



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

August 15, 2013

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

Dear Chief Beck:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 13 DNA Backlog Reduction Program in the amount of \$1,287,833 for City of Los Angeles. This funding is for the project titled, "NIJ's FY 13 DNA Backlog Reduction Program."

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

If you have questions regarding this award, please contact:

- Program Questions, Mark Nelson, Program Manager at (202) 616-1960; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Karol V. Mason".

Karol Virginia Mason
Assistant Attorney General

Enclosures



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

August 15, 2013

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

Dear Chief Beck:

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

Ensuring Access to Federally Assisted Programs

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

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

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

1) Meeting the EEO Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEO reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEO and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEO, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eop.htm>. You may also request technical assistance from an EEO specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEO, but it does not have to submit the EEO to OCR for review. Instead, your organization has to maintain the EEO on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEO requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eop.htm>.

2) Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEO, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



Department of Justice
Office of Justice Programs
National Institute of Justice

Grant

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1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Los Angeles 200 N. Spring Street SW Mezzanine Room M175 Los Angeles, CA 90012		4. AWARD NUMBER: 2013-DN-BX-0070	
		5. PROJECT PERIOD: FROM 10/01/2013 TO 03/31/2015 BUDGET PERIOD: FROM 10/01/2013 TO 03/31/2015	
1A. GRANTEE IRS/VENDOR NO. 956000735		6. AWARD DATE 08/15/2013	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE FY 2013 DNA Backlog Reduction Program - Los Angeles Police Department		10. AMOUNT OF THIS AWARD \$ 1,287,833	
		11. TOTAL AWARD \$ 1,287,833	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTHON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY13(NH - S&LLEA DNA/Other Forensics) Pub. L. No. 113-6, 127 Stat. 198, 254; 28 USC 530C			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Karol Virginia Mason Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Charlie Beck Chief of Police	
17. SIGNATURE OF APPROVING OFFICIAL <i>Karol V. Mason</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
20. ACCOUNTING CLASSIFICATION CODES FISCALY FUNDC BUD.A OFC. DFV.RE SUB. POMS AMOUNT EAR ODE CT. G. X B DN 60 00 00 1287833		21. MDNSGT0018	

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

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



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PROJECT NUMBER 2013-DN-BX-0070

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SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.



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SPECIAL CONDITIONS

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



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SPECIAL CONDITIONS

15. Privacy; quality assurance; CODIS/NDIS

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

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

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

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

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

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

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

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

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

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

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



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17. 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 eighteen months using the funds provided under this fiscal year 2013 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 eighteen months using the funds provided under this fiscal year 2013 award, above and beyond those that can be analyzed or reviewed using funds from other sources.

18. 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 28 C.F.R. 66.25, including as applied to the NIJ DNA Backlog Reduction Program by the Office of Justice Programs (OJP) 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 2013 DNA 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 2013 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.

19. The recipient understands and agrees that, throughout the award period, it must promptly notify NIJ if it either starts or stops charging fees for DNA testing services, or if it revises its method of allocating fees received for DNA testing services to program income. Notice must be provided in writing to the NIJ program manager for the award within ten (10) business days of implementation of the change.
20. 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.)
21. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
22. 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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23. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
24. Semiannual performance measure data reporting - Forensic DNA casework and capacity enhancement
The recipient agrees to submit applicable performance measure data regarding forensic DNA casework and capacity enhancement with its semiannual progress reports. With respect to such data, the reports should contain: (1) information regarding baseline performance metrics (for capacity enhancement projects -- the average number of days between the submission of a request for forensic biology/DNA analysis to the laboratory and the delivery of the test results to the requesting agency at the beginning of the award period, and the average number of forensic DNA samples analyzed per analyst/month at the beginning of the award period; for forensic casework DNA backlog reduction projects -- the number of backlogged forensic biology/DNA cases at the beginning of the award period); (2) progress performance metrics (for capacity enhancement projects -- the average number of days between the submission of a request for forensic biology/DNA analysis to the laboratory and the delivery of the test results to the requesting agency at the end of the reporting period, and the average number of forensic DNA samples analyzed per analyst/month at the end of the reporting period; for forensic casework DNA backlog reduction projects -- the number of backlogged forensic biology/DNA cases at the end of the reporting period, the number of forensic biology/DNA cases analyzed during the reporting period using funds provided under this award, and the number of DNA profiles from forensic analyses entered into CODIS during the reporting period as a result of the funds provided under this award); and (3) impact performance metrics (for forensic casework DNA backlog reduction projects -- the number of CODIS hits during the reporting period attributable to the forensic analyses funded under this award).

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

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



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25. Final performance measure data reporting

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

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

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

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

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



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

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

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

27. 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.
28. To assist in information sharing, the award recipient shall provide the NIJ program manager with a copy of all interim and final reports and proposed publications (including those prepared for conferences and other presentations) resulting from this award. Submission of such materials prior to or simultaneous with their public release aids NIJ in responding to any inquiries that may arise. Any publications (written, visual, or sound) - 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.

NIJ defines publications as any planned, written, visual or sound material substantively based on the project, formally prepared by the award recipient for dissemination to the public.

29. The recipient shall transmit to the NIJ program manager copies of all official award-related press releases at least ten (10) working days prior to public release. Advance notice permits time for coordination of release of information by NIJ where appropriate and to respond to press or public inquiries.
30. 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.



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AWARD DATE 08/15/2013

SPECIAL CONDITIONS

31. The recipient acknowledges that the Office of Justice Programs (OJP) reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward; and (2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support.

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

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

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

32. 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.

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

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

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



Department of Justice
Office of Justice Programs
National Institute of Justice

**AWARD
CONTINUATIONSHEET
Grant**

PAGE 10 OF 10

PROJECT NUMBER 2013-DN-BX-0070

AWARD DATE 08/15/2013

SPECIAL CONDITIONS

34. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

35. 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.



Department of Justice
Office of Justice Programs
National Institute of Justice

Washington, D.C. 20531

Memorandum To: Official Grant File
From: Mark Nelson, Program Manager
Subject: Environmental Assessment for City of Los Angeles

NEPA Environmental Assessment - Activities are covered by the NIJ Programmatic EA and FONSI

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

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

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



Department of Justice
Office of Justice Programs
National Institute of Justice

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

Grant

PROJECT NUMBER

2013-DN-BX-0070

PAGE 1 OF 1

This project is supported under FY13(NIJ - S&LLEA DNA/Other Forensics) Pub. L. No. 113-6, 127 Stat. 198, 254; 28 USC 530C

1. STAFF CONTACT (Name & telephone number)

Mark Nelson
(202) 616-1960

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

Kurt Iwasaki
Police Officer III-Grant Analyst
100 West 1st Street, Suite 842
Los Angeles, CA 90012-3302
(213) 486-0380

3a. TITLE OF THE PROGRAM

NIJ FY 13 DNA Backlog Reduction Program

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

FY 2013 DNA Backlog Reduction Program - Los Angeles Police Department

5. NAME & ADDRESS OF GRANTEE

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

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2013 TO: 03/31/2015

8. BUDGET PERIOD

FROM: 10/01/2013 TO: 03/31/2015

9. AMOUNT OF AWARD

\$ 1,287,833

10. DATE OF AWARD

08/15/2013

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

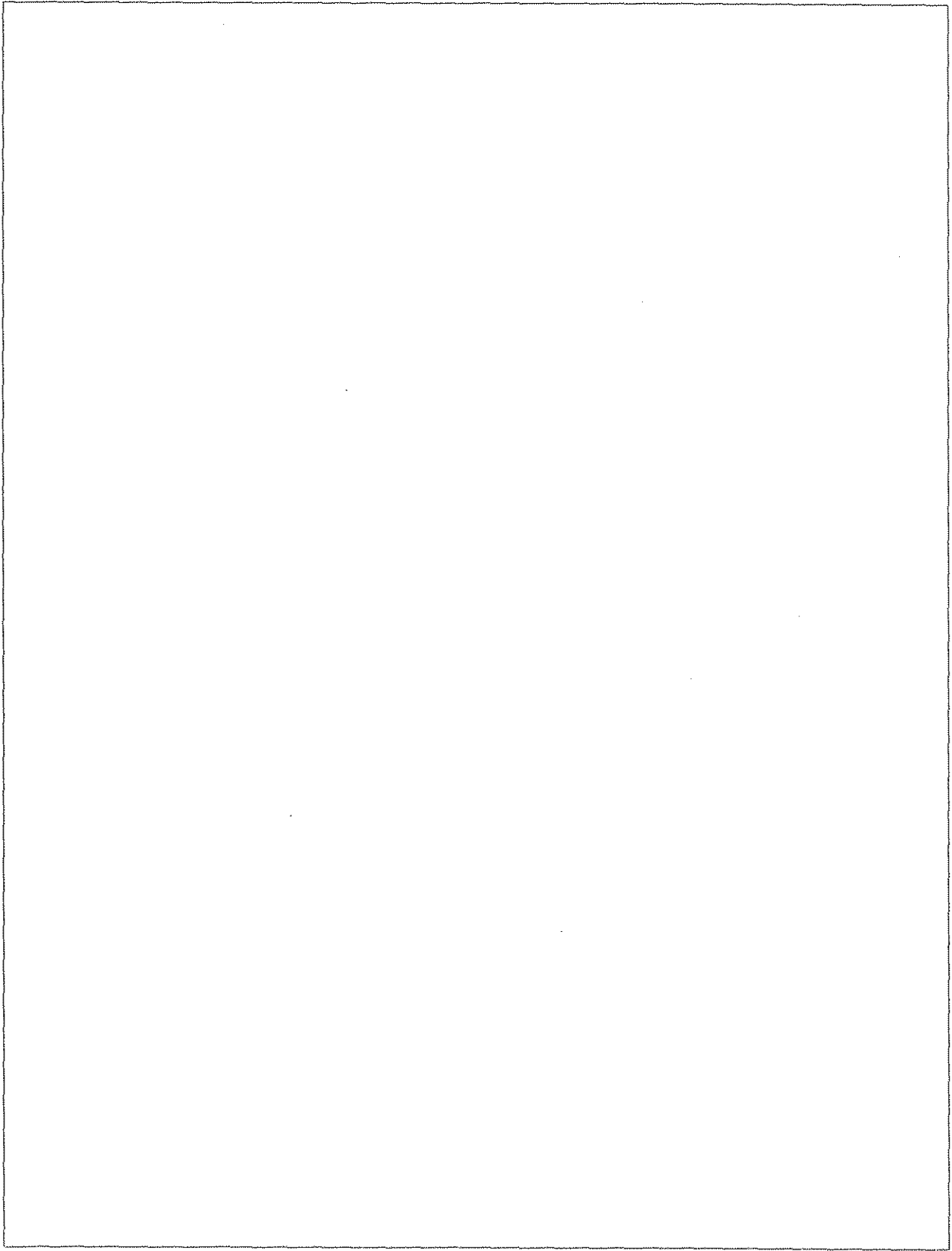
13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

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

The objective of this program is to assist eligible States and units of local government to reduce forensic DNA sample turnaround time, increase the throughput of public DNA laboratories, and reduce DNA backlogs. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology. Eligible States and units of local government may request funds to increase the capacity of their existing crime laboratories that conduct DNA analysis in order to analyze DNA samples more efficiently and cost effectively. Eligible applicants also may request funds to handle, screen, and analyze backlogged forensic DNA casework samples. State-designated DNA Database laboratories may also use supplemental funding available under this solicitation to build the capacity of their laboratory to process more database samples or to reduce the number of backlogged database samples.

nca/mcf





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Application Handbook

Overview

[Overview](#)

This handbook allows you to complete the application process for applying to the NIJ FY 13 DNA Backlog Reduction Program. At the end of the application process you will have the opportunity to view and print the SF-424 form.

[Applicant Information](#)

[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?	No Program is not covered by E.O. 12372

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*Is the applicant delinquent on any federal debt	No
*Employer Identification Number (EIN)	95-6000735
*Type of Applicant	Municipal
Type of Applicant (other):	
*Organizational Unit	Los Angeles Police Department
*Legal Name (Legal Jurisdiction Name)	City of Los Angeles
*Vendor Address 1	100 West 1st Street, Suite 842
Vendor Address 2	
*Vendor City	Los Angeles
Vendor County/Parish	Los Angeles County
*Vendor State	California
*Vendor ZIP	90012-3302
Point of Contact Information for matters involving this application	
Contact Prefix:	Mr.
Contact Prefix (Other):	
Contact First Name:	Kurt
Contact Middle Initial:	
Contact Last Name:	Iwasaki
Contact Suffix:	
Contact Suffix (Other):	
Contact Title:	Police Officer III-Grant Analyst
Contact Address Line 1:	100 West 1st Street, Suite 842
Contact Address Line 2:	
Contact City:	Los Angeles
Contact State:	California

NIJ FY 13 DNA Backlog Reduction Program

Contact Zip Code:	90012-3302
Contact Phone Number:	(213) 486-0380
Contact Fax Number:	(213) 486-5277
Contact E-mail Address:	38450@lapd.lacity.org

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Descriptive Title of Applicant's Project	
FY 2013 DNA Backlog Reduction Program - Los Angeles Police Department	
Areas Affected by Project	
City of Los Angeles	
Proposed Project	
* Start Date	October/ 01/ 2013
* End Date	March/ 31/ 2015
*Congressional Districts of	
Project	Congressional District 25, CA Congressional District 27, CA Congressional District 28, CA Congressional District 29, CA Congressional District 30, CA Congressional District 31, CA Congressional District 32, CA Congressional District 33, CA Congressional District 34, CA Congressional District 35, CA Congressional District 36, CA Congressional District 37, CA Congressional District 39, CA Congressional District 46, CA
*Estimated Funding	
Federal	\$1287833.00
Applicant	\$0.00
State	\$0.00
Local	\$0.00
Other	\$0.00
Program Income	\$0.00
TOTAL	\$1287833.00

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Budget and Program Attachments

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This form allows you to upload the Budget Detail Worksheet, Program Narrative and other Program attachments. Click the Attach button to continue.

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[Project Information](#)

[Budget and Program Attachments](#)

ASCLD-LAB Certificate 2008-2013.pdf
LAPD NEPA Checklist Mangi Signed.doc
Disclosure of Pending Apps.docx
FY13 DNA Backlog Reduction Program Narrative Form 051413Avia.pdf
FY13 DNA BacklogReduction BDW and Narr 051313KF.xlsx

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Your files have been successfully attached, but the application has not been submitted to OJP. Please continue with your application.

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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](#)

[Assurances and Certifications](#)

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

[Review SF 424](#)

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	Other
Name Prefix:(Other)	Chief
*First Name	Charlie
Middle Initial (if any)	
*Last Name	Beck
Suffix	
Name Suffix:(Other)	
*Title	Chief of Police
*Address Line 1	100 West 1st Street
Address Line 2	
*City	Los Angeles
County	Los Angeles County
*State	California
*Zip Code	90012-3302
*Phone	213-486-0150 Ext :
Fax	--
*E-mail	charlie.beck@lapd.lacity.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.

Continue



NIJ FY 13 DNA Backlog Reduction Program 2013-00544-CA-001

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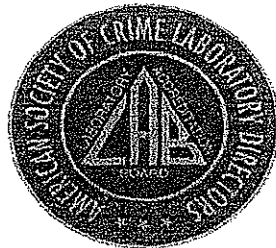
APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED May 16, 2013	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION		
Legal Name City of Los Angeles	Organizational Unit Los Angeles Police Department	
Address 100 West 1st Street, Suite 842 Los Angeles, California 90012-3302	Name and telephone number of the person to be contacted on matters involving this application Iwasaki, Kurt (213) 486-0380	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 95-6000735	7. TYPE OF APPLICANT Municipal	
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY National Institute of Justice	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.741 CFDA Forensic DNA Capacity Enhancement TITLE: Program	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT FY 2013 DNA Backlog Reduction Program - Los Angeles Police Department	
12. AREAS AFFECTED BY PROJECT City of Los Angeles		
13. PROPOSED PROJECT Start Date: October 01, 2013 End Date: March 31, 2015		14. CONGRESSIONAL DISTRICTS OF a. Applicant CA27 CA28 CA29 CA30 CA31 CA32 b. Project CA33 CA34 CA25 CA35 CA36 CA37 CA39 CA46
15. ESTIMATED FUNDING Federal		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER \$1,287,833

NIJ FY 13 DNA Backlog Reduction Program

Applicant	\$0	12372 PROCESS? Program is not covered by E.O. 12372
State	\$0	
Local	\$0	
Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? N
TOTAL	\$1,287,833	
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.		

Continue

The American Society of Crime Laboratory Directors



Laboratory Accreditation Board

*declares to all Advocates of Truth, Justice and the Law
that the management, personnel, procedures, and facilities of the*

Los Angeles Police Department Scientific Investigation
Division Criminalistics Laboratory

*Facilities located at
1800 Paseo Rancho Castilla
Los Angeles, California*

*6240 Sylmar Avenue
Van Nuys, California*

*have been found to meet or exceed the standards and requirements of the 2008 version of the
ASCLD/LAB Accreditation Manual, and therefore the Board of Directors grants this*

CERTIFICATE OF ACCREDITATION

in the disciplines of

Controlled Substances, Toxicology, Trace Evidence, Biology,
Firearms/Toolmarks and Questioned Documents

Jami J. St. Clair
Jami St. Clair, Chair

Ralph M. Keaton
Ralph M. Keaton, Executive Director

Tracy Cheney-Plummer
Tracy Cheney-Plummer, Legacy Program Manager

Certificate number

191

effective date

7th day of December, 2008

expires on the

6th day of December, 2013



U.S. Department of Justice

Office of Justice Programs

National Institute of Justice

Washington, D.C. 20531

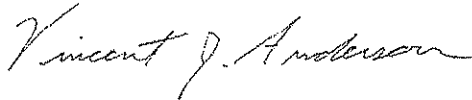
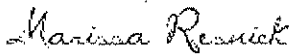
NIJ has prepared a Programmatic Environmental Assessment (EA) to address the effects of National Institute of Justice (NIJ) funded programs. The EA has been prepared in accordance with the requirements of the National Environmental Policy Act (NEPA), the Council on Environmental Quality (CEQ) regulations for implementing the procedural provisions of NEPA, 40 CFR Parts 1500 1508, and the National Institute of Justice Draft Guidance for Preparing Environmental Assessments.

The following is a checklist that summarizes the typical concerns that grantees and subgrantees can expect to encounter. Each resource area is listed separately, with the significance criteria for that resource also shown for reference.

The grantee and any authorized subgrantees should ensure that they take the appropriate measures to adhere with applicable regulations or policies with regard to the National Environmental Policy Act and/or any state regulations that apply.

How Can Your Agency Utilize the NIJ Programmatic FONSI?

1. Carefully read the attached Programmatic Environmental Assessment.
2. Complete this cover sheet and the attached checklist as both are required to determine NEPA compliance.
3. Return this document in electronic format to the Mangi Environmental Group.

Agency Name:	Los Angeles Police Department
Point of Contact Name:	Vincent Anderson
Agency POC signature	
Date Submitted:	April 3, 2013
Program:	FY 2013 DNA Backlog Reduction Program application
Mangi 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	
	Is the project located in an area designated by the EPA as in attainment for the seven criteria pollutants?	No	Per the EPA's website www.epa.gov , Los Angeles – South Coast Air Basin is listed as follows: 8-Hr Ozone 1997 Extreme Lead 2008 Nonattainment PM-10 Serious PM-2.5 1997 Nonattainment PM-2.5 2006 Nonattainment 8-Hr Ozone 2008 Extreme The project will not contribute further to nonattainment.
	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	
	Would potential exposure to chemical emissions in a laboratory be controlled through the use of a biological hood?	Yes	
	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	This project will comply with all applicable CA environmental regulations.
Significance Criteria			
<i>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.</i>			
Resource	Concern	Yes or No	Comments
Geology, Topography, Soils (includes Farmland	Would there be compliance with local soil erosion mitigation measures in construction and renovation projects?	Yes	
	Would the project avoid erosion and deposition, compacting soils in fragile environments, or altering the	Yes	

Protection)	character of soils over a large area?		
	Would the project comply with the Farmland Protection Policy Act?	Yes	
Significance Criteria			
<p><i>An action would cause a significant impact if soil erosion produced gullying, 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.</i></p>			
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	
	Would changes to surface water quality or hydrology be confined to the immediate project area?	Yes	
	Does the project ensure that local and state regulations concerning stormwater runoff are followed?	Yes	
	During construction activities, would all state, local, and tribal regulations concerning erosion controls, runoff abatement, and vegetation removal be followed?	Yes	
	During construction activities, would proper hazardous spill procedures be in place to minimize impacts of spills on water quality?	Yes	
	Would the project avoid affecting a designated Wild and Scenic River in any manner?	Yes	
	Would the project avoid affecting any portion of a 100-year or 500-year floodplain or jurisdictional wetland?	Yes	
Significance Criteria			
<p><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></p> <p><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></p>			

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	
	Would the project avoid causing more than temporary disturbance or relocation of wildlife?	Yes	
	Would the project avoid impacting current or future wildlife or vegetation biodiversity or species composition?	Yes	
	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	
	Would project construction occur in an area other than a unique or sensitive plant community?	Yes	
	Would the project avoid extirpating any plants or animals from the project area?	Yes	

Significance Criteria

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.

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.

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.

Resource	Concern	Yes or No	Comments
Endangered Species	Would the project avoid impacts on T&E species or critical habitat?	Yes	
	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	
	Would the project avoid impacting any areas in or adjacent to habitat for rare, threatened, or endangered species?	Yes	

	If the project is expected to adversely affect a listed species, would mitigation measures be employed that would successfully avoid such effects?	Yes	
--	----------------------------------------------------------------------------------------------------------------------------------------------------	-----	--

Significance Criteria

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.

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	
	Would the project avoid affecting any NRHP listed properties, or properties that are eligible for listing?	Yes	
	Would the project occur within an existing facility that is not considered historic, as determined by consultation with the SHPO?	Yes	
	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	
	Would renovation projects exclude historic buildings?	Yes	

Significance Criteria

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.

Resource	Concern	Yes or No	Comments
Land Use	Would the project comply with local zoning and development ordinances (apply for rezoning if needed)?	Yes	
	Would the project comply with local comprehensive and development plans?	Yes	
	Would the project obtain necessary building and occupancy permits from local authorities?	Yes	

Significance Criteria

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.

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	
	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	
	Would the project avoid displacing existing residents or workers from their homes and communities?	Yes	
	Would the action avoid areas that have a high proportion of minority residents or residents living below the poverty level?	Yes	
	If it does occur in such an area, would the grantee ensure that low-income households are not adversely impacted by the project?	Yes	
	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	
Significance Criteria			
<p><i>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.</i></p> <p><i>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.</i></p>			
Resource	Concern	Yes or No	Comments
Noise	Would project activities avoid noise impacts to sensitive receptors?	Yes	
	If noise levels during construction projects exceed existing background sounds temporarily, would the project insure that they do not exceed applicable noise standards?	Yes	
	Would operation of a newly constructed facility avoid	Yes	

	producing noise levels that would disturb people or displace wildlife?		
Significance Criteria			
<i>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.</i>			
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	
	Would the project comply with regulations for electricity and gas provisions?	Yes	
	Would the project avoid the wasteful, inefficient and unnecessary consumption of energy?	Yes	
Significance Criteria			
<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	
	Would laboratories maintain safe and adequate storage and disposal procedures for hazardous waste and chemicals?	Yes	
Significance Criteria			
<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	
	Would the project avoid creating an additional need for parking?	Yes	
	Would the project avoid short- or long-term decreases in	Yes	

	the level of service of a roadway?		
	Would the project ensure unrestrained movement of emergency vehicles?	Yes	
	Would the project avoid conflicts with planned transportation projects or adopted public transportation policies?	Yes	
	Would the project avoid causing noticeable deterioration of local roadway surfaces?	Yes	

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	The project would occur in the state of California.
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	

Disclosure of Pending Applications

The Los Angeles Police Department does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

DNA Backlog Reduction Program – Program Narrative Form | FY2013

Agency Name:	Los Angeles Police Department		
Application Number:	2013-90544-CA-DN	Grant Point of Contact Phone #:	213-486-0398
Grant Point of Contact:	Kurt Iwasaki	Email:	38450@lapd.lacity.org
What funding is allocated to your agency:	\$ 1,287,833		
What is the total funding you are requesting:	\$ 1,287,833		

INSTRUCTIONS:

Please complete all of the following fields. If there is an area that does not pertain to your agency, choose "N/A". Any additional paperwork, forms, certifications, etc. can be uploaded to GMS along with this completed application form.

Please note that the text boxes below do not have a limit on the number of characters you can enter. If you exceed the visible space, continue to type and a scroll bar will appear to the right of the text box. Once you click outside of that text box, a black square with a cross in it will appear indicating there is text beyond what is shown.

ELIGIBILITY AND PROGRAM SPECIFIC REQUIREMENTS:

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

Statement: Scientific Investigation Division (SID), within the Los Angeles Police Department (LAPD), is a full service forensic laboratory providing services for the City of Los Angeles, California.

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

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

3. Is your agency a state designated existing crime laboratory that conducts analysis of DNA database samples? If you are not an agency eligible to receive funding under the DNA Database Supplemental Funding Formula, this question is not relevant, check "N/A".....Yes No N/A

Statement: LAPD does not operate a database laboratory.

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

Statement: LAPD SID is a forensic science laboratory that is currently accredited under the ASCLD-LAB Legacy (American Society of Crime Laboratory Directors/Laboratory Accreditation Board) program, and is actively pursuing ASCLD-LAB International accreditation. The Legacy accreditation certificate is attached to this application.

DNA Backlog Reduction Program – Program Narrative Form | FY2013

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

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

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

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

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

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

ADDITIONAL INFORMATION:

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

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

Required Statements:

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

DNA Backlog Reduction Program – Program Narrative Form | FY2013

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

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

Statement:

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

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

Statement:

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

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

Statement:

DNA Backlog Reduction Program – Program Narrative Form | FY2013

4. What is the estimated number of forensic **DNA/biology cases** that can be processed, recorded, screened, and analyzed in-house using Federal funding for **Overtime and Supplies** for casework assistance within the 18 months of this FY2013 program? This number represents the number of forensic DNA/biology cases to be analyzed above and beyond the number that will be analyzed using other sources of funding. *Please include your rationale for declaring this number; include funding requests (in-house funding requests for Overtime and Supplies should not exceed \$1000/case), and/or your reason for declaring over the minimum number of cases required by the \$1000/case limit for Overtime and Supply requests.*

Cases (In-house):

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

Statement: Using overtime funds and supplies, the laboratory can process, record, screen, review, and/ or analyze at least 1009 cases in-house above and beyond the number that will be analyzed using other sources of funding. This number represents a minimum number of cases that the LAPD will work utilizing federally funded overtime and supplies, assuming no more than \$1000/case.

5. What is the estimated number of forensic **DNA/biology cases** that can be **outsourced** using Federal funding for casework assistance within the 18 months of this FY2013 program? This number represents the number of forensic DNA/biology cases to be outsourced above and beyond the number that will be outsourced using other sources of funding. *Outsourcing cost per case requests should be reasonable.*

Cases (Outsourced):

N/A (No funds requested for outsourcing cases)

Statement: The LAPD SDU is requesting funds to outsource 126 cases to City approved contract laboratories.

6. What is the estimated number of DNA **database samples** that can be processed, recorded, screened, and analyzed in-house using Federal funding for **Overtime and Supplies** for database sample testing assistance within the 18 months of this FY2013 program? This number represents the number of DNA database samples to be analyzed above and beyond the number that will be analyzed using other sources of funding. **Please provide a cost estimate based on ACTUAL costs. No request may exceed \$40/sample.**

DNA Database Samples (In-house):

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

N/A (Not a database laboratory)

Statement: LAPD does not operate a database laboratory.

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7. What is the estimated number of DNA **database samples** that can be **outsourced** using Federal funding for DNA database sample testing assistance within the 18 months of this FY2013 program? This number represents the number of DNA database samples to be outsourced above and beyond the number that will be outsourced using other sources of funding. **Outsourcing costs per sample must be based on actual costs.**

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

Statement: LAPD does not operate a database laboratory.

8. If you are requesting capacity enhancement funding for **grant-funded and/or contract analysts for casework**, what is the estimated number of forensic DNA/biology cases that can be processed, recorded, screened, and analyzed by grant-funded and/or contract analysts within the 18 months of this FY2013 program? **This number represents the number of DNA/biology cases to be analyzed solely by grant-funded and/or contract analysts and does not include cases reported in questions #4 or #5.**

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

Statement: LAPD has no grant funded analysts.

9. If you are requesting capacity enhancement funding for **grant-funded and/or contract analysts for DNA database sample testing**, what is the estimated number of DNA database samples that can be handled and analyzed by grant-funded and/or contract analysts within the 18 months of this FY2013 program? **This number represents the number of DNA database samples to be handled or analyzed by grant-funded and/or contract analysts that does not include samples reported in questions #6 or #7.**

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

Statement: LAPD has no grant-funded database analysts.

PROJECT ABSTRACT:

The Los Angeles Police Department (LAPD), Scientific Investigation Division (SID) is the agency that is responsible for analyzing evidential material associated with criminal investigations for the City of Los Angeles. The LAPD-SID maintains two laboratories - one located at the Hertzberg Davis Forensic Science Center (HDFSC) and the other at Piper Technical Center (PTC). The HDFSC laboratory is responsible for conducting DNA analysis on DNA samples collected from all convicted felony and misdemeanor offenders in the city of Los Angeles as well as conducting screening of evidence for forensic value. The PTC laboratory also conducts screening of evidence and is under development as a DNA analysis laboratory.

The city of Los Angeles has been facing serious budget shortfalls while still seeking to expand its DNA analysis capabilities. The federal funding from this award will allow the The Los Angeles Police Department Serology/DNA Unit (LAPD SDU) to reduce its backlog and increase its laboratory capacity to meet existing and future demand for Deoxyribonucleic Acid (DNA) screening and testing. This award will be specifically used for the following goals:

1. Reduce the backlog of forensic biology/DNA cases.
2. Increase and maintain the capacity and capabilities of the LAPD SDU casework laboratories.
3. Maintain continuing education for analysts in the lab.

The LAPD SDU expects to analyze at least 1135 forensic biology and DNA cases (1009 with overtime and supplies and 126 by outsourcing). Independent of this or any grant, the City continues to hire additional criminalists in support of DNA testing. Once these newly hired Criminalists are trained they

NARRATIVE BODY:

What are the project goals & objectives?

Goal 1. Reduce the backlog of forensic biology/DNA cases.

Objective A: Fund overtime for analysts to work on forensic biology/DNA cases.

Objective B: Purchase supplies to be used to work forensic biology/DNA cases.

Objective C: Outsource 126 cases to City approved contract laboratories.

Goal 2. Increase and maintain the capacity and capabilities of the LAPD SDU casework laboratories.

Objective A: Purchase and implement the ArmedXpert mixture deconvolution software.

Objective B: Fund overtime for analysts to evaluate and validate the expanded core loci kits.

Objective C: Purchase 1 expanded core loci kit from Promega and 1 from Life Technologies for validation purposes.

Goal 3. Maintain continuing education for analysts in the lab.

Objective A: Fund analysts' travel to various national conferences and workshops.

Objective B: Fund analysts' registration and workshop fees for the national conferences.

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

The LAPD SDU expects to analyze a minimum of 1009 cases with the overtime and supplies funded by this award. The LAPD is also expecting to have 126 cases analyzed via outsourcing.

The LAPD SDU expects to decrease the turnaround time by 10% or more through the continued introduction of software and improved team batching methods.

The expected increase in analyst throughput by the end of the award period is 5% with the addition of improved team batching systems. This is a conservative estimate based upon the fact that many new analysts have been coming on-board and will continue to do so during the lifetime of this grant. New analysts do not traditionally produce as much as experienced analysts, so more significant improvement in this number will take time. Additionally, LAPD has implemented a new sexual assault screening process, one that relies upon screening for male DNA instead of relying solely upon microscopic techniques. As this process has been newly instituted, we expect that our capacity and efficiency in analyzing sexual assault evidence will improve as it is expanded.

By reducing the backlog through the use of FY2013 DNA Backlog Reduction Grant funds to perform in-house case analysis and send out of cases to contract laboratories, the LAPD will free up experienced DNA analysts to provide training to existing criminalists (who have only, so far, been trained to screen evidence) for the purpose of becoming new DNA analysts, which will further help to reduce the backlog.

By the end of the award period, it is expected that 29 analysts will have fulfilled their required continuing education and/ or training through this grant.

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

There continues to be a steadily increasing demand for DNA analyses, partly due to the success of solving property crimes through DNA and also due to a greater ability to solve crimes through "touch" DNA. "Touch" DNA is DNA that is left behind at low levels when hands or other skin surfaces come into contact with an object. The increase in requests for DNA left at property crimes will greatly increase our input of cases, but due to capacity enhancement, higher sample throughput, and more analysts (not hired with grant funds), the LAPD SDU plans to keep up with the increase and there should be no negative impact on the project's results. Additionally, there is a steady increase in numbers of profiles that are being uploaded into CODIS since the expansion of California Proposition 69, which was implemented January 1, 2009. Proposition 69 requires all adult felony arrestees in California to provide DNA samples through cheek or buccal swabs. Once again, due to capacity enhancement, higher sample throughput, and more analysts (not hired with grant funds), the LAPD SDU plans to keep up with the increase and there should be no negative impact on the project's results from the increase in arrestee's buccal samples.

Detailed Plan: What current challenges will this project address?

The City of Los Angeles is currently facing considerable budgetary challenges. Despite on-going cut-backs, the demand for DNA analysis continues to rise. As the public continues to become more conscious of the usefulness of DNA analysis, the laboratory is continually receiving an increasing number of requests for DNA analysis, a trend not expected to go away. Over the last several years, the laboratory has hired a large number of new analysts that need to be trained, and in the current atmosphere, funds for training are virtually non-existent. Providing in-house training of these personnel depletes internal DNA analysis capacity in the short term. The City has very limited funds for overtime and the budget for new instrumentation is continues to be minimal. With a rise in demand, less resources, continuing political pressure to address the backlog, and expectations to perform analysis on increasing types of samples, the laboratory continues to face considerable financial difficulties keeping up with backlog.

How will this project be implemented?

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

The LAPD SDU will implement the program, upon receiving the award. To ensure timely implementation of the program, the LAPD SDU has identified the resources, supplies, and training that it will procure. In order to reduce the backlog of forensic biology/DNA cases, the LAPD SDU will use this award to fund a total of 7900 hours for existing forensic analysts to work forensic biology and DNA cases as well as purchase the supplies to use in casework. At least 1009 cases will be worked with these funds. The overtime and supply purchases will be used on an as-needed basis.

To further reduce the backlog, the LAPD SDU plans to outsource 126 cases to City approved contract laboratories. The LAPD has established DNA analysis contracts through the open competitive bid process with accredited fee-for-service vendors that will allow it to better meet its outsourcing needs. As part of the City contract, all contractors are required to have an approved Finding of No Significant Impact (FONSI) on file with the National Environmental Policy Act (NEPA). Furthermore, providing Criminalists with overtime to screen and package samples that will then be sent to contract laboratories for DNA typing, enables qualified DNA typing Criminalists to have more time for the training of screening Criminalists to become fully qualified DNA typing Criminalists.

The LAPD continues to implement new ways to increase and maintain the capacity and capabilities of the LAPD SDU casework laboratories. With an ever increasing number of mixture DNA profiles being produced, particularly the increase in profiles obtained from "touch" DNA samples, the LAPD is faced with deconvoluting a large number of mixture DNA profiles. To deal with the increase in mixture DNA profiles, the LAPD is currently validating ArmedXpert software to deconvolute mixture DNA profiles, saving the DNA Analysts considerable time now spent doing mixture calculations by hand, improving sample throughput and casework efficiency. The LAPD will purchase four additional copies of ArmedXpert software utilizing funds from this grant.

In the near future, the number of loci that are allowed to be uploaded to CoDIS is to be expanded. In response, manufacturers have created new amplification kits that contain additional loci. The expanded core loci kits are now, or will soon be, available for evaluation and validation. The LAPD SDU will use these funds to purchase one of the kits from Promega and one from Life Technologies, and to use FY2013 DNA Backlog Reduction Grant overtime funds for the technical leader, along with other analysts, to evaluate the kits, choose one, and start the validation process.

FY2013 DNA Backlog Reduction Grant funds will be used to fund Continuing Education requirements and training opportunities for 29 DNA Analysts or DNA Analyst trainees to attend the following meetings:
American Academy of Forensic Sciences, February 2015 - 10 Analysts
Symposium on Human Identification, October 2014 - 5 Analysts
California Association of Criminalists (CAC) Seminars - 10 DNA Analysts or DNA Analyst Trainees
Bode West - 4 DNA Analysts

How will the above plan achieve the following programmatic goals?

Reduce turnaround time?

To reduce turnaround time as well as reduce the backlog, grant funded overtime will be used to provide analysts with more time to work on cases. The LAPD SDU intends to meet the demand for screening and/or testing by improving the laboratory's capacity to turnaround cases and increase throughput through continued training, re-organization, and improvements to our robotic automation processes, utilizing increased use of larger batches of cases to increase the sample throughput, thereby increasing LAPD's efficiency and reducing the backlog of forensic DNA cases. By utilizing grant funded overtime, DNA analysts will be freed up from casework responsibilities, allowing for the training of 6 to 9 existing screeners to become DNA analysts during the 18 month period of the FY2013 DNA Backlog Reduction grant. The additional DNA analysts will allow for the assignment of cases in less time and speed up the analysis of casework, which will reduce turnaround time.

Increase throughput and capacity?

To deal with the increase in mixture DNA profiles, the LAPD will purchase additional copies of ArmedXpert software to deconvolute mixture DNA profiles, saving the DNA Analysts considerable time now spent doing mixture calculations by hand, improving sample throughput and casework efficiency. The use of FY2013 DNA Backlog Reduction Grant funded overtime to screen cases and perform the DNA analysis in-house will allow us to increase our throughput and capacity by not only directly increasing the number of samples and cases analyzed, but will also free up experienced DNA analysts to train a projected six to nine new DNA analysts from our pool of existing screeners. The addition of new DNA analysts (hired independently of any grant) will further allow the laboratory to have higher sample throughput and will increase the capacity of the laboratory. Grant funding for travel, lodging, and training opportunities outside of the laboratory will allow analysts to attend workshops that will aid in their training opportunities, freeing up qualified analysts to perform casework, thereby increasing throughput and capacity that would be lost if that training were conducted in-house.

Reduce the number of samples awaiting analysis (backlog)?

The LAPD SDU expects to decrease the backlog by utilizing grant funded overtime and supplies to process, record, screen, analyze, and review at least 1009 samples in-house; reduce the backlog by using grant funded overtime to process, record, review, and outsource 126 cases to City approved contract laboratories; reducing the number of cases that would otherwise be part of a backlog by a total of at least 1,135 cases over the award period. Also, by increasing the throughput and capacity of the laboratory, the cases will be worked on in a shorter amount of time, which will continue to keep the backlog down, even after this grant funding has ended.

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List of Key Personnel:

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

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

Kurt Iwasaki, Police Officer III
LAPD / ITB, 100 West First Street, Suite 842, Los Angeles, CA 90012
38450@lapd.lacity.org
(213) 486-0398

Financial POC to be entered in GMS:

Isabelita Tabuena, Management Analyst II
LAPD / ITB, 100 West First Street, Suite 842, Los Angeles, CA 90012
N3550@lapd.lacity.org
(213) 486-0380

Primary POC in the DNA Laboratory:

Vincent Anderson, Acting Supervising Criminalist, Serology/DNA Unit
Criminalistics Laboratory, 1800 Paseo Rancho Castilla, Los Angeles, CA 90045
N1930@lapd.lacity.org
(323) 415-8803

Data Collection Plan:

How will you derive the performance metrics for **capacity** required in this solicitation? Capacity metrics include turnaround time and samples analyzed per analyst per month.

The LAPD will use a combination of our LIMS system and MS Excel to generate our statistical data. The LIMS system has been on-line since late 2009 and SID has fully transitioned to this platform for routine case tracking and to provide the statistical data that we need to monitor the progress of the various grants that we have been awarded. The turnaround time for forensic biology/DNA cases will be derived using our LIMS. Turnaround time is calculated by using a start date of when a case analysis request is received into LIMS and the end date is when the requested analysis is administratively reviewed in LIMS, at which point the report is released to the detective. "Forensic biology/DNA vendor turnaround time - [dates]" in which the average turnaround time over the date range specified will be generated utilizing data exported from LIMS into an MS Excel spreadsheet. The throughput data will be derived using our LIMS, the "sample per analyst - [dates]" in which a report detailing the number of samples each analyst tests per month for each month in the date range specified. When an analyst finishes their analysis and writes the report, they enter the number of samples analyzed into the Stats page in LIMS, controls samples are not counted.

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How will you derive the performance metrics for **casework** assistance required in this solicitation? Casework metrics include backlogged cases and/or database samples, cases or samples analyzed, profiles uploaded to CODIS, and CODIS hits. Please explain how you will ensure accurate counting and reporting of cases analyzed with these grant funds.

Cases identified for this grant will be entered into a combination of two databases, MS Excel and a commercial LIMS system. These databases will be operated and maintained by the Serology DNA Unit (SDU) of the SID. The following information will be tracked, including, but not limited to, Divisional Record (DR) No., request date, crime investigated, work performed, average number of overtime hours per case, analysts assigned, cost of overtime, type of case (in-house analysis vs. outsourcing) and CoDIS uploads and hits.

The backlog of cases will be generated utilizing our LIMS, using "DNA case backlog (unassigned DNA cases) - [date]" and a specific end date. When a case is assigned in LIMS, it will be designated specifically as a FY2013 DNA Backlog Reduction Grant case, and assigned specifically as either a case to be screened and analyzed in-house or as a case that is to be screened and outsourced to a contract laboratory for DNA analysis. Overtime will be tracked separately for cases analyzed solely in-house vs. cases where outsourcing was utilized. Additionally, all cases that utilize grant funded supplies will be designated as grant cases. The Crystal reporting tool of our LIMS can generate a report of all grant-specific cases worked for a specific date range, differentiated by type of analysis, either in-house or outsourced. When reporting performance metrics, all reports will be checked for duplicate entries to avoid double-counting. The CoDIS administrator or his designee will enter profiles into CoDIS, keeping track of when the profiles were entered. The CoDIS administrator will then be able to generate a report of all profiles entered into CoDIS as a result of a specific grant, and the CoDIS hits that occurred on those profiles, during a specific date range.

If you have grant-funded analysts on this project, how will you derive the performance measure for the grant-funded analysts, taking care not to double-count cases that must be counted in the mandatory casework measures?

The LAPD has no grant-funded analysts.

Who will be responsible for collecting and analyzing the data?

Management Analyst II Kim Fletes will be responsible for collecting grant data and handles the contractor billing and overtime allocation. Supervising Criminalist Larry Blanton of the PTC laboratory and Acting Supervising Criminalist Vincent Anderson of the HDFSC laboratory will be responsible for analyzing and presenting the data. Mr. Blanton will collect the capacity metrics for each laboratory via the Crystal reporting tool of the LAPD - SID LIMS, that is operational in both laboratories, as well as by use of MS Excel spreadsheets. The LIMS in place allows any analyst in either laboratory to see statistics from both laboratories. Ms. Fletes will obtain the data for the backlog cases worked through the Crystal reporting tool of the LIMS and MS Excel spreadsheets. The CoDIS data will be collected with the cooperation of our laboratory CoDIS administrator, Nick Sanchez.

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

Yes No

The information will be auditable and accurate, and available for 3 years after the award end date.

DNA Backlog Reduction Program – Program Narrative Form | FY2013

Baseline Backlog Data:

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

Casework Laboratories:

Number of untested/not completed forensic biology/DNA cases on hand on January 1, 2012.	1838
Number of untested/ not completed forensic biology/DNA cases more than 30 days old (backlogged) on January 1, 2012	1513
Please estimate percentage of these cases that were from property crimes.	14%
Number of new cases for forensic biology/DNA received in calendar year 2012.	4750
Please estimate percentage of these cases that were from property crimes.	10%
Total number of cases completed in calendar year 2012.	5676
Please estimate percentage of these cases that were property crimes.	10%
Cases closed by administrative means in calendar year 2012.	311
Number of untested/ not completed forensic biology/DNA cases on hand on December 31, 2012.	611
Number of untested/ not completed forensic biology/DNA cases more than 30 days old (backlogged) on December 31, 2012.	337
The average number of days needed to complete all cases in calendar year 2012 (including peer review and report). Please indicate the turnaround time for violent crime time with a “V” and the turnaround time for nonviolent crime time with “NV.” If you cannot separate violent and nonviolent cases, just give the average turnaround time for all cases in calendar year 2012 with no additional notes or marks.	117 V 125 NV

Database Laboratories – Convicted Offender Samples:

The number of untested/ not completed convicted offender samples on hand on January 1, 2012	
The number of untested/ not completed convicted offender samples on hand for more than 30 days (backlogged) as of January 1, 2012.	
The number of new convicted offender samples received in calendar year 2012.	
The total number of offender samples completed in calendar year 2012.	
Samples closed by administrative means (duplicates, non-authorized samples, etc.)	
Number of untested/not completed convicted offender samples on December 31, 2012.	
Number of untested/ not completed convicted offender samples more than 30 days old (backlogged) on December 31, 2012.	
Average number of days in calendar year 2012 to complete current load of convicted offender samples (including upload to CODIS).	

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Database Laboratories – Arrestee Samples:

The number of untested/ not completed arrestee samples on hand as of January 1, 2012.	
The number of untested/ not completed arrestee samples more than 30 days old (backlogged) on January 1, 2012.	
The number of new arrestee samples received in calendar year 2012.	
The total number of arrestee samples completed in calendar year 2012.	
Samples closed by administrative means (duplicates, non-authorized samples, etc.)	
Number of untested/ not completed arrestee samples on December 31, 2012.	
Number of untested not completed (backlogged) arrestee samples more than 30 days old (backlogged) on December 31, 2012.	
Average number of days in calendar year 2012 to complete current load of arrestee samples (including upload to CODIS).	

Budget Detail Worksheet

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

NOTE: If you need extra lines in the spreadsheet under one of the categories, highlight the entire row 2, keeping your mouse over the highlighted row, right click and select the copy option by left clicking. Next, right click with your mouse again on the highlighted row and choose the option "Insertion calls" in left clicking. Use of the technique will ensure that you didn't change formulas inserted in the spreadsheet.

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

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

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

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

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

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

Casework Position (Overtime)	Amount per unit	Define Unit	# units	# Individuals
Criminalist I	\$46.65	per hour	100.0	16
Criminalist II	\$75.90	per hour	100.0	45
Criminalist III	\$79.65	per hour	100.0	5
Lab Technician I	\$39.63	per hour	100.0	11
Lab Technician II	\$47.00	per hour	100.0	2

Cost	
\$74,640.00	
\$341,550.00	Enter casework overtime here
\$39,825.00	
\$43,593.00	
\$9,399.00	
Subtotal	\$509,007.00

Validation Overtime	Amount per unit	Define Unit	# units	# Individuals
Criminalist III	\$79.65	per hour	100.0	5

Cost	
\$37,965.00	Enter cost for overtime for
\$0.00	validation here
\$0.00	
Subtotal	\$37,965.00

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

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

Administrative Costs Position	Amount per unit	Define Unit	# units	# Individuals
Grant Manager - Management Analyst II	\$62.60	per hour	80.0	1
Grant Manager - Criminalist III	\$79.65	per hour	50.0	1

Cost	
\$5,007.60	
\$3,982.50	Enter administrative costs here

Grant Administration - Clerk Typist	\$34.10	per hour	40.0	1
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\$1,363.80	
Subtotal	\$10,353.90

PERSONNEL TOTAL:	\$557,310.90
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Note: In the # of units column, you can display the entry as a percentage (%) or a number. To change between numbers and percentage: select the cell by left clicking on it, then right click and select FORMAT CELLS, then the NUMBER tab, then select number or percentage (%) from the list

Casework Overtime salaries + Fringe =	\$509,007.00
Database Overtime salaries + Fringe =	\$0.00

Budget Narrative for Personnel: The LAPD SDU requests Overtime costs to support 79 full-time casework analysts and Laboratory Technicians at the rates of \$46.65, \$75.90, \$79.65, \$39.63 and \$47.00 per hour. These analysts will be directly involved in the screening, analysis, and interpretation of forensic DNA cases, as well as the review and upload of any CODIS-eligible profiles. The Laboratory Technicians will provide support by booking evidence, performing send-outs to contract laboratories and filing of grant related casework data. The calculations for how many cases that need to be completed with these funds is done in the Supply narrative. The LAPD SDU is requesting 500 hours of overtime for the DNA Technical Leader and other analysts to evaluate and validate a new expanded core loci STR kit. The LAPD SDU is also requesting 170 hours of overtime for grant related activities, 80 hours at a rate of \$62.60 per hour for Kim Fletes, who is the grant manager for the administrative aspects of the grant; 50 hours at \$79.65 for Vincent Anderson, who is the grant manager for technical aspects of this program; and 40 hours at a rate of \$34.10 per hour for Debbie Alonzo, who assists the Laboratory Technicians with the filing of grant related casework data, along with the tracking of all grant related overtime.

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

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

% of Amount of Personnel	Additional computation (optional)
6.65%	
0.00%	
0.00%	
22.00%	
1.50%	
2.00%	

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

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

% of Amount of Personnel	Additional computation (optional)
6.65%	
0.00%	
0.00%	
22.00%	
1.50%	
2.00%	

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

Casework Position (Overtime)	Amount of Personnel for basis
Employer's FICA	\$509,007.00
Retirement	\$509,007.00
Uniform Allowance	\$509,007.00
Health Insurance	\$509,007.00
Workman's Compensation	\$509,007.00
Unemployment Compensation	\$509,007.00

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

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

Validation Overtime	Amount of Personnel for basis
Employer's FICA	\$0.00
Retirement	\$0.00

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

Cost	
\$0.00	Enter casework validation
\$0.00	here

Uniform Allowance	\$7,950.00
Health Insurance	\$0.00
Workman's Compensation	\$0.00
Unemployment Compensation	\$0.00

0.00%	
0.00%	
0.00%	
0.00%	

\$0.00	
\$0.00	
\$0.00	
\$0.00	
Subtotal	\$0.00

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

% of Amount of Personnel	Additional computation (optional)
0.65%	
0.00%	
0.00%	
0.00%	
0.00%	
0.00%	

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

Administrative Costs Position	Amount of Personnel for basis
Employer's FICA	\$10,353.90
Retirement	\$10,353.90
Uniform Allowance	\$10,353.90
Health Insurance	\$10,353.90
Workman's Compensation	\$10,353.90
Unemployment Compensation	\$10,353.90

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

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

FRINGE TOTAL: \$0.00

TOTAL PERSONNEL AND FRINGE: \$557,310.90

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

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

Purpose of Travel	Location	Item	Computation Cost	# Individuals	# Nights/Days	# Trips	Cost
2015 AAFS	Orlando	Airfare	\$350.00	10	1	1	\$3,500.00
		Hotel	\$122.10	10	6	1	\$7,326.00
		Meals	\$56.00	10	7	1	\$3,920.00
		Misc. (bag fee, ground trans.)	\$100.00	10	1	1	\$1,000.00
2014 Promega	Phoenix	Airfare	\$350.00	5	1	1	\$1,750.00
		Hotel	\$115.50	5	5	1	\$2,887.50
		Meals	\$60.00	5	6	1	\$1,800.00
		Misc. (bag fee, ground trans.)	\$100.00	5	1	1	\$500.00
2014 Bode Advanced DNA Technical Workshop-West	TBD (San Diego)	Airfare	\$350.00	4	1	1	\$1,400.00
		Hotel	\$146.30	4	5	1	\$2,926.00
		Meals	\$71.00	4	6	1	\$1,704.00
		Misc. (bag fee, ground trans.)	\$100.00	4	1	1	\$400.00
California Association of Criminalists (CAC)- Spring Seminar	San Jose CA	Airfare	\$350.00	10	1	1	\$3,500.00
		Hotel	\$133.10	10	5	1	\$6,655.00
		Meals	\$56.00	10	6	1	\$3,360.00
		Misc. (bag fee, ground trans.)	\$100.00	10	1	1	\$1,000.00
		Airfare	\$0.00				\$0.00
		Hotel	\$0.00				\$0.00
		Meals	\$0.00				\$0.00
		Misc. (bag fee, ground trans.)	\$0.00				\$0.00
		Airfare	\$0.00				\$0.00
		Hotel	\$0.00				\$0.00
		Meals	\$0.00				\$0.00
		Misc. (bag fee, ground trans.)	\$0.00				\$0.00
		Airfare	\$0.00				\$0.00
		Hotel	\$0.00				\$0.00
		Meals	\$0.00				\$0.00
		Misc. (bag fee, ground trans.)	\$0.00				\$0.00
Meeting Travel Subtotal							\$43,629

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

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

Travel costs:	\$43,628.50
Registration:	\$19,905.00

\$63,533.50 Travel/Registration total
\$1,287,833.00 Award total

4.93% % of award for Travel/Registration to Meetings and Conferences

		\$0.00
		\$0.00
		\$0.00

Contracts for Outsourcing:				
Item	Vendor	Cost per case or sample	Number of cases or samples	Total Cost
Outsourcing of DNA cases	Bode Technology	\$1,500.00	50	\$75,000.00
Outsourcing Ref. Samples from prior cases	LabCorp/Cellmark Forensics	\$250.00	100	\$25,000.00
				\$0.00

Contracts Subtotal	\$100,000.00
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CONSULTANTS/CONTRACTS TOTAL	\$100,000.00
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Budget Narrative for Consultants/Contracts (be sure to include procurement type for any purchases over \$100,000 from a single vendor - existing contract, sole source, competitive bid): In order to further reduce the backlog of forensic DNA cases, the LAPD is also requesting funds to outsource 50 cases to Bode Technology for \$1,500 per case and 100 reference samples (related to previously examined cases) to LabCorp/ Cellmark Forensics for \$250 per case. LAPD has used the competitive bid process for establishing contract laboratories, and has established contracts with two contract laboratories (LabCorp/Cellmark Forensics and Bode Technology). Any contract laboratory paid for by funds from this grant will have an approved Finding of No Significant Impact (FONSI) on file for the National Environmental Policy Act (NEPA).

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

Computation			
Registration and Workshop Costs	Cost per unit	(define unit)	# Units
AAFS Registration	\$495.00	per person	10
AAFS Workshop	\$200.00	per person	10
Promega Registration	\$695.00	per person	5
Promega Workshop	\$400.00	per person	5
Bode Technical Workshop Registration	\$595.00	per person	4
Bode Workshop	\$150.00	per person	4
CAC Registration	\$450.00	per person	10

Cost	
\$4,950.00	Enter only registration fees for
\$2,000.00	meetings/conferences in pink cells
\$3,475.00	
\$2,000.00	
\$2,380.00	
\$600.00	
\$4,500.00	
\$0.00	

Registration Subtotal	\$19,905.00
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Computation				
Item	Cost per unit	(define unit)	# Units	Vendor
ArmedXpert	\$32,618.60	4 licenses	1	Compucom

Cost	
\$32,618.60	Enter all other "Other" expenses (costs not
\$0.00	associated with meeting/conference registration
\$0.00	(fees) in the yellow cells
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
Subtotal	\$32,618.60

OTHER TOTAL	\$52,523.60
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Budget Narrative for Other (be sure to include procurement type for any purchases over \$100,000 from a single vendor - existing contract, sole source, competitive bid): The LAPD is requesting registration and workshop fees for four training opportunities: American Academy of Forensic Sciences (AAFS), California Association of Criminalists (CAC), International Symposium on Human Identification (Promega), and Bode Advanced DNA Technical Workshop-West Seminars. These training opportunities are expected to help Criminalists meet the continuing education requirements and to provide training for new DNA analysts. The LAPD SDU is currently performing an extensive evaluation and validation of the ArmedXpert mixture deconvolution software and plans to purchase four additional licenses for implementation with the other licenses already purchased. This software will be used to interpret mixtures more easily in the laboratory.

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I. Indirect Cost--Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Computation

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

INDIRECT COST TOTAL \$0.00

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

Budget Category	Amount
A. Personnel	\$557,310.90
B. Fringe Benefits	\$0.00
C. Travel	\$43,628.50
D. Equipment	\$0.00
E. Supplies	\$534,370.00
F. Construction	\$0.00
G. Consultants/Contracts	\$100,000.00
H. Other	\$52,523.60
Total Direct Costs	\$1,287,833.00
I. Indirect Costs	\$0.00
TOTAL PROJECT COSTS	\$1,287,833.00
Federal Request	\$1,287,833.00
Non-Federal Amount	\$0.00

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