any time.

If any part of the case is worked on program overtime, the entire case is counted as having been completed using program funds. The unique ID numbers (LAPD DR numbers) assigned to each case (from prior award program reports) are compared to present reporting periods to ensure a case is not counted twice between different award programs.

Prior to the 2014 program, LAPD had been limiting the use of award program funds for casework (either overtime or outsourcing) to cases that had been requested over 30 days prior, but were not yet completed. LAPD is no longer limiting the use of program funds in this manner. This revised approach serves to prevent cases from becoming backlogged (as defined by NIJ). In addition, LAPD has no intention to outsource any cases using funds from this award.

For cases worked with award program funded overtime, the supervisor approving the overtime verifies in the LIMS that case numbers listed on the overtime report have the appropriate award program entered in the LIMS drop down box.



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**BASELINE BACKLOG DATA**

As of January 1, 2015, the LAPD FSD SDU had 541 untested or not completed forensic biology/DNA cases on hand.

As of January 1, 2015, the SDU had 289 untested or not completed forensic biology/DNA cases more than thirty days old (backlogged).

Thirty-two percent of the forensic biology/DNA cases which were more than thirty days old on January 1, 2015 were from property crimes.

The SDU received 3019 new forensic biology/DNA cases during calendar year 2015.

Twenty-three percent of the new cases received during calendar year 2015 were from property crimes.

The SDU completed 3031 cases in calendar year 2015.

Twenty percent of the cases completed by the SDU in calendar year 2015 were from property crimes.

The SDU closed 310 cases during calendar year 2015 by administrative means (i.e., canceled requests due to investigative circumstances beyond the SDU's control).

As of December 31, 2015, the SDU had 538 untested or not completed forensic biology/DNA cases on hand.

As of December 31, 2015, the SDU had 333 untested or not completed forensic biology/DNA cases more than thirty days old (backlogged).

On average, for violent crimes, in calendar year 2015 the SDU needed 68 days to complete analysis of a case.

On average, for non-violent crimes, in calendar year 2015 the SDU needed 70 days to complete analysis of a case.

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BUDGET AND BUDGET NARRATIVE YEAR 1

**A. Personnel** – List each position by title and name of employee, if available. 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. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) [To View an Example, Click Here](#)

**PERSONNEL (FEDERAL)**

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
Multiple, Overtime basis	Criminalist II	\$90.23	Hour	100.00	1938	\$174,866
Multiple, Overtime basis	Criminalist III	\$94.67	Hour	100.00	75	\$7,100
Multiple, Overtime basis	Laboratory Technician I	\$43.65	Hour	100.00	90	\$3,929
B. Bollozos Montesquieu	Sr. Management Analyst I	\$62.60	Hour	100.00	40	\$2,504
D. Alonzo	Administrative Clerk	\$34.10	Hour	100.00	40	\$1,364
<b>FEDERAL TOTAL</b>						<b>\$189,763</b>

### **PERSONNEL NARRATIVE (FEDERAL)**

The Los Angeles Police Department (LAPD) Serology/DNA Unit (SDU) is requesting overtime funding equivalent to approximately 2183 hours in a variety of staff positions in Calendar Year 2017.

The overtime funding will support casework for as many as 62 full-time Criminalists (1783 of the 2013 Criminalist hours) and Laboratory Technicians (40 of the 90 Laboratory Technician I hours) at overtime rates as high as \$94.67, \$90.23 and \$43.65 and per hour respectively. The Criminalists 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 and filing of grant-related casework data. Assuming that cases worked with program award overtime is on average \$1000 per case, then it is estimated that approximately 160 cases (1783 hours at the Criminalist II overtime rate of \$90.23/hour = approx \$160,000) would be worked with program award overtime in Calendar Year 2017.

The overtime funding will support validation work for as many as 62 full-time Criminalists (230 of the 2013 Criminalist hours) and Laboratory Technicians (30 of the 90 Laboratory Technician I hours), at the same hourly rates listed above, in validation projects. The Criminalists will validate (in Calendar Year 2017) an automated sample lysis and extraction instrument as well as a new NDIS approved genetic profiling instrument. Additionally, Criminalists will explore and validate alternative amylase detection procedures, as well as any other approved technique, procedure, equipment/instrumentation which may be deemed useful in improving the efficiency or quality of the forensic analysis of DNA. The Laboratory Technicians will assist in validation projects by preparing and performing Quality Control checks on reagents necessary for instrument operation .

The overtime funding will support management of grant related activities in Calendar Year 2017, at overtime rates as high as \$62.60 per hour for a Senior Management Analyst I (40 hours, as the grant manager for the administrative aspects of the grant), and \$34.10 per hour for an Administrative Clerk (40 hours), and \$43.65 per hour for Laboratory Technicians I (20 of the 90 Laboratory Technician I hours), for the filing of grant related casework data, along with the tracking of all grant related overtime.

**PERSONNEL (NON-FEDERAL)**

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
NON-FEDERAL TOTAL						\$0

**PERSONNEL NARRATIVE (NON-FEDERAL)**

	TOTAL PERSONNEL	\$189,763
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B. **Fringe Benefits** – Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation and Unemployment Compensation. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) [To View an Example, Click Here](#)

**FRINGE BENEFITS (FEDERAL)**

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

**FRINGE BENEFITS NARRATIVE (FEDERAL)**

**FRINGE BENEFITS (NON-FEDERAL)**

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

**FRINGE BENEFITS NARRATIVE (NON-FEDERAL)**

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TOTAL FRINGE BENEFITS	\$0
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**TRAVEL (FEDERAL)**

Purpose of Travel	Location	Computation						Cost	
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
2017 Bode Cellmark Advanced Technology Workshop-West	San Diego	Lodging	\$150.00	Night	3	2	1	\$900.00	
		Meals	\$60.00	Day	4	2	1	\$480.00	
		Mileage		Mile					\$0.00
		Transportation:		Round-trip					\$0.00
		Local Travel							\$0.00
		Other							\$0.00
		Subtotal							\$1,380.00
									\$1,380
		2017 California Association of Criminalists Fall Seminar	Orange County	Lodging		Night			
Meals	\$60.00			Day	5	6	1	\$1,800.00	
Mileage				Mile					\$0.00
Transportation:				Round-trip					\$0.00
Local Travel									\$0.00
Other									\$0.00
Subtotal									\$1,800.00
									\$1,800

**TRAVEL (FEDERAL)**

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost
National CODIS Conference 2017	Norman, OK	Lodging	\$98.00	Night	3	1	1	\$294.00
		Meals	\$60.00	Day	4	1	1	\$240.00
		Mileage		Mile				\$0.00
		Transportation:						
		Airfare	\$421.20	Round-trip		1	1	\$421.20
		Local Travel	\$100.00			1	1	\$100.00
		Other						\$0.00
		Subtotal						\$1,055.20
California CODIS Conference 2017	Richmond, CA	Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost
		Lodging	\$132.00	Night	2	1	1	\$264.00
		Meals	\$60.00	Day	3	1	1	\$180.00
		Mileage		Mile				\$0.00
		Transportation:						
		Airfare	\$300.00	Round-trip		1	1	\$300.00
		Local Travel	\$100.00			1	1	\$100.00
		Other						\$0.00
		Subtotal						\$844.00
							\$844	
<b>FEDERAL TOTAL</b>								\$11,363

**TRAVEL NARRATIVE (FEDERAL)**

The LAPD SDU is requesting funds to send as many as 15 of its casework analysts to six different conferences in Calendar Year 2017. All rates are GSA per diem rates plus 10% tax. Staff will attend the following major annual DNA training events: the California Association of Criminalists (CAC) 2017 Fall Seminar in Orange County, CA, the Promega International Symposium of Human Identification in October 2017 in Minneapolis, MN, the Bode Cellmark Advanced DNA Technical Workshop-West in 2017 in San Diego, the CODIS 2017 National Conference in Norman, OK, the 2017 CODIS State Conference in Richmond, CA , the 2017 Qiagen 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.

**TRAVEL (NON-FEDERAL)**

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				\$0.00
								\$0.00
		Local Travel						\$0.00
		Other						\$0.00
		Subtotal						\$0.00
<b>NON-FEDERAL TOTAL</b>								<b>\$0</b>

**TRAVEL NARRATIVE (NON-FEDERAL)**

<b>TOTAL TRAVEL</b>	<b>\$11,363</b>
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**D. Equipment** – List non-expendable items that are 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 technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. **To View an Example, Click Here**

**EQUIPMENT (FEDERAL)**

Item	Computation		Cost
	Quantity	Cost	
Automated sample lysis and extraction instrument	1	\$315,000.00	\$315,000
NDIS-approved genetic profiling instrument	1	\$135,000.00	\$135,000
<b>FEDERAL TOTAL</b>			<b>\$450,000</b>

**EQUIPMENT NARRATIVE (FEDERAL)**

The LAPD SDU will purchase an automated sample lysis and extraction instrument in Calendar Year 2017, in order to enhance sample throughput efficiency for genetic profiling.

The LAPD SDU will purchase a new NDIS-approved genetic analyzer utilizing award funds in Calendar Year 2017, in order to take advantage of technological improvements in instrumentation and sample throughput, as well as replace an aged existing genetic profiling instrument.

**EQUIPMENT (NON-FEDERAL)**

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

**EQUIPMENT NARRATIVE (NON-FEDERAL)**

TOTAL EQUIPMENT	\$450,000
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E. **Supplies** – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

To View an Example, Click Here

**SUPPLIES (FEDERAL)**

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
<b>FEDERAL TOTAL</b>			<b>\$0</b>

**SUPPLIES NARRATIVE (FEDERAL)**

**SUPPLIES (NON-FEDERAL)**

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

**SUPPLIES NARRATIVE (NON-FEDERAL)**

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TOTAL SUPPLIES	\$0
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F. **Construction** – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. To View an Example, Click Here

**CONSTRUCTION (FEDERAL)**

Purpose	Description of Work	Cost
	FEDERAL TOTAL	\$0

**CONSTRUCTION NARRATIVE (FEDERAL)**

**CONSTRUCTION (NON-FEDERAL)**

Purpose	Description of Work	Cost
NON-FEDERAL TOTAL		\$0

**CONSTRUCTION NARRATIVE (NON-FEDERAL)**

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TOTAL CONSTRUCTION	\$0
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G. **Consultants/Contracts** – Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** 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 or \$81.25 per hour require additional justification and prior approval from OJP. To View an Example, Click Here

**CONSULTANT FEES (FEDERAL)**

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

**CONSULTANT FEES NARRATIVE (FEDERAL)**

**CONSULTANT FEES (NON-FEDERAL)**

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

**CONSULTANT FEES NARRATIVE (NON-FEDERAL)**

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

**CONSULTANT EXPENSES (FEDERAL)**

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip					
								\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
FEDERAL TOTAL									\$0

**CONSULTANT EXPENSES NARRATIVE (FEDERAL)**

**CONSULTANT EXPENSES (NON-FEDERAL)**

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip					
								\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
NON-FEDERAL TOTAL									\$0

**CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)**

	TOTAL CONSULTANTS	\$0
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**Contracts:** Provide a description of the product or service 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. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award. Note: This budget category may include subawards.

**CONTRACTS (FEDERAL)**

Item	Cost
FEDERAL TOTAL	\$0

**CONTRACTS NARRATIVE (FEDERAL)**

**CONTRACTS (NON-FEDERAL)**

Item	Cost
NON-FEDERAL TOTAL	\$0

**CONTRACTS NARRATIVE (NON-FEDERAL)**

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TOTAL CONTRACTS	\$0
TOTAL CONSULTANTS/CONTRACTS	\$0



H. **Other Costs** – List items (e.g., rent ( arms-length transaction only ), reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc. **To View an Example, Click Here**

**OTHER COSTS (FEDERAL)**

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
2017 Qiagen Technical Seminar	1	per person	\$200	1	\$200
Promega 2017 Registration	4	per person	\$695	1	\$2,780
Promega 2017 Workshop	4	per person	\$400	1	\$1,600
Bode Cellmark Technical Session 2017 Registration	2	per person	\$595	1	\$1,190
Bode Cellmark 2017 Workshop	2	per person	\$150	1	\$300
CAC Fall 2017 Registration	6	per person	\$300	1	\$1,800
CAC Fall 2017 Workshop	6	per person	\$150	1	\$900
FEDERAL TOTAL					\$8,770

**OTHER COSTS NARRATIVE (FEDERAL)**

The LAPD SDU is requesting funds to send as many as 15 of its casework analysts to six different conferences in Calendar Year 2017. All rates are GSA per diem rates plus 10% tax. Staff will attend the following major annual DNA training events: the Promega meeting in October 2017 in Minneapolis, MN, the Bode Cellmark Advanced DNA Technical Workshop-West in 2017 in San Diego, the CODIS 2017 National Conference in Norman, OK, the 2017 CODIS State Conference in Richmond, CA , the 2017 Quiagen Technical Seminar in Miami, FL, or training of a similar nature. There are no registration costs associated with the CODIS conferences.

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.

**OTHER COSTS (NON-FEDERAL)**

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

**OTHER COSTS NARRATIVE (NON-FEDERAL)**

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TOTAL OTHER COSTS	\$8,770
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**I. Indirect Costs** – Indirect costs are allowed if the applicant has a 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 , or the applicant may elect to charge a de minimis rate of 10% of modified total direct costs as indicated in 2 CFR Part 200.414f . If the applicant's accounting system permits, costs may be allocated in the direct cost categories. (Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example, Click Here](#)

**INDIRECT COSTS (FEDERAL)**

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

**INDIRECT COSTS NARRATIVE (FEDERAL)**

**INDIRECT COSTS (NON-FEDERAL)**

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

**INDIRECT COSTS NARRATIVE (NON-FEDERAL)**

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TOTAL INDIRECT COSTS	\$0
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**Budget Summary** – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$189,763	\$0	\$189,763
B. Fringe Benefits	\$0	\$0	\$0
C. Travel	\$11,363	\$0	\$11,363
D. Equipment	\$450,000	\$0	\$450,000
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$8,770	\$0	\$8,770
Total Direct Costs	\$659,896	\$0	\$659,896
I. Indirect Costs	\$0	\$0	\$0
<b>TOTAL PROJECT COSTS</b>	<b>\$659,896</b>	<b>\$0</b>	<b>\$659,896</b>

<b>Federal Request</b>	\$659,896
<b>Non-Federal Amount</b>	\$0
<b>Total Project Cost</b>	\$659,896

*Public Reporting Burden*

*Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.*

NIJ FY 2016 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program

LAPD FSD SDU APPLICATION

BUDGET AND BUDGET NARRATIVE YEAR 2

**A. Personnel** – List each position by title and name of employee, if available. 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. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) [To View an Example, Click Here](#)

**PERSONNEL (FEDERAL)**

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
Multiple, Overtime basis	Criminalist II	\$90.23	Hour	100.00	1939	\$174,956
Multiple, Overtime basis	Criminalist III	\$94.67	Hour	100.00	75	\$7,100
Multiple, Overtime basis	Laboratory Technician I	\$43.65	Hour	100.00	90	\$3,929
B. Bollozos Montesquieu	Sr. Management Analyst I	\$62.92	Hour	100.00	40	\$2,517
D. Alonzo	Administrative Clerk	\$34.10	Hour	100.00	41	\$1,398
<b>FEDERAL TOTAL</b>						<b>\$189,900</b>

**PERSONNEL NARRATIVE (FEDERAL)**

The Los Angeles Police Department (LAPD) Serology/DNA Unit (SDU) is requesting overtime funding equivalent to approximately 2185 hours in a variety of staff positions in Calendar Year 2018.

The overtime funding will support casework for as many as 62 full-time Criminalists (1785 of the 2014 Criminalist hours) and Laboratory Technicians (40 of the 90 Laboratory Technician I hours) at overtime rates as high as \$94.67, \$90.23 and \$43.65 and per hour respectively. The Criminalists 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 and filing of grant-related casework data. Assuming that cases worked with program award overtime is on average \$1000 per case, then it is estimated that approximately 161 cases (1785 hours at the Criminalist II overtime rate of \$90.23/hour = approx \$161,000) would be worked with program award overtime in Calendar Year 2018.

The overtime funding will support validation work for as many as 62 full-time Criminalists (229 of the 2013 Criminalist hours) and Laboratory Technicians (30 of the 90 Laboratory Technician I hours), at the same hourly rates listed above, in validation projects. The Criminalists will validate (in Calendar Year 2018) an automated sample lysis and extraction instrument as well as a new NDIS approved genetic profiling instrument. Additionally, Criminalists will explore and validate alternative amylase detection procedures, as well as any other approved technique, procedure, equipment/instrumentation which may be deemed useful in improving the efficiency or quality of the forensic analysis of DNA. The Laboratory Technicians will assist in validation projects by preparing and performing Quality Control checks on reagents necessary for instrument operation .

The overtime funding will support management of grant related activities in Calendar Year 2018, at overtime rates as high as \$62.92 per hour for a Senior Management Analyst I (40 hours, as the grant manager for the administrative aspects of the grant), and \$34.10 per hour for an Administrative Clerk (41 hours), and \$43.65 per hour for Laboratory Technicians (20 of the 90 Laboratory Technician I hours), for the filing of grant related casework data, along with the tracking of all grant related overtime.



**PERSONNEL (NON-FEDERAL)**

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
NON-FEDERAL TOTAL						\$0

**PERSONNEL NARRATIVE (NON-FEDERAL)**

	TOTAL PERSONNEL	\$189,900
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**B. Fringe Benefits** – Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) [To View an Example, Click Here](#)

**FRINGE BENEFITS (FEDERAL)**

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

**FRINGE BENEFITS NARRATIVE (FEDERAL)**

**FRINGE BENEFITS (NON-FEDERAL)**

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

**FRINGE BENEFITS NARRATIVE (NON-FEDERAL)**

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TOTAL FRINGE BENEFITS	\$0
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**TRAVEL (FEDERAL)**

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
California CODIS Conference 2018	Richmond, CA	Lodging	\$132.00	Night	2	1	1	\$264.00
		Meals	\$60.00	Day	3	1	1	\$180.00
		Mileage		Mile				\$0.00
		Transportation:						
			\$300.00	Round-trip		1	1	\$300.00
		Local Travel	\$100.00			1	1	\$100.00
		Other						\$0.00
								\$0.00
		Subtotal						\$844.00
<b>FEDERAL TOTAL</b>								<b>\$11,412</b>

**TRAVEL NARRATIVE (FEDERAL)**

The LAPD SDU is requesting funds to send as many as nine of its casework analysts to nine different conferences in Calendar Year 2018. All rates are GSA per diem rates plus 10% tax. Staff will attend the following major annual DNA training events: 2018 AAFS meeting in Seattle, the California Association of Criminalists (CAC) 2018 Spring Seminar (location TBD) the 2018 CODIS State Conference in Richmond, CA, 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.

**TRAVEL (NON-FEDERAL)**

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
								\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
<b>NON-FEDERAL TOTAL</b>									<b>\$0</b>

**TRAVEL NARRATIVE (NON-FEDERAL)**

<b>TOTAL TRAVEL</b>	<b>\$11,412</b>
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D. **Equipment** – List non-expendable items that are 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 technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. [To View an Example, Click Here](#)

**EQUIPMENT (FEDERAL)**

Item	Computation		Cost
	Quantity	Cost	
			\$0
FEDERAL TOTAL			\$0

**EQUIPMENT NARRATIVE (FEDERAL)**

The LAPD SDU has no plan to purchase equipment with 2016 CEBR program award funds in Calendar Year 2018.

**EQUIPMENT (NON-FEDERAL)**

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

**EQUIPMENT NARRATIVE (NON-FEDERAL)**

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TOTAL EQUIPMENT	\$0
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E. **Supplies** – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

**To View an Example, Click Here**

**SUPPLIES (FEDERAL)**

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
<b>FEDERAL TOTAL</b>			<b>\$0</b>

**SUPPLIES NARRATIVE (FEDERAL)**

**SUPPLIES (NON-FEDERAL)**

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

**SUPPLIES NARRATIVE (NON-FEDERAL)**

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TOTAL SUPPLIES	\$0
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F. **Construction** – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

**CONSTRUCTION (FEDERAL)**

Purpose	Description of Work	Cost
	FEDERAL TOTAL	\$0

**CONSTRUCTION NARRATIVE (FEDERAL)**

**CONSTRUCTION (NON-FEDERAL)**

Purpose	Description of Work	Cost
NON-FEDERAL TOTAL		\$0

**CONSTRUCTION NARRATIVE (NON-FEDERAL)**

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TOTAL CONSTRUCTION	\$0
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**G. Consultants/Contracts** – Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.  
**Consultant Fees:** 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 or \$81.25 per hour require additional justification and prior approval from OJP. To View an Example, Click Here

**CONSULTANT FEES (FEDERAL)**

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

**CONSULTANT FEES NARRATIVE (FEDERAL)**

**CONSULTANT FEES (NON-FEDERAL)**

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

**CONSULTANT FEES NARRATIVE (NON-FEDERAL)**

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

**CONSULTANT EXPENSES (FEDERAL)**

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:							
				Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
FEDERAL TOTAL									\$0

**CONSULTANT EXPENSES NARRATIVE (FEDERAL)**

**CONSULTANT EXPENSES (NON-FEDERAL)**

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				\$0.00
								\$0.00
		Local Travel						\$0.00
		Other						\$0.00
		Subtotal						\$0.00
SUBTOTAL								\$0
NON-FEDERAL TOTAL								\$0

**CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)**

TOTAL CONSULTANTS	\$0



**Contracts:** Provide a description of the product or service 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. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award. Note: This budget category may include subawards.

**CONTRACTS (FEDERAL)**

Item	Cost
FEDERAL TOTAL	\$0

**CONTRACTS NARRATIVE (FEDERAL)**

--

**CONTRACTS (NON-FEDERAL)**

Item	Cost
NON-FEDERAL TOTAL	\$0

**CONTRACTS NARRATIVE (NON-FEDERAL)**

--

TOTAL CONTRACTS	\$0
TOTAL CONSULTANTS/CONTRACTS	\$0

**H. Other Costs** – List items (e.g., rent ( arms-length transaction only ), reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

**OTHER COSTS (FEDERAL)**

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
CAC Fall 2017 Registration	2	per person	\$300	1	\$600
CAC Fall 2017 Workshop	2	per person	\$150	1	\$300
AAFS 2018 Registration	6	per person	\$495	1	\$2,970
AAFS 2018 Workshop	6	per person	\$200	1	\$1,200
<b>FEDERAL TOTAL</b>					<b>\$5,070</b>

**OTHER COSTS NARRATIVE (FEDERAL)**

The LAPD SDU is requesting funds to send as many as nine of its casework analysts to three different conferences in Calendar Year 2018. All rates are GSA per diem rates plus 10% tax. Staff will attend the following major annual DNA training events: 2018 AAFS meeting in Seattle, the California Association of Criminalists (CAC) 2018 Spring Seminar (location TBD) the 2018 CODIS State Conference in Richmond, CA, or training of a similar nature. There are no registration costs associated with the CODIS conference.

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.

**OTHER COSTS (NON-FEDERAL)**

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

**OTHER COSTS NARRATIVE (NON-FEDERAL)**

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TOTAL OTHER COSTS	\$5,070
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**I. Indirect Costs** – Indirect costs are allowed if the applicant has a 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, or the applicant may elect to charge a de minimis rate of 10% of modified total direct costs as indicated in 2 CFR Part 200.414f. If the applicant's accounting system permits, costs may be allocated in the direct cost categories. (Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example, Click Here](#)

**INDIRECT COSTS (FEDERAL)**

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

**INDIRECT COSTS NARRATIVE (FEDERAL)**

**INDIRECT COSTS (NON-FEDERAL)**

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

**INDIRECT COSTS NARRATIVE (NON-FEDERAL)**

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TOTAL INDIRECT COSTS	\$0
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**Budget Summary** – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$189,900	\$0	\$189,900
B. Fringe Benefits	\$0	\$0	\$0
C. Travel	\$11,412	\$0	\$11,412
D. Equipment	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$5,070	\$0	\$5,070
Total Direct Costs	\$206,382	\$0	\$206,382
I. Indirect Costs	\$0	\$0	\$0
<b>TOTAL PROJECT COSTS</b>	<b>\$206,382</b>	<b>\$0</b>	<b>\$206,382</b>

<b>Federal Request</b>	\$206,382
<b>Non-Federal Amount</b>	\$0
<b>Total Project Cost</b>	\$206,382

*Public Reporting Burden*

*Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.*