

File No. 190062

Committee Item No. 8  
Board Item No. 15

### COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date February 13, 2019

Board of Supervisors Meeting

Date February 26, 2019

#### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form 126 – Ethics Commission                 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter                                 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

- |                                     |                                     |                                     |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Police Commission Resolution</u> |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                               |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                               |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                               |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                               |
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| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                               |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                               |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                               |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                               |

Completed by: Linda Wong Date February 8, 2019  
Completed by: Linda Wong Date February 20, 2019

1 [Accept and Expend Grant - United States Department of Justice, Office of Justice Programs,  
2 National Institute of Justice - FY 2018 DNA Capacity Enhancement and Backlog Reduction  
3 Program Grant Increase: Budget Revision - \$61,170]

4 **Resolution retroactively authorizing the Police Department to accept and expend an**  
5 **increase to FY 2018 DNA Capacity Enhancement and Backlog Reduction Program grant**  
6 **funds in the amount of \$61,170 for a total of \$366,678 from the United States**  
7 **Department of Justice, Office of Justice Programs, National Institute of Justice, to be**  
8 **used to upgrade software, purchase laboratory equipment, and provide continuing**  
9 **education training for DNA analysts during the project period of January 1, 2019,**  
10 **through December 31, 2020.**

11  
12 WHEREAS, The Police Department (SFPD) applied for funding from the U.S.  
13 Department of Justice, Office of Justice Programs, National Institute of Justice; and

14 WHEREAS, The U.S. Department of Justice, Office of Justice Programs, National  
15 Institute of Justice awarded SFPD a grant of \$366,678 to upgrade software, purchase  
16 equipment, laboratory instruments, and provide continuing education training for DNA  
17 analysts during the project period of January 1, 2019, through December 31, 2020; and

18 WHEREAS, The SFPD anticipated and budgeted for a FY 2018 DNA Capacity  
19 Enhancement and Backlog Reduction Program grant award of \$305,508 based on the FY  
20 2017 grant award, and which the Board of Supervisors approved through the FY2018-2019  
21 and FY2019-2020 Budget and Appropriation Ordinance; and

22 WHEREAS, The amount awarded to the SFPD is \$366,678, which is an increase of  
23 \$61,170 over the anticipated and budgeted amount; and

24 WHEREAS, Administrative Code 10.170.1, requires an increase in grant awards equal  
25 to or above \$50,000 be approved by the Board of Supervisors; and

1           WHEREAS, The grant does not require an Annual Salary Ordinance Amendment; and  
2           WHEREAS, The SFPD proposes to maximize use of available grant funds on program  
3 expenditures by not including indirect costs in the grant budget; now, therefore, be it

4           RESOLVED, That the Board of Supervisors authorizes the SFPD to accept and expend  
5 the increase to FY 2018 DNA Capacity Enhancement and Backlog Reduction Program grant  
6 funds in the amount of \$61,170 for a total of \$366,678 from the U.S. Department of Justice,  
7 Office of Justice Programs, National Institute of Justice; and

8           FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of  
9 indirect costs in the grant budget; and, be it

10          FURTHER RESOLVED, That the Board of Supervisors authorizes the Chief of Police,  
11 or his designee, is authorized to enter into the agreement on behalf of the City and County of  
12 San Francisco.

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Recommended:

William Scott

William Scott, Chief of Police

Approved: [Signature]  
for London N. Breed, Mayor

Approved: [Signature]  
for Ben Rosenfield, Controller

File Number: 190062  
(Provided by Clerk of Board of Supervisors)

**Grant Resolution Information Form**  
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **FY 2018 DNA Capacity Enhancement and Backlog Reduction Program**
2. Department: **San Francisco Police Department**
3. Contact Person: **Katherine Chiu / Patrick Leung** Telephone: **415-837-7210**
4. Grant Approval Status (check one):  
 Approved by funding agency                       Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$366,678**
6. a. Matching Funds Required: **\$0**  
b. Source(s) of matching funds (if applicable):
7. a. Grant Source Agency: **U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics**  
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: **The funds from this grant will be used to upgrade software, purchase laboratory equipment, and provide continuing education training for DNA analysts.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:

The anticipated terms of this grant are as follows:

Project Period -            Start-Date: **January 1, 2019**            End-Date: **December 31, 2020**

10. a. Amount budgeted for contractual services: **\$0**  
b. Will contractual services be put out to bid? **N/A**  
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **N/A**  
d. Is this likely to be a one-time or ongoing request for contracting out? **N/A**
11. a. Does the budget include indirect costs?                       Yes             No  
b. 1. If yes, how much? **N/A**  
2. How was the amount calculated? **N/A**  
c. 1. If no, why are indirect costs not included?  
 Not allowed by granting agency    To maximize use of grant funds on direct services  
 Other (please explain):  
2. If no indirect costs are included, what would have been the indirect costs? **\$0**

12. Any other significant grant requirements or comments:

**\*\*Disability Access Checklist\*\*\*(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Existing Site(s)      | <input type="checkbox"/> Existing Structure(s)      | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s)                 |
| <input type="checkbox"/> New Site(s)           | <input type="checkbox"/> New Structure(s)           |   |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

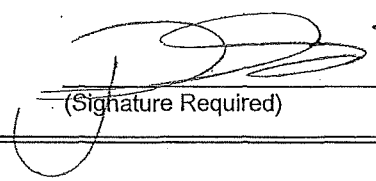
Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Penny Si  
(Name)

Departmental ADA Coordinator  
(Title)

Date Reviewed: 12/6/18

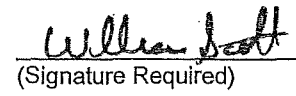
  
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

William Scott  
(Name)

Chief of Police  
(Title)

Date Reviewed: 12/06/18

  
(Signature Required)

Budget Summary

**Budget Summary**

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total (\$)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$25,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,250
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$84,703	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$84,703
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$256,725	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$256,725
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Direct Costs</b>	<b>\$366,678</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$366,678</b>
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Costs</b>	<b>\$366,678</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$366,678</b>
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? Y/N											No

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**NIJ FY18 DNA Capacity Enhancement and Backlog Reduction  
(CEBR) Program (Formula) 2018-91095-CA-DN**



[Application](#)

[Correspondence](#)

Application:

**Application Handbook**

**Overview**

[Overview](#)

[Applicant  
Information](#)

This handbook allows you to complete the application process for applying to the NIJ FY18 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program (Formula). At the end of the application process you will have the opportunity to view and print the SF-424 form.

[Project Information](#)

[Budget and  
Program  
Attachments](#)

[Assurances and  
Certifications](#)

[Review SF 424](#)

[Submit Application](#)

*Type of Submission	Application Non-Construction
*Type of Application	New If Revision, select appropriate option If Other, specify
*Is application subject to review by state executive order 12372 process?	Yes This preapplication/application was made available to the state executive order 12372 process for review on May/ 01/ 2018

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*Is the applicant delinquent on any federal debt	No
*Employer Identification Number (EIN)	94-6000417
*Type of Applicant	County
Type of Applicant (other):	
*Organizational Unit	SFPD Criminalistics Laboratory
*Legal Name (Legal Jurisdiction Name)	City And County of San Francisco
*Vendor Address 1	1245 3rd Street
Vendor Address 2	
*Vendor City	San Francisco
Vendor County/Parish	
*Vendor State	California
*Vendor ZIP	94158-2134
<b>Point of Contact Information for matters involving this application</b>	
Contact Prefix:	Mr.
Contact Prefix (Other):	
Contact First Name:	Patrick
Contact Middle Initial:	
Contact Last Name:	Leung
Contact Suffix:	
Contact Suffix (Other):	
Contact Title:	Grants Manager
Contact Address Line 1:	1245 3rd Street
Contact Address Line 2:	
Contact City:	San Francisco
Contact State:	California
Contact Zip Code:	94158-2134
Contact Phone Number:	(415) 837-7213

Contact Fax Number:	(415) 575-6085
Contact E-mail Address:	patrick.n.leung@sfgov.org

Continue



**NIJ FY18 DNA Capacity Enhancement and Backlog Reduction  
(CEBR) Program (Formula) 2018-91095-CA-DN**



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Descriptive Title of Applicant's Project		
FY 2018 DNA Capacity Enhancement and Backlog Reduction Program - San Francisco		
Areas Affected by Project		
City and County of San Francisco		
Proposed Project		
	*Start Date	January/ 01/ 2019
	*End Date	December/ 31/ 2021
*Congressional Districts of		
	Project	Congressional District 12, CA Congressional District 14, CA
*Estimated Funding		
Federal		\$366678.00
Applicant		\$0.00
State		\$0.00
Local		\$0.00
Other		\$0.00
Program Income		\$0.00
TOTAL		\$366678.00



[Application](#)

[Correspondence](#)

Application:

**Application Handbook** This page allows you to upload the Budget Detail Worksheet, Financial Management and System of Internal Controls Questionnaire (FCQ) form, Program Narrative, and other Program attachments. Click the attach button to continue.

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### FCQ Attachment

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, all applicants are to download, complete, and submit the Financial Management and System of Internal Controls Questionnaire.

For your convenience your most recently submitted FCQ Form is attached below. Please review it for accuracy. If you need to make changes, please submit an updated FCQ form, that will replace your most recently submitted FCQ Form.

<a href="#">Most Recently Submitted FCQ form</a>	
<a href="#">5 - FinancialCapability.pdf</a>	

### Budget and other Program Attachments

<a href="#">1 - Intergovernmental Review.pdf</a>
<a href="#">2 - Project Abstract - nij 2018 DNA backlog.docx</a>
<a href="#">3 - Program Narrative - nij 2018 DNA backlog.docx</a>
<a href="#">4 - dna-backlog-budget-detail-worksheet 2018.xlsm</a>
<a href="#">6 - Applicant Disclosure of High-Risk Status.pdf</a>
<a href="#">7a - Disclosure of Pending Applications - Backlog Grant.pdf</a>
<a href="#">7b1 - Eligibility Statement.pdf</a>
<a href="#">7b2 - ASCLD-LAB ALI-393-T.pdf</a>
<a href="#">7b2 - ASCLD-LAB Certificate.pdf</a>
<a href="#">7c - Certification of Non-supplanting - Backlog Grant.pdf</a>
<a href="#">7d - Declaration of Project Income.pdf</a>
<a href="#">nij-grant-program-checklist-nepa.pdf</a>

*Please download the latest version of [Adobe Acrobat Reader®](#).*

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**Background**

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 200).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

**1. Name of Organization and Address:**

Organization Name:

Street1:

Street2:

City:

State:

Zip Code:

**2. Authorized Representative's Name and Title:**

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

**3. Phone:**  **4. Fax:**

**5. Email:**

<b>6. Year Established:</b> <input type="text" value="1849"/>	<b>7. Employer Identification Number (EIN):</b> <input type="text" value="946000417"/>	<b>8. DUNS Number:</b> <input type="text" value="120802983"/>
--	---	--

B. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?  Yes  No

If "No" skip to Question 10.

If "Yes", complete Questions B. b) and B. c).



**AUDIT INFORMATION**

8. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

Yes  No

8. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

Yes  No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide — as an attachment to its application — a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

- "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200.
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- Other Audit & Agency (list type of audit):
- None (if none, skip to question 13)

11. Most Recent Audit Report Issued:  Within the last 12 months  Within the last 2 years  Over 2 years ago  N/A

Name of Audit Agency/Firm: Macias Gini & O'Connell LLP

**AUDITOR'S OPINION**

12. On the most recent audit, what was the auditor's opinion?

Unqualified Opinion  Qualified Opinion  Disclaimer, Going Concern or Adverse Opinions  N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 0

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$0

Were material weaknesses noted in the report or opinion?  Yes  No

13. Which of the following best describes the applicant entity's accounting system:

Manual  Automated  Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

Yes  No  Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

Yes  No  Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

Yes  No  Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Not Sure

**PROPERTY STANDARDS AND PROCUREMENT STANDARDS**

20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that – (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system ( <a href="http://www.sam.gov">www.sam.gov</a> ) for suspended or debarred sub-grantees and contractors, prior to award?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Not Sure

**TRAVEL POLICY**

24. Does the applicant entity: (a) maintain a standard travel policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (b) adhere to the Federal Travel Regulation (FTR)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--

**SUBRECIPIENT MANAGEMENT AND MONITORING**

25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award – (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Sure  <input checked="" type="checkbox"/> N/A – Applicant does not make subawards under any OJP awards.
---	---



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

Yes  No  Not Sure  
 N/A - Applicant does not make subawards under any OJP awards.

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

Yes  No  Not Sure  
 N/A - Applicant does not make subawards under any OJP awards.

**DESIGNATION AS "HIGH-RISK" BY OTHER FEDERAL AGENCIES**

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

Yes  No  Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

Phone:

Email:

(d) Reason for "high risk" status, as set out by the federal agency:

**CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY**

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: **M. Catherine McGuire**

Date: **2018-05-04**

Title:  Executive Director  Chief Financial Officer  Chairman

Other:

Phone: **(415) 837-7209**



APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION		3. DATE RECEIVED BY STATE	State Application Identifier
Application Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name City And County of San Francisco		Organizational Unit SFPD Criminalistics Laboratory	
Address 1245 3rd Street San Francisco, California 94158-2134		Name and telephone number of the person to be contacted on matters involving this application Leung, Patrick (415) 837-7213	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 94-6000417		7. TYPE OF APPLICANT County	
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY National Institute of Justice	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.741 CFDA TITLE: DNA Backlog Reduction Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT FY 2018 DNA Capacity Enhancement and Backlog Reduction Program - San Francisco	
12. AREAS AFFECTED BY PROJECT City and County of San Francisco			
13. PROPOSED PROJECT Start Date: January 01, 2019 End Date: December 31, 2021		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project CA12 CA14	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$366,678	This preapplication/application was made available to the state executive order 12372 process for review on	
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
TOTAL	\$366,678	N	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.			

Close Window

## PROJECT ABSTRACT

Proposed Start Date: January 1, 2019  
Proposed End Date: December 31, 2020  
Funding Amount Requested: \$366,678  
POC Name: Patrick Leung  
POC Email: [patrick.n.leung@sfgov.org](mailto:patrick.n.leung@sfgov.org)

The San Francisco Police Department Criminalistics Laboratory (SFPD Crime Lab) is the agency that is responsible for analyzing evidential material associated with criminal investigations for the local law enforcement agencies. The SFPD has one crime lab that primarily services the City and County of San Francisco Police Department, as well as the Sheriff's Department and other local law enforcement agencies operating within the City and County of San Francisco.

The SFPD is facing budgetary constraints related to its operational budget for equipment purchases, laboratory instruments and training. The Federal funding from this award will be used for the following goals:

1. Upgrade existing Genemapper IDX analysis software to version 1.6 to allow for Windows 10 environment and faster network speeds.
2. Purchase 10 label makers to create tube and reagent labels in screening and DNA.
3. Purchase 10 Surface Tablets for electronic note taking.
4. Purchase 10 thermomixers for DNA extraction.
5. Purchase PACE software for determining number of contributors to a mixture.
6. Purchase Mideo software for electronic notetaking in screening.
7. Providing the continuing education required for each DNA analyst.

The SFPD can expect to reduce the DNA backlog by increasing efficiency and optimizing the case turn-around time. By the end of this award period, the turn-around time is expected to be reduced to 25 days or less.

## **FY 2018 DNA Capacity Enhancement and Backlog Reduction Program**

### **PROGRAM NARRATIVE**

#### **Statement of the Problem**

The San Francisco Police Department (SFPD) Crime Laboratory faces increasing case submissions without corresponding increases to staffing and budgets to deal with the new incoming cases. Several needs of the DNA laboratory and the case work process have been identified that can be helped through utilization of 2018 DNA Capacity Enhancement and Backlog Reduction funds.

The Forensic Biology unit requires upgrading of its DNA analysis software, Genemapper IDX. The current version (1.5) only runs on Windows 7, which will no longer be supported by the SFPD Information Technology Division. One server license, fourteen client upgrade licenses and three new client licenses will be required. This purchase will enable the lab to use the latest operating systems and migrate to a consistent platform that will be supported by the SFPD Information Technology Division.

Grant funds will be used to purchase Probabilistic Assessment for Contributor Estimation (PACE) software to determine number of contributors to a mixture. Currently, one of the greatest challenges to interpreting mixtures is determining the number of contributors confidently and accurately. PACE software is able to perform this function and will increase the efficiency and quality of mixture interpretation.

Ten label makers will be purchased to allow each analyst and workstation to be equipped with a label maker for tubes and reagents. The additional label makers will reduce wait times and improve turnaround times for cases. Ten thermomixers will be purchased to heat and gently

agitate samples for DNA extraction. Ten Surface tablets and Mideo Caseworks software will be purchased to facilitate paperless note-taking in screening and DNA workflows.

Federal law mandates 8 hours of continuing education for each DNA analyst. Funds will be used to provide each DNA analyst with 8 hours of continuing education.

### **Project Design and Implementation**

The Federal funding from this award will be used for the following goals:

1. Upgrade existing Genemapper IDX analysis software to version 1.6 to allow for Windows 10 environment that will be supported by SFPD IT Division.
2. Purchase 10 label makers to create tube and reagent labels in screening and DNA work flow.
3. Purchase 10 Surface Tablets for electronic note-taking.
4. Purchase 10 thermomixers for DNA extraction.
5. Purchase PACE software for determining number of contributors to a mixture.
6. Purchase Mideo software for electronic notetaking in screening.
7. Providing the continuing education required for each DNA analyst.

#### Goal 1:

The DNA laboratory requires Genemapper IDX to analyze STR data generated from the capillary electrophoresis instruments. The current version of Genemapper IDX (1.5) will not run on any operating systems beyond Windows 7. The SFPD Information Technology (IT) Division is mandating computers move away from Windows 7 to Windows 10 to improve network speeds. Genemapper IDX 1.6 will operate on Windows 10 and allow the DNA section to become compliant with the SFPD IT Division's mandate to upgrade. Increased network speeds will also reduce the time it takes to analyze data and in turn, decrease the time it takes to write up a DNA case.

#### Goal 2:

Ten label makers will be purchased to allow each analyst and workstation to be equipped with a label maker for tubes and reagents. The label makers provide a legible label for

microcentrifuge tubes, evidence packaging and reagents. Label makers can be a bottleneck in all the different sections of the lab. Purchase of an additional ten label makers will reduce wait times and improve turnaround times for cases.

Goal 3:

Ten Surface tablets will be purchased to allow for paperless note-taking in screening and DNA work flows. Going paperless will reduce the time taken to print worksheets and photos while examining evidence and processing samples for DNA. All notes and worksheets will be automatically uploaded into Justicetrax, a laboratory information management system.

Goal 4:

All samples for DNA extraction require a high temperature incubation and gentle agitation. Currently, the lab utilizes thermomixers for this step. As the number of samples increases, thermomixers become a choke point in the operation. The addition of ten thermomixers will alleviate any bottlenecks and allow for efficient workflow in DNA analysis.

Goal 5:

PACE software to determine number of contributors to a mixture will be purchased. Currently one of the greatest challenges to interpreting mixtures is determining the number of contributors confidently and accurately. PACE software is able to perform this function and will increase the efficiency and quality of mixture interpretation.

Goal 6:

Mideo casework software will be purchased to allow for paperless note taking in screening. Going paperless will reduce the time taken to print worksheets and photos while examining evidence. All notes and worksheets will be annotated using the Mideo software and automatically uploaded into Justicetrax.

Goal 7:

Funding will be directed to travel for training and conferences. This will benefit analysts who are actively engaged in handling, screening, and/or analysis of forensic items that may contain DNA and enhance the efficiency within the laboratory, as well as satisfy current FBI regulations regarding a minimum of 8 hours continuing education for analysts. This encompasses all DNA criminalist classifications. Once the grant is approved, funds will be used for the identified training opportunities.

There are no anticipated increases in DNA submissions that would be expected to significantly impact the DNA laboratory's backlog and/or capacity or the projects expected results.

**Capabilities and Competencies**

**List of Key Personnel:**

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

Grant Unit Manager: Patrick Leung, [patrick.n.leung@sfgov.org](mailto:patrick.n.leung@sfgov.org)

Grants Accountant: Fannie Yeung, [fannie.w.yeung@sfgov.org](mailto:fannie.w.yeung@sfgov.org)

Fiscal - Grants Unit

1245 3rd Street, 6th Floor

San Francisco, CA 94158

Primary POC in the DNA Laboratory:

Crime Lab Manager: Mark Powell, [mark.powell@sfgov.org](mailto:mark.powell@sfgov.org)

Criminalistics Laboratory

Police Headquarters

1245 3rd Street

San Francisco, CA 94158

**Plan for Collecting the Data Required for this Solicitation's Performance Measures**

**Responsibilities:**

The Crime Lab Manager, Mark Powell, will be responsible for collecting the data regarding casework metrics.

**Measuring Casework Metrics:**

**Turnaround time:**

When a case is submitted to the laboratory it is entered into Justicetrax. The date submitted is tracked. When the case is through review and issued to the requesting officer, the mailed date is entered into Justicetrax. The turnaround time is the difference between the two dates.

**Samples per Analyst per Month:**

Each analyst in the DNA section enters samples for DNA analysis into an Excel based tracking system. Samples cannot be processed through DNA without entering into the Excel based tracking system. The samples for each analyst are tallied for the reporting period and divided by number of months and number of analysts to determine samples analyzed per analyst per month

**Backlog:**

Backlog is defined as any case in the lab to the DNA section without a report issued 30 days later than the reporting period. Backlog is calculated by listing the number of DNA cases without a report date 30 days later than the reporting period.

## Baseline Backlog Data

<b>Casework Laboratories</b>	
Number of untested/not completed forensic biology/DNA cases on hand on January 1, 2017.	205
Number of untested/not completed forensic biology/DNA cases more than 30 days old ( <b>backlogged</b> ) on January 1, 2017.	152
Please estimate percentage of these cases that were from property crimes.	15
Number of new <b>cases</b> for forensic biology/DNA received in 2017.	937
Please estimate percentage of these <b>cases</b> that were from property crimes.	15
Total number of forensic biology/DNA <b>cases</b> completed in 2017.	1134
Please estimate percentage of these <b>cases</b> that were property crimes.	15
Forensic biology/DNA cases closed by administrative means in 2017.	3
Number of untested/not completed forensic biology/DNA cases on hand on December 31, 2017.	82
Number of untested/not completed forensic biology/DNA cases more than 30 days old ( <b>backlogged</b> ) on December 31, 2017.	7
The average number of days needed to complete (including peer review and report) non-priority forensic DNA cases for calendar year 2017. Please indicate violent crime time with a "V" and the nonviolent crime time with "NV." If the applicant cannot separate violent and nonviolent cases, give the number with no other markings.	25

### Definitions for Requested Baseline Backlog Data

**Backlogged forensic biology/DNA case**—A forensic biology/DNA case that has not been completed within 30 days of receipt in the laboratory.



**Backlogged DNA database sample**—A DNA database sample that has not been uploaded to CODIS within 30 days of receipt in the laboratory.

**Case**—analysis request for examination in one forensic investigation area (forensic biology/DNA for this purpose).

**DNA**—For the purposes of determining baseline national backlogs for casework laboratories, “DNA” will be considered to be biology screening (the location, screening, identification, and characterization of blood and other biological stains and substances) and/or DNA analysis (the identification and comparison of DNA in biological samples). For the purpose of determining baseline national backlogs for database laboratories, “DNA” will be considered the testing of DNA in biological samples collected from convicted offenders and/or arrestees, and subsequent upload to CODIS databases.

Budget Summary

**Budget Summary**

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$25,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,250
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$84,703	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$84,703
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$256,725	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$256,725
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Direct Costs</b>	<b>\$366,678</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$366,678</b>
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Costs</b>	<b>\$366,678</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$366,678</b>
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? Y/N											
No											

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MARK FARRELL  
MAYOR

CITY AND COUNTY OF SAN FRANCISCO  
POLICE DEPARTMENT  
HEADQUARTERS  
1245 3<sup>RD</sup> Street  
San Francisco, California 94158



WILLIAM SCOTT  
CHIEF OF POLICE

Friday, May 4, 2018

Department of Justice/Office of Justice Programs  
National Institute of Justice  
Office of Investigative and Forensic Sciences  
810 – Seventh Street N.W.  
Washington, DC 20531

Subject: Disclosure of High Risk Status – FY 2018 DNA Capacity  
Enhancement and Backlog Reduction Program

To Whom It May Concern:

This memo is to affirm that the San Francisco Police Department, on behalf of the City and County of San Francisco, is not currently designated high risk by another federal grant making agency.

Sincerely,

  
Patrick Leung  
Grants Manager



CITY AND COUNTY OF SAN FRANCISCO  
**POLICE DEPARTMENT**  
 HEADQUARTERS  
 1245 3<sup>RD</sup> Street  
 San Francisco, California 94158



**MARK FARRELL**  
 MAYOR

**WILLIAM SCOTT**  
 CHIEF OF POLICE

Friday May 4, 2018

Department of Justice/Office of Justice Programs  
 National Institute of Justice  
 Office of Investigative and Forensic Sciences  
 810 – Seventh Street N.W.  
 Washington, DC 20531

Subject: Disclosure of Pending Applications – FY 2018 DNA Capacity Enhancement and Backlog Reduction Program

To Whom It May Concern:

This memo is to disclose that the San Francisco Police Department, on behalf of the City of San Francisco, has a pending application to the Bureau of Justice Assistance for the FY 2018 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative that includes a request for funding to purchase the Mideo Caseworks Software that has also been requested in our application under this solicitation (listed in the Budget Worksheet under Procurement Contracts for \$100,325) solicitation. Details for the other solicitation are as follows:

Federal Agency	Solicitation Name	Point of Contact
Bureau of Justice Assistance	2018 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative (BJA-2018-13570)	<a href="mailto:grants@ncjrs.gov">grants@ncjrs.gov</a>

Sincerely,



Patrick Leung  
 Grants Manager



**MARK FARRELL**  
MAYOR

CITY AND COUNTY OF SAN FRANCISCO  
**POLICE DEPARTMENT**  
HEADQUARTERS  
1245 3<sup>RD</sup> Street  
San Francisco, California 94158



**WILLIAM SCOTT**  
CHIEF OF POLICE

Friday May 4, 2018

Department of Justice/Office of Justice Programs  
National Institute of Justice  
Office of Investigative and Forensic Sciences  
810 – Seventh Street N.W.  
Washington, DC 20531

Subject: Eligibility Statement – FY 2018 DNA Capacity Enhancement and Backlog Reduction Program

To Whom It May Concern:

The San Francisco Police Department (SFPD) Criminalistics Laboratory is an ASCLD/LAB accredited laboratory that provides forensics services for the SFPD and the District Attorney's Office. Documentation of DNA laboratory accreditation is included in our grant application. The SFPD Criminalistics Laboratory complies with the Quality Assurance Standards established by the Director of the Federal Bureau of Investigation and undergoes an external audit once every two years.

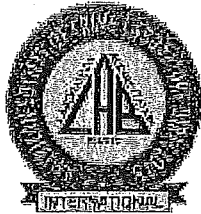
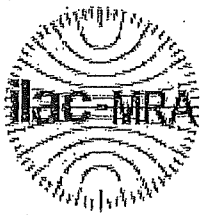
All eligible DNA profiles obtained with funding from the FY 2018 DNA Capacity Enhancement and Backlog Reduction Program will be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (NDIS).

The SFPD Criminalistics Laboratory participates in the National DNA Index System and adheres to the NDIS DNA Data Acceptance Standards for all profiles uploaded to NDIS.

The SFPD Criminalistics Laboratory acknowledges that all DNA analysis performed under this program will be maintained under applicable federal privacy requirements.

Sincerely,

Mark Powell M.Sc., F-ABC  
Crime Laboratory Manager



American Society of Crime Laboratory Directors / Laboratory Accreditation Board

ASCLD/LAB-International Program

SCOPE of ACCREDITATION

Corresponds to  
Certificate Number

ALI-393-T

Name and Address of Accredited Laboratory

Laboratory Contact Information

San Francisco Police Department  
Criminalistics Laboratory  
606 Mason Street  
San Francisco, California 94124

John Sanchez, Laboratory Director  
Phone: 415-671-3265  
Fax: 415-671-3290  
E-Mail: John.Sanchez@sfgov.org

The management and technical operations of this laboratory were assessed and found to conform with ISO/IEC 17025:2005, the ASCLD/LAB-International Supplemental Requirements for Testing Laboratories (2011) and all other requirements of the ASCLD/LAB-International program. The laboratory was found to be competent and was accredited in the following area (s):

Field of Accreditation

Forensic Science Testing

Discipline (s)

- 3.0 Biology
- 4.0 Trace Evidence
- 5.0 Firearms/Toolmarks
- 10.0 Other

Categories of Testing:

- 3.1 DNA - Nuclear
- 3.3 Body Fluid Identification
- 4.4 Gunshot Residue
- 5.1 Firearms
- 5.2 Toolmarks
- 10.1 Impression Evidence (footwear/tires)
- 10.2 Serial Number Restoration

Note: In this laboratory, testing categories 10.1 and 10.3 are considered part of the Firearms / Toolmarks discipline.

Customers Served: The San Francisco Police Department Criminalistics Laboratory is a local government laboratory that provides services and assistance to law enforcement agencies in and around San Francisco, California.

Accreditation Dates

Date Granted: August 17, 2015  
Date Expires: August 16, 2019  
Date Last Updated: March 28, 2016

Pamela L. Bordner  
Executive Director  
ASCLD/LAB



## American Society of Crime Laboratory Directors Laboratory Accreditation Board

*declares to all Advocates of Truth, Justice and the Law that the  
management and technical operations of the*

### San Francisco Police Department Criminalistics Laboratory

850 Bryant Street  
San Francisco, California 94103

*have been found through assessment to meet the requirements of  
ISO/IEC 17025:2005*

*"General Requirements for the Competence of Testing and Calibration Laboratories"  
the ASCLD/LAB-International Supplemental Requirements for Testing Laboratories: 2011  
and all other requirements of the*

### ASCLD/LAB-International

*program, and is granted this*

## Certificate of Accreditation

*in the field of*

### Forensic Science Testing

*for the categories of testing listed on the corresponding  
Scope of Accreditation*

*David Coffman*

David Coffman, ASCLD/LAB Chair

*John P. Neuner*

John P. Neuner, Executive Director

*Laurel J. Farrell*

Laurel J. Farrell, Senior Accreditation Program Manager

*Troy Haselin*

Troy Haselin, Accreditation Program Manager-Testing

Certificate Number

ALI-393-T

*granted this*

17th day of August, 2015

*which expires on the*

16th day of August, 2019



**MARK FARRELL**  
MAYOR

CITY AND COUNTY OF SAN FRANCISCO  
**POLICE DEPARTMENT**  
HEADQUARTERS  
1245 3<sup>RD</sup> Street  
San Francisco, California 94158



**WILLIAM SCOTT**  
CHIEF OF POLICE

Friday, May 4, 2018

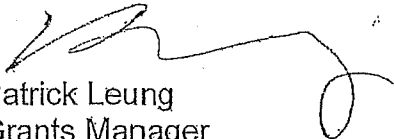
Department of Justice/Office of Justice Programs  
National Institute of Justice  
Office of Investigative and Forensic Sciences  
810 – Seventh Street N.W.  
Washington, DC 20531

Subject: Certification of Non-Supplanting – FY 2018 DNA Capacity  
Enhancement and Backlog Reduction Program

To Whom It May Concern:

This memo is to certify that the San Francisco Police Department, on behalf of the City of San Francisco, will use the Federal Funds from the FY 2018 DNA Capacity Enhancement and Backlog Reduction Program to supplement existing State and local funds for program activities and will not supplant those funds that have been appropriated for the same purpose.

Sincerely,

  
Patrick Leung  
Grants Manager





MARK FARRELL  
MAYOR

CITY AND COUNTY OF SAN FRANCISCO  
**POLICE DEPARTMENT**  
HEADQUARTERS  
1245 3<sup>RD</sup> Street  
San Francisco, California 94158



WILLIAM SCOTT  
CHIEF OF POLICE

Friday, May 4, 2018,

Department of Justice/Office of Justice Programs  
National Institute of Justice  
Office of Investigative and Forensic Sciences  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531

Subject: Declaration of Project Income – FY 2018 DNA Capacity Enhancement and Backlog Reduction Program

To Whom It May Concern:

This memo is to confirm that the San Francisco Police Department, on behalf of the City and County of San Francisco, does not plan or intend to generate project income for activities from activities funded by the FY 2018 DNA Capacity Enhancement and Backlog Reduction Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick Leung", with a long horizontal stroke extending to the right.

Patrick Leung  
Grants Manager

## The National Institute of Justice Grants Programs Checklist

### Instructions:

1. Complete the following information below: Applicant Name, Point of Contact Name, POC signature, Date Submitted, Application/Grant Number, and Grant Program.
2. Complete the Grants Programs Checklist, starting on page 2.
3. Return this document in electronic format with your application.

**Applicant Name:** San Francisco Police Department

**Point of Contact Name:** Patrick Leung

**POC signature:**

**Date Submitted:** 5/4/18

**Application/Grant Number:** NIJ-2018-13781

**Grant Program:** FY 2018 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program

**TCG Technical Recommendation:**

**NIJ Approval:**

## National Institute of Justice Grants Program Checklist

Resource	Concern	Yes or No	Comments
Air Quality	Does the project comply with state air quality standards for all criteria pollutants?	Yes	No emissions will be generated as a result of proposed grant spending
	Is the project located in an area designated by the EPA as in attainment for the seven criteria pollutants?	No	PM2.5 is moderate, 8-hr Ozone is Marginal for San Francisco Bay Area
	Would the action produce minimal emissions (100 tons per year or less for each of the seven criteria pollutants and/or does not exceed 10% of an area's total emissions)?	Yes	No emissions will be generated as a result of proposed grant spending
	Would potential exposure to chemical emissions in a laboratory be controlled through the use of a biological hood?	Yes	All chemicals requiring use of a hood are processed in a fume hood. However, no proposed grant spending will lead to increased chemical processing in hoods, in fact, <del>proposed grant spending will reduce reliance on fume</del> <input checked="" type="checkbox"/>
	Would the project only produce emissions that do not impede the area's conformity with the State Implementation Plan under the Clean Air Act?	Yes	No emissions will be generated as a result of proposed grant spending

### Significance Criteria

*An impact would be considered significant if pollutant emissions result in exposure of people, wildlife, or vegetation to ambient air that does not meet the standards established under the Clean Air Act, or interfere with state ambient air quality standards.*

Resource	Concern	Yes or No	Comments
Geology, Topography, Soils (includes Farmland Protection)	Would there be compliance with local soil erosion mitigation measures in construction and renovation projects?	Yes	No renovations or construction in proposed grant spending
	Would the project avoid erosion and deposition, compacting soils in fragile environments, or altering the character of soils over a large area?	Yes	No renovations or construction in proposed grant spending
	Would the project comply with the Farmland Protection Policy Act?	Yes	No renovations or construction in proposed grant spending

### Significance Criteria

*An action would cause a significant impact if soil erosion produced gullyng, damage to vegetation, or a sustained increase in sedimentation in streams. This includes a substantial loss of soil, and/or a substantial decrease in soil stability and permeability. Also, significant impacts can occur when soils are substantially disrupted, displaced, compacted or covered over. An action would also constitute a significant impact if the action caused ground fracturing, folding, subsidence, or instability. Impacts associated with soil contamination would be significant if the affected area was no longer able to support its current function or vegetative cover.*

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Resource	Concern	Yes or No	Comments
Water Resources (Water Quality, Surface Water, Wetlands, Floodplains, Coastal Barrier Resources, Wild and Scenic Rivers)	Would project activities avoid contamination, sedimentation, or otherwise significantly affecting the water quality or hydrology of a nearby surface water body?	Yes	Any waste, chemical or biological, generated is properly disposed of.
	Would changes to surface water quality or hydrology be confined to the immediate project area?	Yes	Any waste, chemical or biological, generated is properly disposed of.
	Does the project ensure that local and state regulations concerning stormwater runoff are followed?	Yes	Any waste, chemical or biological, generated is properly disposed of. <input checked="" type="checkbox"/>
	During construction activities, would all state, local, and tribal regulations concerning erosion controls, runoff abatement, and vegetation removal be followed?	Yes	Any waste, chemical or biological, generated is properly disposed of.
	During construction activities, would proper hazardous spill procedures be in place to minimize impacts of spills on water quality?	Yes	No construction is proposed for this grant.
	Would the project avoid affecting a designated Wild and Scenic River in any manner?	Yes	Any waste, chemical or biological, generated is properly disposed of.
	Would the project avoid affecting any portion of a 100-year or 500-year floodplain or jurisdictional wetland?	Yes	No construction is proposed for this grant.
<b>Significance Criteria</b>			
<i>Impacts on water resources would be considered significant if effluent or pollutant emissions result in exposure of people, wildlife, or vegetation to surface or ground waters that do not meet the standards established under the Clean Water Act, or interfere with state water quality standards.</i>			
<i>An action would cause a significant impact on wetlands and floodplains if the soil structure, hydrology or the vegetation of more than ¼ acre (1/10 ha) of a wetland would be altered, or a floodplain area is altered enough to present a reasonable flood danger to the area, causes the degradation or loss of habitat for populations indigenous to the floodplain area, or prohibits farming activities.</i>			
Resource	Concern	Yes or No	Comments
Natural Environment (Wildlife, Wildlife Habitat, and Vegetation)	Would the project avoid causing more than a short-term change in the composition, structure, or density of vegetation?	Yes	Proposed grant spending will have no impact on vegetation.
	Would the project avoid causing more than temporary disturbance or relocation of wildlife?	Yes	Proposed grant spending will have no impact on wildlife.
	Would the project avoid impacting current or future wildlife or vegetation biodiversity or species composition?	Yes	Proposed grant spending will have no impact on vegetation diversity or species composition

	Would the project insure that the potential for the establishment of non-native plant species within disturbed areas created by this project would be minimal?	Yes	Proposed grant spending will have no impact on vegetation.
	Would project construction occur in an area other than a unique or sensitive plant community?	Yes	No construction is proposed for this grant.
	Would the project avoid extirpating any plants or animals from the project area?	Yes	Proposed grant spending will have no impact on vegetation or wildlife. <input checked="" type="checkbox"/>
<b>Significance Criteria</b>			
<i>An action would cause a significant impact if any changes to native vegetation extend beyond a small area and affect the viability of a plant species population or vegetation community. Full recovery would not occur in a reasonable time, considering the size of the project and the affected resource's natural state.</i>			
<i>An action would cause a significant impact if any changes affect a large portion of a wildlife population and the viability of that population. Full recovery would not occur in a reasonable time, considering the size of the project and the affected species' natural state.</i>			
<i>An action would cause a significant impact if the degradation or loss of habitat is sufficient to cause native wildlife populations to leave or avoid the area.</i>			
Resource	Concern	Yes or No	Comments
<b>Endangered Species</b>	Would the project avoid impacts on T&E species or critical habitat?	Yes	Proposed grant spending will have no impact on vegetation or wildlife.
	Is the project area free of any Federal or state listed T&E species or critical habitat, as determined by consultation with FWS or NMFS?	Yes	There is no proposed project area that could impact habitat or species.
	Would the project avoid impacting any areas in or adjacent to habitat for rare, threatened, or endangered species?	Yes	There is no proposed project area that could impact habitat or species.
	If the project is expected to adversely affect a listed species, would mitigation measures be employed that would successfully avoid such effects?	Yes	There is no proposed project area that could impact habitat or species.
<b>Significance Criteria</b>			
<i>Any effect to a federally listed species or its critical habitat would be so small that it would not be of any measurable or perceptible consequence to the protected individual or its population. This effect would equate to a "no effect" or "not likely to adversely affect" determination in U.S. Fish and Wildlife Service terms. Anything else would be considered significant.</i>			

Resource	Concern	Yes or No	Comments
Historic Preservation	Is the project site free of any historic structures, archeological concerns, or other cultural resource issues, as determined by consultation with the SHPO?	Yes	There is no proposed project area that includes historical concerns.
	Would the project avoid affecting any NRHP listed properties, or properties that are eligible for listing?	Yes	There is no proposed project area that includes historical concerns. <input checked="" type="checkbox"/>
	Would the project occur within an existing facility that is not considered historic, as determined by consultation with the SHPO?	Yes	There is no proposed project area that includes historical concerns.
	If project activities are determined to impact cultural resources as defined by Section 106, would mitigation steps as outlined in Section 106 be followed?	Yes	There is no proposed project area that includes historical concerns.
	Would renovation projects exclude historic buildings?	Yes	There is no proposed project area that includes <input checked="" type="checkbox"/>
<b>Significance Criteria</b>			
<i>An impact would be significant if an effect occurs that may diminish the integrity of, cause a substantial adverse change in the significance of, or directly or indirectly destroy a cultural resource. This effect would equate to an "adverse effect" determination for purposes of Section 106.</i>			
Resource	Concern	Yes or No	Comments
Land Use	Would the project comply with local zoning and development ordinances (apply for rezoning if needed)?	Yes	There is no proposed project area that could impact land use. <input checked="" type="checkbox"/>
	Would the project comply with local comprehensive and development plans?	Yes	There is no proposed project area that could impact land use. <input checked="" type="checkbox"/>
	Would the project obtain necessary building and occupancy permits from local authorities?	Yes	There is no proposed project area that could impact land use. <input checked="" type="checkbox"/>
<b>Significance Criteria</b>			
<i>An impact would be significant if a proposed action conflicts with any Federal, regional, State, or local land use plans. If land use patterns are changed in the immediate project area due to a proposed action, the impact would also be considered significant.</i>			
Resource	Concern	Yes or No	Comments
Human Population (Socioeconomics and Environmental Justice)	Would the project avoid appreciably changing the total population or demographics of the population, housing demand or employment levels, or property values?	Yes	There is no proposed project area that could impact total population or demographics.
	Would the project avoid increasing human infrastructure requirements (i.e., new workers need housing and consume additional community resources such as water, electricity, roadways, open space, etc.)?	Yes	There is no proposed project area that could impact total population or demographics.

	Would the project avoid displacing existing residents or workers from their homes and communities?	Yes	There is no proposed project area that could impact total population or demographics.
	Would the action avoid areas that have a high proportion of minority residents or residents living below the poverty level?	Yes	There is no proposed project area that could impact total population or demographics.
	If it does occur in such an area, would the grantee ensure that low-income households are not adversely impacted by the project?	Yes	There is no proposed project area that could impact total population or demographics.
	Would environmentally unsafe, unpleasant, or noxious conditions for nearby populations, including release of contaminants into air or water, increased levels of traffic or noise occur only during the period of construction?	Yes	There is no proposed project area that could impact total population or demographics.

#### Significance Criteria

*A change of more than 2 percent of the previously projected level of local employment, population, or gross domestic product would be considered a significant impact on socioeconomics. Also, if school populations decrease by more than 2 percent, revenues decrease by more than 2 percent, and if vacancy rate increases by more than 2 percent, that would constitute a significant impact.*

*A significant impact on environmental justice would occur if a disproportionate amount of minority and/or low-income populations were adversely affected by the project.*

Resource	Concern	Yes or No	Comments
Noise	Would project activities avoid noise impacts to sensitive receptors?	Yes	There is no proposed project area that could produce noise.
	If noise levels during construction projects exceed existing background sounds temporarily, would the project insure that they do not exceed applicable noise standards?	Yes	There is no proposed project area that could produce noise.
	Would operation of a newly constructed facility avoid producing noise levels that would disturb people or displace wildlife?	Yes	There is no proposed project area that could produce noise.

#### Significance Criteria

*Sounds levels of 65 dBA are considered annoying to most individuals, while constant or repeated exposure to sounds of 90 dBA or higher can lead to significant impacts. Noise levels are significant if they exceed ambient noise level standards determined by the federal, state, and/or local governments. An impact would be considered significant if there is sustained exposure of sensitive receptors to a DNL of greater than 65 dBA.*

Resource	Concern	Yes or No	Comments
Energy	Would the demand on the region's energy supply be negligible (for projects occurring within existing facilities that may require additional energy)?	Yes	No additional energy demands are required for proposed grant spending.
	Would the project comply with regulations for electricity and gas provisions?	Yes	No additional energy demands are required for proposed grant spending. <input checked="" type="checkbox"/>
	Would the project avoid the wasteful, inefficient and unnecessary consumption of energy?	Yes	No additional energy demands are required for proposed grant spending. <input checked="" type="checkbox"/>
<b>Significance Criteria</b>			
<i>Significant impacts to energy would occur if a proposed project were to create a substantial increase in the level of demand for energy supplies and/or use energy in a wasteful, inefficient, excessive or unnecessary manner.</i>			
Resource	Concern	Yes or No	Comments
Solid Waste Management	Would any solid (or liquid) waste that is created by the project, including hazardous waste and construction debris, be disposed of properly?	Yes	Any waste, chemical or biological, generated is properly disposed of.
	Would laboratories maintain safe and adequate storage and disposal procedures for hazardous waste and chemicals?	Yes	Any waste, chemical or biological, generated is properly disposed of.
<b>Significance Criteria</b>			
<i>An action would cause a significant impact if it would increase the generation of solid or hazardous waste beyond the capacity to safely handle and dispose of that waste.</i>			
Resource	Concern	Yes or No	Comments
Transportation	Would the project avoid generating new traffic over the long-term?	Yes	There is no proposed project area that could impact transportation. <input checked="" type="checkbox"/>
	Would the project avoid creating an additional need for parking?	Yes	There is no proposed project area that could impact transportation. <input checked="" type="checkbox"/>
	Would the project avoid short- or long-term decreases in the level of service of a roadway?	Yes	There is no proposed project area that could impact transportation. <input checked="" type="checkbox"/>
	Would the project ensure unrestrained movement of emergency vehicles?	Yes	There is no proposed project area that could impact transportation. <input checked="" type="checkbox"/>
	Would the project avoid conflicts with planned transportation projects or adopted public transportation policies?	Yes	There is no proposed project area that could impact transportation.



	Would the project avoid causing noticeable deterioration of local roadway surfaces?	Yes	There is no proposed project area that could impact transportation. 
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**Significance Criteria**

*A significant impact to transportation would be a traffic increase which is predicted to upset the normal flow of traffic, create the need for major road repair as a result of the action, or generate traffic levels requiring the expansion of existing roadways or facilities.*

Resource	Concern	Yes or No	Comments
State Environmental Policy Act	Would the project occur in states <u>other than</u> Arkansas, California, Connecticut, District of Columbia, Georgia, Guam, Hawaii, Indiana, Maryland, Massachusetts, Minnesota, Montana, Nevada, New Jersey, New York, North Carolina, Puerto Rico, South Dakota, Virginia, Washington, or Wisconsin? If so, the project would not require compliance with a state environmental policy act.	No	
Intergovernmental Review and Other Federal Agency Reaction to the Project	Would grantees partnering with other federal agencies, or whose project may affect another federal agency consult and coordinate with that entity and conduct intergovernmental review as necessary?	Yes	
Cumulative Impacts	Would cumulative impacts be less than significant for all resources affected by the project?	Yes	

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**Assurances and Certifications**

[Overview](#)

To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

[Applicant Information](#)

[Project Information](#)

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

[Budget and Program Attachments](#)

1. [Assurances](#)
2. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.](#)

[Assurances and Certifications](#)

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If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

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*Prefix	Mr.
Name Prefix:(Other)	
*First Name	William
Middle Initial (if any)	
*Last Name	Scott
Suffix	
Name Suffix:(Other)	
*Title	Chief of Police
*Address Line 1	1245 3rd Street
Address Line 2	
*City	San Francisco
County	
*State	California
*Zip Code	94158-2134
*Phone	415-837-7000 Ext :
Fax	--
*E-mail	sfpdchief@sfgov.org

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.



**NIJ FY18 DNA Capacity Enhancement and Backlog Reduction  
(CEBR) Program (Formula) 2018-01095-CA-DN**



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<b>APPLICATION FOR FEDERAL ASSISTANCE</b>	<b>2. DATE SUBMITTED</b> May 05, 2018	<b>Applicant Identifier</b>
<b>1. TYPE OF SUBMISSION</b> Application Non-Construction	<b>3. DATE RECEIVED BY STATE</b>	<b>State Application Identifier</b>
	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	<b>Federal Identifier</b>
<b>5. APPLICANT INFORMATION</b>		
<b>Legal Name</b> City And County of San Francisco		<b>Organizational Unit</b> SFPD Criminalistics Laboratory
<b>Address</b> 1245 3rd Street San Francisco, California 94158-2134		<b>Name and telephone number of the person to be contacted on matters involving this application</b>  Leung, Patrick (415) 837-7213
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN)</b> 94-6000417		<b>7. TYPE OF APPLICANT</b> County
<b>8. TYPE OF APPLICATION</b> New		<b>9. NAME OF FEDERAL AGENCY</b> National Institute of Justice
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE</b>  NUMBER: 16.741 CFDA TITLE: DNA Backlog Reduction Program		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT</b>  FY 2018 DNA Capacity Enhancement and Backlog Reduction Program - San Francisco
<b>12. AREAS AFFECTED BY PROJECT</b> City and County of San Francisco		
<b>13. PROPOSED PROJECT</b> Start Date: January 01, 2019 End Date: December 31, 2021		<b>14. CONGRESSIONAL DISTRICTS OF</b>  a. Applicant b. Project CA12 CA14
<b>15. ESTIMATED FUNDING</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>  This preapplication/application was made available to the state executive order 12372 process for review on 05/01/2018
Federal	\$366,678	
Applicant	\$0	
State	\$0	
Local	\$0	
Other	779 \$0	

Program Income	\$0	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>
TOTAL	\$366,678	
		N
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.</b>		

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1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City and County of San Francisco 1245 3rd Street San Francisco, CA 94158		4. AWARD NUMBER: 2018-DN-BX-0072	
		5. PROJECT PERIOD: FROM 01/01/2019 TO 12/31/2020 BUDGET PERIOD: FROM 01/01/2019 TO 12/31/2020	
2a. GRANTEE IRS/VENDOR NO. 946000484		6. AWARD DATE 09/04/2018	7. ACTION Initial
2b. GRANTEE DUNS NO. 120802983		8. SUPPLEMENT NUMBER 00	
3. PROJECT TITLE FY 2018-DNA Capacity Enhancement and Backlog Reduction Program		9. PREVIOUS AWARD AMOUNT \$ 0	
		10. AMOUNT OF THIS AWARD \$ 366,678	
		11. TOTAL AWARD \$ 366,678	
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 FY18(NJI - S&LLEA DNA/Other Forensics) Pub: L. No. 115-141, 132 Stat, 348, 421; Pub. L. No. 114-324, section 3(a); 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  Laura L. Rogers Acting Principal Deputy Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL  William Scott Chief of Police	
17. SIGNATURE OF APPROVING OFFICIAL  <i>Laura L. Rogers</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL  <i>William Scott</i>	19A. DATE  9/25/18
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 366678		21. TDNSGT0059	

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

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



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PROJECT NUMBER 2018-DN-BX-0072

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*SPECIAL CONDITIONS*

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable, such provision shall be deemed severable from this award.

2. 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 DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2018 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2018 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), 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 FY 2018 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

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.



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PROJECT NUMBER 2018-DN-BX-0072

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*SPECIAL CONDITIONS*

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

5. 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, 2016, 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, 2016, 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 <https://www.ojp.gov/training/fints.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.

6. 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.





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*SPECIAL CONDITIONS*

7. 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 the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://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 <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This 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).

9. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

10. 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 <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

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*SPECIAL CONDITIONS*

11. 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 <https://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.

12. 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 <https://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.

13. 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 "DOJ Grants Financial Guide").

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

The recipient must collect and maintain data that measure the performance and effectiveness of work 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 of 2010, and other applicable laws.

15. 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 <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

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16. 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.

17. Potential imposition of additional requirements

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.

18. 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.

19. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

20. 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.

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 <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.



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21. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP 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. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

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 these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

22. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2018)

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, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.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.

23. 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, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (2) 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 <https://oig.justice.gov/hotline>.

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

The recipient (and any subrecipient at any tier) 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.

26. 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.

27. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

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28. 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 34 U.S.C. section 12592(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 20 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.

29. 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 grant 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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30. 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 2018 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 2018 award, above and beyond those that can be analyzed or reviewed using funds from other sources.

31. 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 2018 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 2018 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.

32. 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 grant manager for the award within ten (10) business days of implementation of the change.
33. 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.)
34. 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 <https://www.gsa.gov/forms-library/federal-financial-report>), 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.
35. 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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36. Semiannual progress report narratives

The recipient agrees that its semiannual progress report narratives will include the following: (1) a summary of project goals for the fiscal year 2018 grant; (2) the grant activities performed during the reporting period; (3) the effects of such grant activities toward achieving each project goal for the fiscal year 2018 grant; (4) a description of any observed increases in evidence submissions; and (5) a description of any issues that may negatively impact project goals for the fiscal year 2018 grant.

If it (or any subrecipient) expends any amounts under the award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA casework samples or DNA database samples during the reporting period, the recipient understands and agrees that it will include in its semiannual progress report narrative (as a separately-designated section entitled, "Private Laboratory Expenditures During this Semiannual Report Period") a list specifying each such private laboratory and the total amounts the recipient (or any subrecipient) expended for such procurement contracts per laboratory during the reporting period. If applicable, the recipient must state in its report narrative with respect to any reporting period during which no such expenditures occurred that it did not expend (nor did any subrecipient expend) any amounts under the award on such procurement contracts. The recipient agrees to take any necessary steps to ensure that reports of such procurement contract expenditures (with respect to the recipient and any subrecipient) are fully supportable by documentation and consistent with expenditures as reported on quarterly financial status reports the recipient submits to OJP.

Final progress report

The recipient agrees to submit a final report, at the end of this award, documenting all relevant project activities during the entire period of performance under this award. This report will include the following: a summary and assessment of the program carried out with the fiscal year 2018 grant, which shall include a comparison of pre-grant and post-grant DNA-forensic capacity and take into account cumulative performance measure data.

The recipient agrees that it will include in its final report a report on any amounts it (or any subrecipient) expended under the award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA casework samples or DNA database samples that it did not include in any previously-submitted semiannual progress report, in order to ensure that it submits such information to OJP that covers the entire period of performance under this award.

The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.

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37. 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 at the same time that it submits its semiannual progress reports. These semiannual performance data will be submitted to the Office of Justice Programs, on-line through the Internet at <https://ojpsso.ojp.gov/>. 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 90 days of receipt in the laboratory.

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

38. 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 at the same time that it submits its semiannual progress reports. These semiannual performance data will be submitted to the Office of Justice Programs, on-line through the Internet at <https://ojpsso.ojp.gov/>. 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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39. Final performance measure data reporting.

The recipient agrees to submit applicable performance measure data at the same time that it submits its final report. These final performance data will be submitted to the Office of Justice Programs, on-line through the Internet at <https://ojpsso.ojp.gov/>. 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.

40. 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.

41. To assist in information sharing, the award recipient shall provide the NIJ grant 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.

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42. The recipient shall transmit to the NIJ grant 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.

43. 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.

44. Copyright; Data rights

The recipient acknowledges that 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.

45. 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.

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*SPECIAL CONDITIONS*

46. 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.

47. 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.

48. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") 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 (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$25,000, or (2) an award 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).

49. 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.



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

**AWARD CONTINUATION  
SHEET**  
**Grant**

PAGE 17 OF 17

PROJECT NUMBER 2018-DN-BX-0072

AWARD DATE 09/04/2018

*SPECIAL CONDITIONS*

50. Withholding of funds: Disclosure of pending applications.

The recipient may not obligate, expend, or draw down any award funds until: (1) it has provided to the grant manager for this OJP award either an "applicant disclosure of pending applications" for federal funding or a specific affirmative statement that no such pending applications (whether direct or indirect) exist, in accordance with the detailed instructions in the program solicitation, (2) OJP has completed its review of the information provided and of any supplemental information it may request, (3) the recipient has made any adjustments to the award that OJP may require to prevent or eliminate any inappropriate duplication of funding (e.g., budget modification, project scope adjustment), (4) if appropriate adjustments to a discretionary award cannot be made, the recipient has agreed in writing to any necessary reduction of the award amount in any amount sufficient to prevent duplication (as determined by OJP), and (5) a Grant Adjustment Notice has been issued to remove this condition.

51. Withholding of funds: Disclosure of lobbying

The recipient may not obligate, expend, or draw down any funds under this award until it has provided to the grant manager for this OJP award a complete Disclosure of Lobbying Activities (SF-LLL) form, and OJP has issued a Grant Adjustment Notice to remove this special 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:** Steven Schuetz, Physical Scientist  
**Subject:** Environmental Assessment for City and County of San Francisco

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.



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

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

**Grant**

PROJECT NUMBER  
2018-DN-BX-0072

PAGE 1 OF 1

This project is supported under FY18(NIJ - S&LLEA DNA/Other Forensics) Pub. L. No. 115-141, 132 Stat. 348, 421; Pub. L. No. 114-324, section 3(a); 28 USC 530C

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

Shelia Anderson  
(202) 307-5546

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

Patrik Leung  
Grants Manager  
1245 3rd Street  
San Francisco, CA 94158-2134  
(415) 837-7213

**3a. TITLE OF THE PROGRAM**

NIJ FY18 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program (Formula)

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

**4. TITLE OF PROJECT**

FY 2018 DNA Capacity Enhancement and Backlog Reduction Program

**5. NAME & ADDRESS OF GRANTEE**

City and County of San Francisco  
1245 3rd Street  
San Francisco, CA 94158

**6. NAME & ADDRESS OF SUBGRANTEE**

**7. PROGRAM PERIOD**

FROM: 01/01/2019 TO: 12/31/2020

**8. BUDGET PERIOD**

FROM: 01/01/2019 TO: 12/31/2020

**9. AMOUNT OF AWARD**

\$ 366,678

**10. DATE OF AWARD**

09/04/2018

**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 San Francisco Police Department Criminalistics Laboratory (SFPD Crime Lab) is the agency that is responsible for analyzing evidential material associated with criminal investigations for the local law enforcement agencies. The SFPD has one crime lab that primarily services the City and County of San Francisco Police Department, as well as the Sheriff's Department and other local law enforcement agencies operating within the City and County of San Francisco.

The SFPD is facing budgetary constraints related to its operational budget for equipment purchases, laboratory instruments and training. The Federal funding from this award will be used for the following goals:

1. Upgrade existing Genemapper IDX analysis software to version 1.6 to allow for Windows 10 environment and faster network speeds.
2. Purchase 10 label makers to create tube and reagent labels in screening and DNA.



3. Purchase 10 Surface Tablets for electronic note taking.
4. Purchase 10 thermomixers for DNA extraction.
5. Purchase PACE software for determining number of contributors to a mixture.
6. Purchase Mideo software for electronic notetaking in screening.
7. Providing the continuing education required for each DNA analyst.

The SFPD can expect to reduce the DNA backlog by increasing efficiency and optimizing the case turn-around time. By the end of this award period, the turn-around time is expected to be reduced to 25 days or less.

NCA/NCF



The Police Commission  
CITY AND COUNTY OF SAN FRANCISCO

December 14, 2018

Honorable Board of Supervisors  
City Hall, Room 244  
#1 Dr. Carlton B. Goodlett Pkce  
San Francisco, CA 94102

Dear Honorable Supervisors:

At the meeting of the Police Commission on Wednesday, December 12, 2018, the following resolution was adopted:

THOMAS MAZZUCCO  
Vice President  
PETRA DeJESUS  
Commissioner  
ROBERT M. HIRSCH  
Commissioner  
JOHN HAMASAKI  
Commissioner  
CINDY ELIAS  
Commissioner  
DIONJAY BROOKTER  
Commissioner  
DAMALI TAYLOR  
Commissioner

Sergeant Rachael Kilshaw  
Secretary

**RESOLUTION NO. 18-91**

**APPROVAL OF THE REQUEST OF THE CHIEF OF POLICE TO RECOMMEND THAT THE BOARD OF SUPERVISORS ADOPT A RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO ACCEPT AND EXPEND AN INCREASE TO FY 2018 DNA CAPACITY ENHANCEMENT AND BACKLOG REDUCTION PROGRAM GRANT FUNDS IN THE AMOUNT OF \$61,170 FOR A TOTAL OF \$366,678 FROM THE U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, NATIONAL INSTITUTE OF JUSTICE TO BE USED TO UPGRADE SOFTWARE, PURCHASE LABORATORY EQUIPMENT, AND PROVIDE CONTINUING EDUCATION TRAINING FOR DNA ANALYSTS DURING THE PROJECT PERIOD OF JANUARY 1, 2019 THROUGH DECEMBER 31, 2020**

RESOLVED, that the Police Commission hereby approves the request of the Chief of Police to recommend that the Board of Supervisors adopt a resolution authorizing the Chief of Police to accept and expend an increase to FY 2018 DNA Capacity Enhancement and Backlog Reduction Program grant funds in the amount of \$61, 170 for a total of \$366,678 from the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice to be used to upgrade software, purchase laboratory equipment, and provide continuing education training for DNA analysts during the project period of January 1, 2019 through December 31, 2020.

AYES: Commissioners Mazzucco, DeJesus, Hirsch, Elias, Hamasaki, Brookter, Taylor

Very truly yours,

Sergeant Rachael Kilshaw  
Secretary  
THE POLICE COMMISSION

949/rct  
cc: Grants Unit



LONDON N. BREED  
MAYOR

CITY AND COUNTY OF SAN FRANCISCO  
POLICE DEPARTMENT  
HEADQUARTERS  
1245 3<sup>RD</sup> Street  
San Francisco, California 94158



WILLIAM SCOTT  
CHIEF OF POLICE

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: San Francisco Police Department  
DATE: December 6, 2018  
SUBJECT: Accept and Expend Resolution for Subject Grant  
GRANT TITLE: FY 2018 DNA Capacity Enhancement and Backlog Reduction Program

Attached please find the original\* and 1 copy of each of the following:

- X 1. Proposed grant resolution; original\* signed by Department, Mayor, Controller
- X 2. Grant information form, including disability checklist
- X 3. Grant budget
- X 4. Grant application, 115 pages
- X 5. Grant award report from funding agency, 36 pages
- N/A Ethics Form 126 (if applicable)
- N/A Contracts, Leases/Agreements (if applicable)
- X Other (Explain): San Francisco Police Commission Resolution

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted resolution:**

Name: Katherine Chiu / Patrick Leung Phone: 415-837-7210

Interoffice Mail Address: SFPD Fiscal Division  
1245 3<sup>rd</sup> Street, 6<sup>th</sup> Floor, SF, CA 94158

Certified copy required Yes  No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

# Introduction Form

By a Member of the Board of Supervisors or Mayor

2019 JUN 15 PM 1:29  
or meeting date  
328

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor [ ] inquiries"
- 5. City Attorney Request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Topic submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.**

Sponsor(s):

Stefani

Subject:

Accept and Expend Grant - U.S. Department of Justice - FY2018 DNA Capacity Enhancement and Backlog Reduction Program Grant Increase: Budget Revision - \$61,170

The text is listed:

Resolution retroactively authorizing the Police Department (SFPD) to accept and expend an increase to FY 2018 DNA Capacity Enhancement and Backlog Reduction Program grant funds in the amount of \$61,170 for a total of \$366,678 from the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice to be used to upgrade software, purchase laboratory equipment, and provide continuing education training for DNA analysts during the project period of January 1, 2019 through December 31, 2020.

Signature of Sponsoring Supervisor:

For Clerk's Use Only