

# LOS ANGELES POLICE COMMISSION

BOARD OF  
POLICE COMMISSIONERS

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EXECUTIVE DIRECTOR

ALEXANDER A. BUSTAMANTE  
INSPECTOR GENERAL

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

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

October 7, 2014

BPC #14-0365

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

Dear Honorable Members:

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

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

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

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

MARIA SILVA  
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

BPC # 14-0365 & F  
RECEIVED

OCT 01 2014

POLICE COMMISSION

October 3, 2014  
1.17

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

**FROM:** Chief of Police

*M. M. Sepulveda, 10/1/14*

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

**RECOMMENDED ACTIONS**

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

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

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

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

TRANSFER FROM:

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

TRANSFER TO:

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

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

**DISCUSSION**

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

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

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

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

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

Respectfully,



CHARLIE BECK  
Chief of Police

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

Attachments



US DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

**GRANT ADJUSTMENT NOTICE**

**Grantee Information**

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

**Change Project Period**

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

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

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

**Attachments:**

None

Print

**Audit Trail:**

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

**LOS ANGELES POLICE DEPARTMENT**

**2012-DN-BX-K0039**

**Change Project Period**

**Justification**

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

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

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

Thank you for your time and consideration.



US DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

**GRANT ADJUSTMENT NOTICE**

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

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

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

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

**\*Required Justification for Budget Modification**

See attached documents. ▲  
▼

**Attachments:**

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

[Print](#)

**Audit Trail:**

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



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

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

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

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

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

## Budget Detail Worksheet

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

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

**A. Personnel**—List each position by title - NOT INDIVIDUAL NAMES. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

### Computation

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

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

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

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

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

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

Cost	
\$0.00	Enter casework
\$0.00	analysts/technicians here
\$0.00	
<b>Subtotal</b>	<b>\$0.00</b>

Cost	
\$0.00	Enter database
\$0.00	analysts/technicians here
\$0.00	
<b>Subtotal</b>	<b>\$0.00</b>

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

Cost	
\$0.00	Enter database overtime here
\$0.00	
\$0.00	
<b>Subtotal</b>	<b>\$0.00</b>

Cost	
\$34,155.00	Enter cost of validation for
\$0.00	validation here
\$0.00	
<b>Subtotal</b>	<b>\$34,155.00</b>

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

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

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

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

**PERSONNEL TOTAL: \$415,863.28**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FRINGE TOTAL: \$0.00

TOTAL PERSONNEL AND FRINGE: \$415,863.28

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

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

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

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

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

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

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

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