



May 28, 2024

Kerri T. Heward
Crime Laboratory Director
San Bernardino County - Sheriff's Department
711 East Rialto Avenue
San Bernardino, CA 92415-0056

Subject: **Grant Subaward Application Approval**
Paul Coverdell Forensic Science Improvement Program
Grant Subaward #: CQ23 17 0360

Dear Kerri T. Heward:

The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$101,757, subject to enactment of applicable State Budget Act. A copy of your approved Grant Subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt of your Report of Expenditures & Request for Funds (Cal OES Form 2-201).

This Grant Subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on the Cal OES website at www.caloes.ca.gov.

Please contact your Program Specialist Jazmine Ballesteros, at jazmine.ballesteros@caloes.ca.gov with questions.

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file
Program Specialist

(Cal OES Use Only)

Cal OES #	071-00000-04	FIPS #	071-00000	VS#		Subaward #	CQ23 17 0360
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET**

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The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

- 1. Subrecipient: San Bernardino County 1a. UEI#: MLBXC2C6AEX1
- 2. Implementing Agency: San Bernardino County Sheriff's Department 2a. UEI#: MLBXC2C6AEX1 TL
- 3. Implementing Agency Address: 655 East Third Street San Bernardino 92415-0061
(Street) (City) (Zip+4)
- 4. Location of Project: San Bernardino County Sheriff's Department San Bernardino 92415-0061
(City) (County) (Zip+4)
- 5. Disaster/Program Title: CQ - Paul Coverdell Forensic Science Improvement Program 6. Performance/Budget Period: 4/1/2024 to 06/30/2025 TL
(Start Date) (End Date)
- 7. Indirect Cost Rate: N/A Federally Approved ICR (if applicable): _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	ESIA Select	2023 Select		\$101,757					\$101,757
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$101,757	\$101,757				\$101,757

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:
 Name: Luther Snoke Title: Chief Executive Officer
 Payment Mailing Address: 655 East Third Street City: San Bernardino Zip Code+4: 92415-0061
 Signature: _____ Date: 12/28/2023

16. Federal Employer ID Number: 956002748

(FOR Cal OES USE ONLY)

I hereby certify, upon my personal knowledge that budgeted funds are available for the period indicated by the dates of this expenditure stated above.

<u>Mary Rucker</u>	<u>5/24/2024</u>	<u>Eric Swanson</u>	<u>5/24/2024</u>
(Cal OES Director or Designee)	(Date)	(Cal OES Director or Designee)	(Date)

ENY: 2023-24 Chapter: 12 SL: 18623
 Item: 0690-102-0890 Pgm: 0385
 FAIN #: 15PBJA-23-GG-00938-COVE 10/01/23-09/30/25
 Fund: Federal Trust AL#: 16.742
 Program: Paul Coverdell Forensic Science Improvement Program
 Match Req.: None
 Project ID: OES23FSIA000012
 SC: 2023-18623 Amount: \$101,757

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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

1. Cal OES Contact Information Section:

Governor's Office of Emergency Services
Nancy Ward, Director
3650 Schriever Avenue
Mather, CA 95655
(916) 845-8506 (phone)

2. Federal Awarding Agency Section:

Fund Year	Federal Program Fund / AL#	Federal Awarding Agency	Total Federal Award Amount	Total Local Assistance Amount
2023	Forensic Sciences Improvement Act (FSIA) / 16.742	Office of Justice Program	\$2,504,308	\$2,253,877

3. Project Description Section:

- Project Acronym (Please choose from drop down):
Paul Coverdell Forensic Science Improvement Program (CQ)
- Project Description:
The Program provides funding to acquire and maintain accreditation for crime labs, reduce backlogs, and improve the quality and timeliness of forensic science and medical examiner/coroner services.

4. Research & Development Section:

- Is this Subaward a Research & Development grant?
Yes No



Grant Subaward Contact Information

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department TL

1. **Grant Subaward Director:**

Name: Kerri T. Heward Title: Crime Laboratory Director
Telephone #: 909-387-9904 Email Address: kheward@sbcasd.org
Address/City/ Zip Code (9-digit): 711 E. Rialto Ave, San Bernardino, CA 92415-0056

2. **Financial Officer:**

Name: Carolina Mendoza Title: Financial Manager
Telephone #: 909-387-3762 Email Address: cmendoza@sbcasd.org
Address/City/ Zip Code (9-digit): 655 East Third Street, San Bernardino, CA 92415-0061

3. **Programmatic Point of Contact:**

Name: Kerri T. Heward Title: Crime Laboratory Director
Telephone #: 909-387-9904 Email Address: kheward@sbcasd.org
Address/City/ Zip Code (9-digit): 711 E. Rialto Ave, San Bernardino, CA 92415-0056

4. **Financial Point of Contact:**

Name: Jenee Haliburton Title: Accountant III
Telephone #: 909-387-3725 Email Address: jhaliburton@sbcasd.org
Address/City/ Zip Code (9-digit): 655 East Third Street, San Bernardino, CA 92415-0061

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Shannon D. Dicus Title: Sheriff/Coroner/Public Administrator
Telephone #: 909-387-3755 Email Address: sdicus@sbcasd.org
Address/City/ Zip Code (9-digit): 655 East Third Street, San Bernardino, CA 92415-0061

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Luther Snoke Title: Chief Executive Officer
Telephone #: 909-387-5417 Email Address: luther.snoke@cao.sbcounty.gov
Address/City/ Zip Code (9-digit): 385 North Arrowhead Avenue, 5th Floor, San Bernardino, CA 92415-0110

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: Dawn Rowe Title: Chair, Board of Supervisors
Telephone #: 909-387-4855 Email Address: dawn.rowe@bos.sbcounty.gov
Address/City/ Zip Code (9-digit): 385 North Arrowhead Avenue, 5th Floor, San Bernardino, CA 92415-0110



Grant Subaward Signature Authorization

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department TL

Implementing Agency: San Bernardino County Sheriff's Department Scientific Investigations Division TL

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

Grant Subaward Director:

Printed Name: Kerri T. Heward

Signature: Kerri T. Heward Digitally signed by Kerri T. Heward
Date: 2023.11.21 14:48:11 -08'00'

Date: 11/21/2023

Financial Officer:

Printed Name: Carolina Mendoza

Signature: 

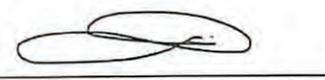
Date: 12/27/2023

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: _____

Printed Name: _____

The following persons are authorized to sign for the **Financial Officer**:

Signature: 

Printed Name: Julio Galvez

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: San Bernardino County

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Paul Coverdell Forensic Science Improvement Program	CQ23 17 0360	April 1, 2024-June 30, 2025
2			
3			
4			
5			
6			

I, Luther Snoke (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

II. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

III. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

V. California Environmental Quality Act (CEQA) – SRH Section 2.035

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

VI. Lobbying – SRH Sections 2.040 and 4.105

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.

CERTIFICATION	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	
Official Designee's Typed Name:	Luther Snoke
Official Designee's Title:	Chief Executive Officer
Date Executed:	12/28/2023
AUTHORIZED BY:	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input checked="" type="checkbox"/> Governing Board Chair	
Signature:	
Typed Name:	Dawn Rowe
Title:	Chair, Board of Supervisors
Date Executed:	DEC 19 2023

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD
 LYNNA MONELL
 Clerk of the Board of Supervisors of the County of San Bernardino





Federal Fund Grant Subaward Assurances
Paul Coverdell Forensic Science Improvement (FSIA) Grant Program

Subrecipient: San Bernardino County

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	Paul Coverdell Forensic Science Improvement Program	CQ23 17 0360	April 1, 2024 - March 31 , 2025
2.			June 30,
3.			
4.			
5.			
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Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

1. Required Audits and Financial Statements (SRH Section 14.005)

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 C.F.R. Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

Subrecipient expends \$750,000 or more in federal funds annually.

Subrecipient does not expend \$750,000 or more in federal funds annually.

2. Compliance with Restrictions on the Use of Federal Funds—Prohibited and Controlled Equipment under OJP awards

Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the Subrecipient (and any Second-Tier Subrecipient) to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP web site at <https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment>. (Award condition: Compliance with restrictions on the

use of federal funds--prohibited and controlled equipment under OJP awards), and are incorporated by reference here.

3. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2023 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2023 award.

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

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

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

4. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 C.F.R. 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 18 hours after an occurrence of an actual breach, or the detection of an imminent breach.

5. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

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

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

7. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, that relate to nondiscrimination on the basis of sex in certain "educational programs."

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

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable

provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this Grant Subaward, the Subrecipient is to contact the Cal OES for guidance.

9. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

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

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

10. Grant Monitoring Guidelines, Protocols, and Procedures

The Subrecipient (and any Second-Tier Subrecipients) agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The Subrecipient (and any Second-Tier Subrecipients) agrees to provide to Cal OES all documentation necessary to complete monitoring tasks, including documentation related to any Grant Subawards made under this award. Further, the Subrecipient (and any Second-Tier Subrecipients) agrees to abide by reasonable deadlines set by Cal OES for providing the requested documents. Failure to cooperate with Cal OES grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

11. Requirement for Data on Performance and Effectiveness under the Grant Subaward

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) specified by OJP, Cal OES, and other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

12. Determination of Suitability to Interact with Participating Minors

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP website at <https://ojp.gov/funding/Explore/Interact-Minors.htm>. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors) and are incorporated by reference here.

13. Compliance with DOJ Grants Financial Guide

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm> including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

14. Encouragement of Policies to Ban Text Messaging while Driving

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

15. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

16. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

17. Employment Eligibility Verification for Hiring under the Grant Subaward

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
 - a) This Grant Subaward requirement for verification of employment eligibility, and
 - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

- 3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.
- 4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.
- 5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

18. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

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

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

- a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):
 - 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of

waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:

1) Subrecipients represent that:

a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and

2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

19. Reclassification of Various Statutory Provisions to a New Title 34 of the United States Code

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

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

set out in material incorporated by reference through award conditions, and references set out in other award requirements.

20. OJP Training Guiding Principles

Any training or training materials that the Subrecipient (and any Second-Tier Subrecipients) – develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principle for Grantee and Subgrantees available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

21. All Grant Subawards must have Specific Federal Authorization

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that – for purposes of federal grants administrative requirements – OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP website at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

22. Requirements Related to System for Award Management and Universal Identifier Requirements

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP website at <https://ojp.gov/funding/Explore/SAM.htm>. (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward 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).

23. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

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

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipient) would or might fall within the scope of these prohibitions, the Subrecipient is to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

24. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that – for purposes of federal grants administrative requirements – OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP website at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

25. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

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

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

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward— (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

27. Limit on Use of Grant Funds for Grantees' Employees' Salaries

With respect to this Grant Subaward, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the Grant Subaward 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. (A Grant Subaward 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 Grant Subaward may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this Grant Subaward is made.

28. Uploading DNA Profiles to Combined DNA Index System (CODIS)

Subrecipients (and any Second-Tier Subrecipients) agree to upload eligible DNA profiles to Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS if award funds are used for DNA testing of evidentiary materials. With the exception of Forensic Genetic Genealogy, no profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).

29. Use of Funds for Forensic Genealogy Testing

Subrecipients (and any Second-Tier Subrecipients) agree to adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching (<https://www.justice.gov/olp/page/file/1204386/download>), and must collect and report the metrics identified in Section IX of that document to Cal OES when utilizing award funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching (<https://www.justice.gov/olp/page/file/1204386/download>), and must collect and report the metrics identified in Section IX of that document to Cal OES.

30. Information and/or Data Requests

Subrecipients (and any Second-Tier Subrecipients) agree 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.

31. Published Written and Web-based Materials

Subrecipients shall provide the Cal OES Program Specialist with a copy of any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and website content, resulting from this Grant Subaward at least forty-five working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. CQ23 17 0360, awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

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32. Press Releases

Subrecipients (and any Second-Tier Subrecipients) shall transmit to the Cal OES Program Specialist copies of all official award-related press releases at least fifteen working days prior to public release. Advance notice permits time for coordination of release of information by Cal OES where appropriate and to respond to press or public inquiries.

33. Copyright; Data rights

Subrecipients (and any Second-Tier Subrecipients) acknowledge that OJP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under a Grant Subaward; and (2) any rights of copyright to which a Subrecipient (at any Second-Tier Subrecipient) purchases ownership with Federal support.

Subrecipients (and any Second-Tier Subrecipients) acknowledge that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under a Grant 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 Subrecipient (and any Second-Tier Subrecipient) to ensure that the provisions of this condition are included in any Grant Subawards (and any Second-Tier Subrecipient) under this award.

Subrecipients (and any Second-Tier Subrecipients) have the responsibility to obtain from Subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the Subrecipient's obligations to the Government under this Grant Subaward. If a proposed Subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the Subrecipient shall promptly bring such refusal to the attention of the Cal OES Program Specialist for the Grant Subaward and not proceed with the agreement in question without further authorization from Cal OES.

34. Generally Accepted Laboratory Practices

Subrecipients (and any Second-Tier Subrecipients) shall ensure that any forensic laboratory, forensic laboratory system, medical examiner's office, or coroner's office that will receive any portion of the Grant Subaward uses generally accepted laboratory practices and procedures as established by accrediting organizations or appropriate certifying bodies.

a. External Investigations

Subrecipients (and any Second-Tier Subrecipients) shall ensure that requirements associated with 34 U.S.C. section 10562(4) (which relate to processes in place to conduct independent external investigations into allegations of serious negligence or misconduct by employees or contractors) are satisfied with respect to any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that will receive a

portion of the grant amount.

b. Accreditation

Subrecipients (and any Second-Tier Subrecipients) shall ensure that any forensic laboratory or forensic laboratory system (not including any medical examiner's office or coroner's office) that will receive any portion of the award either is accredited, or will use a portion of this award to prepare and apply for accreditation by not more than two years from the award date of this award.

Additionally, with respect to accreditation, the Subrecipient (and any Second-Tier Subrecipient) shall ensure that for any Grant Subaward it makes under this award, it will require in a legally-binding and enforceable writing, such as the Grant Subaward documentation (for example, Grant Subaward terms and conditions), that its Subrecipient: (1) if accredited, must continue to demonstrate such accreditation as a condition of receiving or using the Grant Subaward funds; or (2) if not accredited, must use the Grant Subaward funds to prepare and apply for accreditation.

The Coverdell statute (see 34 U.S.C. section 10562(2)) and the Paul Coverdell Forensic Science Improvement Grants Program solicitation state certain requirements and guidance associated with proper accreditation and regarding what BJA will consider to be acceptable documentation of accreditation. The Subrecipient is to contact the Cal OES Program Specialist for clarification or guidance if it should have any question as to what constitutes proper accreditation for the purposes of the Coverdell program. Grant Subaward funds may not be used under this Grant Subaward by a forensic laboratory or forensic laboratory system with accreditation (or by such laboratory to obtain accreditation) that BJA determines not to be consistent with the Coverdell law and the solicitation or to be otherwise deficient.

Subrecipients (and any Second-Tier Subrecipients) agree to notify Cal OES promptly upon any change in the accreditation status of any forensic science laboratory or forensic laboratory system that receives funding under this Grant Subaward.

35. Use of Funds; No Research

Funds provided under this Grant Subaward shall be used only for the purposes and types of expenses set forth in the Request for Application. Funds shall not be used for general law enforcement functions or non-forensic investigatory functions, and shall not be used for research or statistical projects or activities. Use of Grant Subaward funds for construction of new facilities is restricted by statute. Any questions concerning this provision should be directed to the Cal OES Program Specialist prior to incurring the expense or commencing the activity in question.

To ensure compliance with the Government Performance and Results Act (Pub. L. No. 103-62) and the GPRA Modernization Act of 2010 (Pub. L. No. 111-352), program performance under this Grant Subaward is measured by the following: (1) percent reduction in the average number of days from the submission of a sample to a forensic science laboratory to the delivery of test results to a requesting office or agency (calculated by reporting the average number of days to process a sample at the beginning of the grant period versus the average number of days to process a sample at the end of the grant period); (2) percent reduction in the number of backlogged forensic cases (calculated by reporting the number of backlogged forensic cases at the beginning of the grant period versus the number of backlogged forensic cases at the end of grant period), if applicable to the Grant Subaward; and (3) the number of forensic science or medical examiner/coroner's

office personnel who completed appropriate training or educational opportunities with these Coverdell funds, if applicable to the Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) are required to collect and report data relevant to these measures.

36. Forensic Science or Medical Examiner Services Fees

Subrecipients (and any Second-Tier Subrecipients) understand and agree that, throughout the Grant Subaward Performance Period, it must promptly notify Cal OES if it either starts or stops charging fees for forensic science or medical examiner services, or if it revises its method of allocating fees received for such services to program income. Notice must be provided in writing to the Cal OES Program Specialist within fifteen business days of implementation of the change.

37. External Investigations

Subrecipients (and any Second-Tier Subrecipients) acknowledge that, as stated in the solicitation for the Paul Coverdell Forensic Science Improvement Grants Program, BJA assumes that Subrecipients (and Second-Tier Subrecipients) of Coverdell funds will make use of the process referenced in their certification as to external investigations and will refer allegations of serious negligence or misconduct substantially affecting the integrity of forensic results to government entities with an appropriate process in place to conduct independent external investigations, such as the government entity (or entities) identified in the grant application. The Subrecipient shall submit the following information as part of its final report: (1) the number and nature of any allegations of serious negligence or misconduct substantially affecting the integrity of forensic results received during the Grant Subaward; (2) information on the referrals of such allegations (e.g., the government entity or entities to which referred, the date of referral); (3) the outcome of such referrals (if known as of the date of the report); and (4) if any such allegations were not referred, the reason(s) for the non-referral. Should the project period for this award be extended, the Subrecipient shall submit the above information as to subsequent twelve-month periods every twelve months thereafter (as part of a semi-

annual progress report) until the close of the Grant Subaward, at which point the Subrecipient shall submit the required information as to any period not covered by prior reports as part of its final report. The Subrecipient understands and agrees that funds may be withheld (including funds under future awards), or other related requirements may be imposed, if the required information is not submitted on a timely basis.

38. Subrecipient Integrity and Performance Matters

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

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

39. Gross Income

Subrecipients (and any Second-Tier Subrecipients) understand and agree that gross income (revenues) from fees charged for forensic science or medical examiner services constitutes program income (in whole or in part), and that program income must be determined, used, and documented in accordance with the provisions of 2 C.F.R. 200.307, including as applied in the Department of Justice (DOJ) Grants Financial Guide, as it may be revised from time to time. Subrecipients (and any Second-Tier Subrecipients) further understand and agree that both program income earned during the Grant Subaward Performance Period and expenditures of such program income must be reported to Cal OES and are subject to monitoring.

Subrecipients (and any Second-Tier Subrecipients) understand and agree that program income earned during the Grant Subaward Performance Period may be expended only for permissible uses of funds specifically identified in the Request for Application for the Paul Coverdell Forensic Science Improvement Grants Program. The Subrecipient further understands and agrees that program income earned during the Grant Subaward Performance 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

Request for Application.

Subrecipients (and any Second-Tier Subrecipients) understand and agree that program income that is earned during the final one hundred twenty (120) days of the Grant Subaward Performance Period may, if appropriate, be obligated (as well as expended) for permissible uses during the one hundred twenty-day (120-day) period following the end of the Grant Subaward Performance Period. The Subrecipient further understands and agrees that any program income earned during the Grant Subaward Performance Period that is not obligated and expended within one hundred twenty (120) days of the end of the Grant Subaward Performance Period must be returned to Cal OES.

40. Federal, State and Local Environmental Laws and Regulations

Subrecipients (and any Second-Tier Subrecipients) agree 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 Grant Subaward.

a. Environmental Assessment (EA)

The activities the Subrecipient (and any Second-Tier Subrecipient) has proposed to conduct under this Grant Subaward fall within the scope of a BJA 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.

b. Modifications

Throughout the term of this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients) agree that for any activity that is the subject of a completed EA, it will inform Cal OES 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. Subrecipients (and any Second-Tier Subrecipients) will not implement a proposed change or new activity until BJA, with the assistance of Cal OES, 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 a BJA-conducted environmental impact review process.

41. Unmanned Aircraft Systems

The Subrecipient (and any Second-Tier Subrecipients) agrees that no funds under this Grant Subaward (including via subcontract or subaward, at any tier) may be used

for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.

42. Federal Funding Accounting and Transparency Act (FFATA)

- | Yes | No | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year? |
| <input type="checkbox"/> | <input type="checkbox"/> | If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue? |
| <input type="checkbox"/> | <input type="checkbox"/> | If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission? |

For additional information reference: Award Condition: Reporting Subawards and Executive Compensation (Updated as of September 2016) | Office of Justice Programs (ojp.gov).

CERTIFICATION
I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.
Official Designee's Signature: 
Official Designee's Typed Name: <u>Luther Snoke</u>
Official Designee's Title: <u>Chief Executive Officer</u>
Date Executed: <u>2/7/2024</u>



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: San Bernardino County	Grant Subaward #: CQ23 17 0360
A. Personnel Costs - Line-item description and calculation	Total Amount Allocated
PERSONNEL COSTS CATEGORY TOTAL	

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Grant Subaward Budget Pages
Single Fund Source

Subrecipient: San Bernardino County	Grant Subaward #: CQ23 17 0360
B. Operating Costs - Line-item description and calculation	Total Amount Allocated
Travel	
General Criminalistics	
California Association of Criminalists Seminar, 5 days,TBD - includes opioid related	
Two staff members	
Airfare (\$400 x 2 = \$800)	\$666
Hotel (\$250 x 5 = \$1250 x 2 = \$2500)	\$2,500
Per Diem (\$42 x 5 = \$210 x 2 = \$420)	\$420
Shuttle (\$50 round trip x 2 = \$100)	\$100
Airport Parking (\$24 X 5 = \$120 x 2 = \$240)	\$240
Luggage Fees (\$60 round trip x 2 = \$120)	\$120
Management/Leadership	
California Association of Crime Laboratory Directors Seminar, Sacramento CA, September10-11, 2024 - includes opioid related	
2 staff members	
Airfare (\$400 x 2= \$800)	\$800
Hotel (\$250 x 2= \$500 x 2 = \$1000)	\$1,000
Per Diem (\$42 x 3 = \$126 x 2 = \$252)	\$252
Shuttle (\$50 round trip x 2 = \$100)	\$100
Airport Parking (\$24 x 3 = \$72 x 2 = \$144)	\$144
Luggage Fees (\$60 round trip x 2 = \$120)	\$120



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: San Bernardino County	Grant Subaward #: CQ23 17 0360
B. Operating Costs - Line-item description and calculation	Total Amount Allocated
Cal ID (Ten Prints and Latent Comparisons)	
Ron Smith and Associates - Introduction to the Science of Friction Ridge Examination, Billings, MT May 20-24, 2024	
3 staff members	
Airfare(\$ 950 X 3 = \$2850)	\$2,850
Hotel (\$230 x 5 = \$1150 x 3 = \$3450)	\$3,450
Per Diem (\$42 x 6 = \$252 x 3 = \$756)	\$756
Car Rental (\$370)	\$370
Airport Parking (\$24 x 6 = \$144 x 3 = \$432)	\$432
Luggage Fee (\$60 round trip = \$60 x 3 = \$180)	\$180
International Association for Identification Conference, Reno, NV August 11-17, 2024	
3 staff members	
Airfare(\$400 x 3 = \$1200)	\$1,200
Hotel (\$225 x 7 = \$1575 x 3 = \$4725)	\$4,725
Per Diem (\$42 x 8 = \$336 x 3 = \$1008)	\$1,008
Airport Parking (\$24 x 8 = \$192 x 3 = \$576)	\$576
Luggage Fee (\$60 round trip = \$60 x 3 = \$180)	\$180
CAL-ID Managers Meeting, Location TBD (CA), Date TBD (5 days)	
5 staff members	
Airfare(\$ 415 x 5 = \$2075)	\$2,075
Hotel (\$210 x 5 = \$1050 x 5 = \$5250)	\$5,250
Per Diem (\$42 x 6 = \$252 x 5 = \$1260)	\$1,260
Car Rental (\$1,310 - 2 vehicles)	\$1,310



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: San Bernardino County	Grant Subaward #: CQ23 17 0360
B. Operating Costs - Line-item description and calculation	Total Amount Allocated
Airport Parking (\$24 x 6 = \$144 x 5 = \$720)	\$720
Luggage Fee (\$60 round trip = \$60 x 5 = \$30)	\$300
Webinar and on-line training	
<i>Evolve Forensics Distance Learning - Webinars - registration cost only -1 attendee at each webinar</i>	
Basic Fingerprint Distortion, 04/10/24	
Tonal Transitions: Causes and Visual Effects, 06/11/2024	
The Trouble with Exclusions, 06/13/24	
Error Rates, Human Factors, &Quality Management Systems, TBD	
Limits of Persistency in Friction Ridge Skin, 10/17/24	
Managing Cognitive Bias in Friction Ridge Examination, 10/22/24	
<i>forensictraining.online - on line, self-paced courses - registration cost only - 1 attendee at each training</i>	
Palm Prints Searching Smart - 5 days	
Common Sense Digital Imaging for Latent Prints Examiners - 2 days	
<i>CTFRE on demand - uncoverforensics.com - online, self paced course - registration cost only - (2 days) - 1 attendee</i>	
Courtroom Testimony for Friction Ridge Examiners - Date TBD	
Ron Smith and Associates - Latent Print Search and Comparison Techniques - Location TBD - Date TBD (5 days)	
1 staff member	
Airfare(\$500)	\$500
Hotel (\$200 x 5 = \$1000)	\$1,000



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: San Bernardino County	Grant Subaward #: CQ23 17 0360
B. Operating Costs - Line-item description and calculation	Total Amount Allocated
Per Diem (\$42 x 6 = \$252)	\$252
Car Rental (\$600)	\$600
Airport Parking (\$24 x 6 = \$144)	\$144
Luggage Fee (\$60 round trip)	\$60
Firearms and Toolmarks/NIBIN	
Association of Firearms and Toolmark Examiners Training Seminar, Anchorage, AK May 26-31, 2024	
one staff member	
Airflight (\$736)	\$736
Hotel (\$300 x 6 = \$1800)	\$1,800
Per Diem (\$42 x 7 = \$294)	\$294
Shuttle (\$80)	\$80
Airport Parking (\$21 x 7 \$147)	\$147
Luggage Fees (\$60 round trip)	\$60
SHOT Show, Las Vegas, NV, January 2025 (3 days)	
Four staff members	
Hotel (\$200 x 4 = \$800 x 4 = \$3200)	\$3,200
Per Diem (\$42 x 5 = \$210 x 4 = \$840)	\$840
Forensic Alcohol	
International Association for Chemical Testing Conference, Locaton TBD March 2025	
Airfare (\$635)	\$635
Hotel (\$250 X 6 = \$1500)	\$1,500
Per Diem (\$42 x 7 = \$294)	\$294
Shuttle (\$80 round trip)	\$80
Airport parking (\$24 x 7 = \$168)	\$168



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: San Bernardino County	Grant Subaward #: CQ23 17 0360
B. Operating Costs - Line-item description and calculation	Total Amount Allocated
Luggage Fees (\$60 round trip)	\$60
<i>Trace Analysis</i>	
ATF - Introductory Fire Debris Analysis for the Forensic Chemist - TBD - 5 days - Ammendale, MD	
Airfare (\$833)	\$833
Hotel (\$250 X 5 = \$1250)	\$1,250
Per Diem (\$42 x 6 = \$252)	\$252
Shuttle (\$300 round trip airport and training location)	\$300
Airport parking (\$24 x 6 = \$144)	\$144
Luggage Fees (\$60 round trip)	\$60
<i>Seized Drugs (Controlled Substances) - Opioid Related</i>	
CLIC - Clandestine Laboratory Investigating Chemists - TBD	
Airfare (\$850 x 2 = \$1700)	\$1,700
Hotel (\$250 X 6 = \$1500 x 2 = \$3000)	\$3,000
Per Diem (\$42 x 7 = \$294 x 2 = \$588)	\$588
Shuttle (\$150 round trip x 2 = \$300)	\$300
Airport parking (\$24 x 7 = \$168 x 2 = \$336)	\$336
Luggage Fees (\$60 round trip x 2 = \$120)	\$120
<i>CSI</i>	
Forensic Fire Death Investigation Course (SLOFIST, Inc) - June 24-28, 2024 - San Luis Obispo CA	
2 staff members	
Hotel (\$200 X 6 = \$1200 X 2 = \$2400)	\$2,400
Per Diem (\$42 x 7 = \$294 X 2 = \$588)	\$588



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: San Bernardino County	Grant Subaward #: CQ23 17 0360
B. Operating Costs - Line-item description and calculation	Total Amount Allocated
International Association of Forensic and Security Metrology Annual Conference - November 4-8, 2024 San Diego CA	
2 staff members	
Hotel (\$225 X 5 = \$1125 X 2 = \$2250)	\$2,250
Per Diem (\$42 x 5 = \$210 X 2 = \$420)	\$420
Association for Crime Scene Reconstruction Annual Conference, February 12-15, 2024 - Lake Conroe TX	
2 staff members	
Airfare (\$400 X 2 = \$800)	\$800
Hotel (\$175 X 5 = \$875 X 2 = \$1750)	\$1,750
Per Diem (\$42 x 5 = \$210 X 2 = \$420)	\$420
Shuttle (\$100 round trip X 2 = \$200)	\$200
Airport parking (\$24 x 7 = \$168 X 2 = \$336)	\$336
Luggage Fees (\$60 round trip X 2 = \$120)	\$120
International Association for Identification Conference, Reno, NV August 11-17, 2024	
2 staff members	
Airfare(\$ 400 X 2 = \$800)	\$800
Per Diem (\$42 x 8 = \$336 x 2 = \$672)	\$672
Hotel (\$225 x 7 = \$1575 x 2 = \$3150)	\$3,150
Airport Parking (\$24 x 8 = \$192 x 2 = \$384)	\$384
Luggage Fee (\$60 round trip = \$60 x 2 = \$120)	\$120
Registration <i>General Criminalistics/Management/Quality includes opioid related</i>	



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: San Bernardino County	Grant Subaward #: CQ23 17 0360
B. Operating Costs - Line-item description and calculation	Total Amount Allocated
CAC (\$650 X 2) <i>includes opioid related</i>	\$1,300
CACLD (\$450 X 2) <i>includes opioid related</i>	\$900
ASCLD (\$900 X 3) <i>includes opioid related</i>	\$2,700
AFQAM (\$600)	\$600
<i>Cal-ID</i>	
RS&A-Intro to the Science of Friction Ridge Examinations (\$650X3)	\$1,950
IAI - (\$825 X 3)	\$2,475
CAL-ID Managers meeting-no cost	
RS&A Latent Print Search and Comparision Techniques (\$650)	\$650
Webinars/on demand (registration only)	
Evolve - Basic Fingerprint Distortion (\$125)	\$125
Evolve - Tonal Transitions (\$125)	\$125
Evolve - The trouble with Exclusions (\$125)	\$125
Evolve - Error Rates, Humann Factors, & Quality Management Systems (\$125)	\$125
Evolve - Limits of Persistency in Friction Ridge Skin (\$125)	\$125
Evolve - Managing Cognitive Bias in Friction Ridge Examinations (\$125)	\$125
Forensic Training - Palm Prints Searching Smart-5 days(\$600)	\$600
Forensic Training - Common Sense Digital Imaging for Latent Print Examiners-2 days (\$350)	\$350
TriTech - Ethics and Values: Choices and Consequences in Difficult Situations (\$169)	\$169
Uncoverforensics.com - CTFRE - 2 days (\$300)	\$300
<i>Firearms/Toolmarks/NIBIN</i>	
AFTE (\$800)	\$800
Shotshow (\$35 X 4)	\$140
<i>Forensic Alcohol</i>	
IACT (\$600)	\$600
<i>Trace</i>	



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: San Bernardino County	Grant Subaward #: CQ23 17 0360
B. Operating Costs - Line-item description and calculation	Total Amount Allocated
ATF Intro Fire Debris Analysis (no cost)	
<i>Seized Drugs (Controlled Substances) Opioid related</i>	
CLIC (\$1100 X 2)	\$2,200
<i>CSI</i>	
SLOFIST 2024 (\$1700 x 2)	\$3,400
IAFSM (\$500 x 2)	\$1,000
ACSR (\$350 x 2)	\$700
IAI - (\$825 X 2)	\$1,650
OPERATING COSTS CATEGORY TOTAL	\$101,757

TL



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: San Bernardino County	Grant Subaward #: CQ23 17 0360
C. Equipment Costs - Line-item description and calculation	Total Amount Allocated
EQUIPMENT COSTS CATEGORY TOTAL	
Total Project Cost (Must match the Grant Subaward Face Sheet)	\$101,757

TL

Budget Summary Report

CQ23 Paul Coverdell Forensic Science Improvement Program

Subaward#: CQ23 17 0360

San Bernardino County

Subaward Period: 04/01/24 - 06/30/25

Paul Coverdell Forensic Science Improvement Program

Latest Request:

A Personnel Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23FSIA	0	0	0	0	0
Total A Personnel Services - Salaries/Employee Benefits		0	0	0	0	0

B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23FSIA	101,757	0	101,757	0	101,757
Total B. Operating Expenses		101,757	0	101,757	0	101,757

C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23FSIA	0	0	0	0	0
Total C. Equipment		0	0	0	0	0

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
Total						

Budget Summary Report

CQ23 Paul Coverdell Forensic Science Improvement Program

Subaward#: CQ23 17 0360

San Bernardino County

Subaward Period: 04/01/24 - 06/30/25

Paul Coverdell Forensic Science Improvement Program

Latest Request:

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
Total Local Match:	0	0	0	0	0
Total Funded:	101,757	0	101,757	0	101,757
Total Project Cost:	101,757	0	101,757	0	101,757



Grant Subaward Budget Narrative

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County

General Criminalistics/Management/Quality Training

Two staff members will attend the **California Association of Criminalists (CAC) Seminar** to be held in a location and date TBD. This seminar provides specific information to Criminalists, especially those in California. It provides a broad range of topics that are pertinent to Criminalists in every section of the laboratory and is an introduction of newer Criminalists to peers throughout California and neighboring States. The cost for this seminar is estimated at \$5,346 (travel, lodging, meals, and registration for two).

Two supervisors will attend the **California Association of Crime Laboratory Directors (CACLD) Seminar** to be held in Sacramento CA September 10-11, 2024. This seminar provides information about proposed legislative changes that might impact the Laboratory, grant funding opportunities and restrictions, and leadership training. It will also give supervisory personnel the opportunity to network with supervisors and managers from other agencies within California and neighboring states. Cost for this seminar is estimated at \$3,316 (lodging, meals, and registration for two).

Three supervisors will attend the **American Society of Crime Laboratory Directors (ASCLD) Symposium** in Birmingham, AL April 28, May 8, 2024. This is the largest



Grant Subaward Budget Narrative

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County

annual meeting of crime lab directors in the country and provides detailed information on grants, pending legislation and other topics of interest to the forensic science community. Cost of this symposium is estimated at \$10,506 (airfare, lodging, meals, and registration for three).

The Quality Assurance Officer will attend the **Association of Forensic Quality Assurance Managers (AFQAM) Conference** in a location and time TBD. This conference provides up to date information regarding proposed changes to laboratory accreditation programs, methods to ensure the quality of the laboratory analysis process and various sources for required proficiency tests for laboratory analysts. The cost of this training is estimated at \$2,470 (airfare, lodging, meals, and registration for one).

Three staff members will attend the **Ron Smith & Associates – Introduction to the Science of Friction Ridge Examinations** in Billings, MT May 20-24, 2024. This training is provided by experts in the field of friction ridge examinations and is a critical objective in the Latent Print Comparison training program. The cost of this training is estimated at \$9,988 (airfare, lodging, meals, and registration for three).

One staff member will attend the **Ron Smith & Associates Latent Print Search and Comparison Techniques** at a location and date TBD. This training is provided by experts in the field of friction ridge examinations and is a critical objective in the



Grant Subaward Budget Narrative

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County

Latent Print Comparison training program. Cost of this training is estimated at \$3,206 (airfare, lodging, meals, and registration).

Three staff members will attend the **International Association for Identification (IAI) Conference** in Reno, Nevada, August 11-17, 2024. This conference is the leading forensic group for Crime Scene Investigators and pattern identification examiners. This conference provides up-to-date training on crime scene techniques for evidence identification and collection, and pattern identification for examiners. It allows field investigators to view and try out new types of equipment. Cost is estimated at \$16,923 (airfare, lodging, meals, and registration for five staff members (3 Latent Examiners and 2 CSI).

Five staff members will attend the 5-day **CAL-ID Managers Meeting** on a date and location within California TBD. This meeting provides an opportunity for individuals working in Ten Prints/Latent Print Comparison to share information and attend presentations regarding new equipment/technologies in the field. Cost is estimated at \$10,915 (airfare, lodging, meals, and registration for five staff members.

The CAL-ID section will utilize **webinars and on-demand remote learning** to supplement the training of newly hired employees. The following training



Grant Subaward Budget Narrative

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Subrecipient: San Bernardino County

opportunities will be utilized in the training program. This will provide cost effective training for new employees:

Evolve - Basic Fingerprint Distortion (\$125)

Evolve - Tonal Transitions (\$125)

Evolve - The trouble with Exclusions (\$125)

Evolve - Error Rates, Humann Factors, & Quality Management Systems (\$125)

Evolve - Limits of Persistency in Friction Ridge Skin (\$125)

Evolve - Managing Cognitive Bias in Friction Ridge Examinations (\$125)

Forensic Training - Palm Prints Searching Smart-5 days(\$600)

Forensic Training - Common Sense Digital Imaging for Latent Print Examiners-2 days (\$350)

TriTech - Ethics and Values: Choices and Consequences in Difficult Situations (\$169)

Uncoverforensics.com - CTFRE - 2 days (\$300)

Firearms/Toolmarks

One staff member will attend the *Association of Firearms and Toolmark Examiners (AFTE) Training Seminar* in Anchorage, AK May 26-31,2024. This seminar provides information on accreditation issues, manufacturing updates, legislative initiatives, and examination training specific to firearms and toolmarks. Costs are estimated at \$3917 (lodging, meals, and registration for two).



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Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County

Four staff members will attend the 4 day **SHOT Show** held in Las Vegas, Nevada January 2025. This show is the largest trade in the United States for ammunition, handguns and rifles and allows for interaction with vendor representatives regarding new products. Cost of attendance is estimated at \$4,180 (lodging, meals, and registration for three).

Forensic Alcohol

One staff member will attend the **International Association for Chemical Testing (IACT) Conference** at a location and date TBD. This conference provides valuable information regarding blood, breath and urine alcohol testing and interpretation for traffic-related purposes and covers basic alcohol chemistry, physiology, etc. Cost is estimated at \$3,337 (airfare, lodging, meals, and registration for one).

Seized Drugs (Controlled Substances)

Two staff members will attend the 5-day **Clandestine Laboratory Investigating Chemists (CLIC) Association Meeting** at the date and location TBD . This training provides the most current information about national drug trends, legislative changes related to new and emerging drugs, analytical techniques for drug



Grant Subaward Budget Narrative

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Subrecipient: San Bernardino County

analysis and safety and synthesis information related to illicit drug labs. Cost is estimated at \$8,244 (airfare, lodging, meals, and registration for two).

Trace

One staff member will attend the **ATF – Introductory Fire Debris Analysis for the Forensic Chemist** at a date and location TBD. The class is designed for arson analysts and will demonstrate how to handle a case involving ignitable liquids and/or fire debris from start to finish, including analysis and interpretation. Cost is estimated at \$2,856 (airfare, lodging, and meals for one).

CSI

Two staff members will attend the **Forensic Fire Death Investigation Course, SLOFIST, Inc.** in San Luis Obispo, CA June 24-28, 2024. This specialized course covers various aspects of fire-related death investigations and approaches to process the crime scene. Cost is estimated at \$6,388 (lodging, meals, and registration for one).

Two staff members will attend the **International Association of Forensic and Security Metrology (IAFSM) Annual Conference** November 4-8, 2024, in San Diego, CA.



Grant Subaward Budget Narrative

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County

The International Association of Forensic and Security Metrology comprises experts from a wide variety of backgrounds including law enforcement, military, engineering investigations, accident reconstruction and security professionals whose common element is the use and/or development of high-precision metrological systems such as those utilized in crime scene reconstruction. Cost is estimated at \$3,670 (lodging, meals, and registration for two).

Two staff members will attend the **Association for Crime Scene Reconstruction (ACSR) Annual Conference** February 12-15, 2024, in Lake Conroe, TX. This conference is a forum for exchange of information, research, and procedures related to crime scenes, physical evidence, and the reconstruction of events. Cost is estimated at \$4,326 (airfare, lodging, meals, and registration for one).



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

Project Narrative

Background:

The San Bernardino County Sheriff's Department-Scientific Investigations Division (SBSD-SID) services over eighty local agencies and Sheriff's stations in San Bernardino County, California. The County of San Bernardino is the largest county in the continental United States. There are over 2.2 million residents in San Bernardino County and the population continues to rise annually. It is the 5th most populous county in California and the 14th most populous County in the United States. In 2023 San Bernardino County was identified as one of the most dangerous cities (ranked #24). Homicides and violent crimes continue to rise thus providing increased workload from the more than 80 Agencies SBCSD-SID provides service to.

The SBCSD-SID is a forensic science laboratory accredited through ANSI National Accreditation Board (ANAB, certificate #FT-0315). The Crime Laboratory first attained the accreditation status under the legacy program in 1995 and renewed it every five years until 2016. In 2016, the Laboratory achieved accreditation



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

under the ISO 17025 International Program and renewed it in 2020. The Laboratory is on a 4-year cycle for renewal with the next full assessment set to occur in 2024. Among the many disciplines covered by the certificate are Firearms, Fire Debris, Materials (Trace), Forensic Biology, Controlled Substance, Toxicology (Blood Alcohol only), Crime Scene Investigations (CSI) and Bloodstain Pattern Analysis. The Latent Print/Ten Print Unit at Cal ID is currently in the process of obtaining accreditation through ANAB (ISO/IEC 17020/AR 3120 program).

The Scientific Investigations Division of the San Bernardino County Sheriff's Department has a training budget as part of the overall operating costs of the laboratory operations. As the Laboratory's discretionary budget has decreased over the last five years, these funds are extremely limited and are applied primarily to a few in-state training opportunities. Information learned from these training classes will be disseminated at individual Unit meetings.

The release of the National Academy of Science Report, titled "Strengthening Forensic Science in the United States A Path Forward", calls for, amount other things, adequate funding for education Forensic Science. The report states that forensic science practitioners require continuing professional development and training and may need to complete additional training for certification purposes.



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

Continuing professional development is the "mechanism through which a forensic scientist remains current or advances to a higher level of expertise, specialization or responsibility".

Description of the Issue:

The San Bernardino County Sheriff's Office Scientific Investigations Division provides forensic services for over 80 agencies in San Bernardino County in the following areas: Forensic Biology, Firearm/NIBIN, Materials/Trace, Controlled Substance (Seized Drugs), Blood Alcohol, Crime Scene Investigations and Ten Prints/Latent Comparisons. The laboratory has experienced a significant amount of turnover in staffing due to retirements and other factors and expects this trend to continue as long-time employees reach retirement. This has resulted in many staff members being in a training program. This new staff needs training opportunities to develop their forensic expertise. Supplementing in-house training opportunities with opportunities for training outside the laboratory has proven a cost-effective measure.



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

It is the goal of the laboratory to expand the level and quality of testing services to client agencies. The goal includes adding technology and efficiencies in all areas. Training to develop expertise is critical to this goal.

Plan:

The Crime Laboratory plans to utilize 2023 Paul Coverdell Forensic Science Improvement Grant funding to improve the quality and timeliness of forensic services provide to client law enforcement agencies through education and training opportunities. Due to current budgetary conditions and the lack of currently available space for additional analysts, the only viable means of improving productivity and reducing case analysis backlogs is by enhancing the expertise of the current staff and developing processes for efficiency.

The laboratory intends to utilize funding from the Paul Coverdell Forensic Science Improvement Grant to allow members of SBCSD-SID to attend a variety of training and continuing education opportunities. Grant funding will provide opportunities for new staff to receive specialized training and existing staff to be provided on-going training and continuing education opportunities. An opportunity to attend national and international meetings and symposia in the various specialties of



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

forensic science is imperative to staying current in the field. Forensic symposia include such topics as legal, financial, accreditation, and technical information as well as being a forum for sharing of ideas and novel solutions. As newer and more advanced technologies, procedures, protocols, and training techniques become available to the forensic community and the existing technologies become outdated it is imperative that Criminalists are provided with the necessary training opportunities to continue to build on their expertise and to provide the best possible service to our client agencies and stakeholders. This grant funding will be utilized for improving the quality of analysis throughout the Scientific Investigations Division

Current Staffing and statistics:

The Firearms/Toolmarks Unit is staffed at five full-time Firearms Examiners and a Supervisor. Two staff members are in training, and two vacancies are anticipated in 2024. In 2022 the Firearms/Toolmarks Unit completed 103 firearms cases, and 433 National Integrated Ballistic Identification Network (NIBIN) entry cases. Only cases with court dates, cases needing analysis for filing purposes, or high visibility cases are currently being assigned for analysis as priority one. These cases are handled as soon as possible. All other case requests are worked as time permits



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

as priority two. Currently the number of backlogged firearms cases is 316, and the number of backlogged NIBIN cases is 2554. The current average turnaround time for firearms cases is 38 days and for NIBIN cases is 40 days (note case priority are newer cases).

The Trace Unit is staffed as two part-time examiners (both also are members of the Controlled Substance Unit). Both staff members are proficient in gunshot residue analysis and fire debris analysis. The Trace Unit completed 208 cases in 2022. Currently the number of backlogged cases is 43 and the turnaround time is 57 days.

The Crime Scene Investigations Unit is staff at one Sheriff's Supervising Crime Scene Specialist, two Sheriff's Lead Crime Scene Specialists and eleven Sheriff's Crime Scene Specialists who respond to crime scenes. There is currently one vacancy, and five team members are in training. The Crime Scene Investigations (CSI) Unit processed 201 crime scenes in 2022. Currently the number of backlogged reports is 48 cases, and the turnaround time is 51 days. Once the crime scene is completed, personnel must complete latent print processing and swabbing for DNA evidence on collected items. Sheriff's Crime Scene Specialists complete crime scene, autopsy, vehicle processing, trajectory, bloodstain pattern analysis,



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

photography, and technical processing reports. To facilitate the investigation and prosecution of crimes related to these scenes, it is essential that the turnaround time be kept to less than 30 days in all cases.

The Controlled Substances Unit is staffed at eight Criminalists (two of which also staff the trace Unit). There is currently one vacancy and another anticipated in 2024. The Controlled Unit completed 8023 cases in 2022. The Controlled Substances Unit classifies a case as "backlog" when it is not completed within ten days of submission. Currently the number of backlogged cases is 2364 and the turnaround time is 67 days. The goal is to maintain the turnaround time at less than 10 days.

The Forensic Alcohol Unit is staffed with three full-time Criminalists. There is one vacant position. These Criminalists are responsible for the calibration of the breath alcohol instruments in San Bernardino County, training officers, testing for alcohol levels in blood, and providing testimony. The Blood Alcohol Unit completed 2758 cases in 2022. The current backlog is 795 cases, and the turnaround time is 44 days. The goal is to maintain the turnaround time at less than 10 days.



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

The Forensic Biology Unit is staffed at eighteen Criminalists and a supervisor. This Unit is fully staffed however two vacancies are anticipated in 2024. The Forensic Biology Unit completed 1031 cases in 2022. The current backlog is 1468 cases, and the turnaround time is 455 days.

The CAL ID Unit is staffed with twenty-six examiners that conduct forensic examinations related to Ten Print Exams and Latent Print Comparison (two of which are supervisors), and one Manager. There are five vacancies. Currently there are 129 latent comparison cases backlogged. The Latent Unit completed 256 cases with an average turnaround time of 72 days.

Project Design and Implementation:

The SBCSD-SID intends to utilize grant funding to provide training opportunities for staff members to attend a variety of training and continuing education opportunities as outlined in the budget narrative. This funding will allow the laboratory to train staff members to be able to provide timely, effective, and efficient testing services to client agencies throughout San Bernardino County.

Capabilities and Competencies:



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

The SBCSD-SID is a full-service Accredited Laboratory providing forensic services to over 80 agencies across San Bernardino County. The accreditation process covers all aspects of the laboratory to include the management system, the training program, the policies, Procedures, work instructions, quality control, and the education and training of staff.

The laboratory utilizes several Laboratory Information Management Systems (LIMS) and other programs for tracking evidence, case information, requests for service, and reports. Statistical information is gathered from these systems to provide information regarding submitted and completed cases, turn-around-time, and backlogs. Additionally, the laboratory has a document management system that houses laboratory policies, procedures, and records.

Plan for Collecting the Data Required for Performance Measures

Deliverables:

This grant will be used to provide opportunities for staff members to participate in continuing education and training. The grant funding will be utilized for improving the quality of analysis in the Forensic Science Division.

Performance Measures:



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

The SBCSD-SID will report the number of personnel attending training as outlined in the budget worksheet and narrative as well as points outlined in the grant metrics.

FY 2023 Coverdell Forensic Science Improvement Grants Program

Attachment: External Investigations

The "Certification as to External Investigations" that is submitted on behalf of the applicant agency as part of this application certifies that—

A government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct substantially affecting the integrity of the forensic results committed by employees or contractors of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant amount.

Prior to receiving funds, the applicant agency (that is, the agency applying directing to the Bureau of Justice Assistance) must provide — for each forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility that will receive a portion of the grant amount — the name of the "government entity" (or entities) that forms the basis for the certification. Please use the template below to provide this information. (Applicants may adapt this template if necessary, but should ensure that the adapted document provides all required information.)

IMPORTANT NOTE: If necessary for accuracy, list more than one entity with respect to each intended recipient of a portion of the grant amount. For example, if no single entity has an appropriate process in place with respect to allegations of serious negligence as well as serious misconduct, it will be necessary to list more than one entity. Similarly, if no single entity has an appropriate process in place with respect to allegations concerning contractors as well as employees, it will be necessary to list more than one entity.

Additional guidance regarding the "Certification as to External Investigations" appears in the Eligibility Information section of the program solicitation for the FY 2023 Coverdell Program.

Name of Applicant Agency (including Name of State):

SBCSD-SID, San Bernardino , CA

Date: 4-24-23

Name of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility that will receive a portion of the grant amount

Existing government entity (entities) with an appropriate process in place to conduct independent external investigations

1. NA

2. _____

FY 2023 External Investigations Attachment (continued)

Name of Applicant Agency: SBCSD-SID

3. _____

4. _____

5. _____

6. _____

7. _____

2023 CALIFORNIA COVERDELL PROGRAM

BASELINE DATA SHEET

The data presented on this document will establish the baseline for the 2023 Grant Subaward progress reporting. Please complete and submit the information requested below with your application.

PLEASE NOTE: ONCE A DISCIPLINE(S) IS SELECTED, YOU MUST REPORT STATISTICS ON THAT DISCIPLINE(S) THROUGHOUT THE LIFE OF THE CQ23 GRANT SUBAWARD PERFORMANCE PERIOD. PLEASE DO NOT SWITCH THE DISCIPLINE(S) MID-GRANT SUBAWARD PERFORMANCE PERIOD.

1. Identify the number of qualifying staff related to CQ23 FSIA funds. 79
2. What are the project disciplines for the CQ23 Grant Subaward program?
PLEASE NOTE: Toxicology and Forensic Alcohol are now ONE discipline

Please check the box(es) that are applicable for your program Grant Subaward funds.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Controlled Substances/Drug Chemistry | <input checked="" type="checkbox"/> Crime Scene |
| <input checked="" type="checkbox"/> Toxicology/Forensic Alcohol | <input checked="" type="checkbox"/> Latent Prints |
| <input checked="" type="checkbox"/> Trace | <input type="checkbox"/> Digital Media |
| <input checked="" type="checkbox"/> Firearms | <input type="checkbox"/> Pathology |
| <input type="checkbox"/> Questioned Documents | <input checked="" type="checkbox"/> NIBIN |
| <input checked="" type="checkbox"/> Biology/DNA | <input type="checkbox"/> Impression Evidence |
| <input type="checkbox"/> Fire Evidence | |

3. Based on the selected disciplines above, please show the number of cases pending in the following chart.

2

Discipline	Turn-Around-Time	Back Log
Controlled Substances/Drug Chemistry	67	2364
Toxicology/Forensic Alcohol	44	795
Trace	57	43
Firearms	38	316
Questioned Documents	NA	NA
Biology/DNA	455	1468
Fire Evidence	NA	NA
Crime Scene	51	48
Latent Prints	72	129
Digital Media	NA	NA
Pathology	NA	NA
NIBIN	40	2554
Impression Evidence	NA	NA

4. Grant Subaward funding will **only** be used for training: Yes_X_ No ___

Signature: *Kerri T. Heward*

Date: 11-02-2023



Scientific Investigations Division



-  Vacant
-  TDY
-  4850



 Captain
TIM VISOSKY
 6/30/1990
 71929



 Lieutenant
ERIC MELLO
 10899

PROPERTY/EVIDENCE



 Crime Lab Director
KERRI HEWARD
 8/15/2022
 H0962
 05870



 Criminalist III/IAO
CHRISTY KELLER
 2/24/2001
 05879

CRIME SCENE INVESTIGATIONS

CONTROLLED SUBSTANCES / TRACE

FORENSIC BIOLOGY

FIREARMS/TOOLMARKS & ALCOHOL

CLERICAL

TSD



 Programmer Analyst II
JOSHUA CARTER
 8/9/2014
 15779



 Systems Support Analyst II
CHARLES SINGLETON
 4/2/2005
 07630



Scientific Investigations Division



-  Vacant
-  TDY
-  4850

FIREARMS/TOOLMARKS & ALCOHOL

Supervising Criminalist
PAUL MIRRA
 4/12/1997
 79517



ALCOHOL

CRIMINALIST II
RICKY DELGADO
 10/24/2020
 08615



Criminalist II
VICTOR ABARCA
 5/23/2020
 07638



FIREARMS/TOOLMARKS

Criminalist II
JANE WHITWORTH
 12/19/1998
 11856



Criminalist II
CHRISTI BONAR
 7/13/2002
 05899



Criminalist I
 VACANT
 07631



Criminalist II
PETER VINCIE
 12/1/1990
 08614



Criminalist
ADAM CERON
 2/11/2023
 10480



Criminalist II
KIRK GARRISON
 10/5/2013
 15776



Student Intern
MADDISON BERDNIK
 7/17/2021
 89202





Scientific Investigations Division



CRIME SCENE INVESTIGATIONS

Supervising Crime Scene Specialist
 KIMBERLEY SHAPIRO
 4/6/2002
 17470



Sheriff's Lead Crime Scene Specialist
 HEATHERLY RADELEFF
 4/15/1995
 15780



Sheriff's Lead Crime Scene Specialist
 MICHAEL RUSS
 11/3/2012
 07111



Sheriff's Crime Scene Specialist I
 JANE MUSCHELL
 1/28/2023
 75355



Sheriff's Crime Scene Specialist I
 KATIE LOVELL
 1/28/2023
 D9536



Sheriff's Crime Scene Specialist II
 KATELYN KELLY
 7/18/2020
 75356



Sheriff's Crime Scene Specialist II
 ANDREA GUERRERO
 7/11/2020
 10479



Sheriff's Crime Scene Specialist II
 BRANDON JETT
 5/7/2022
 08627



Sheriff's Crime Scene Specialist II
 EMILY BENIKE
 10/23/2021
 10478



Sheriff's Crime Scene Specialist III
 SHIRA JOHNSON
 10/18/2014
 75364



Sheriff's Crime Scene Specialist I
 MADELINE RIVERA
 10/24/2022
 06987



Sheriff's Crime Scene Specialist I
 MINDY BRANHAM
 10/24/2022
 07652



Sheriff's Crime Scene Specialist II
 CATHERINE OLIVER
 10/23/2021
 01376



Sheriff's Crime Scene Specialist
 VACANT
 56133



-  Vacant
-  TDY
-  4850



Scientific Investigations Division



-  Vacant
-  TDY
-  4850





Scientific Investigations Division



FORENSIC BIOLOGY

SUPERVISING CRIMINALIST
Susan Anderson
11/21/1998
05868



Criminalist III
BILL GARTSIDE
12/15/2012
87811



Criminalist III/DNA Tech Lead
LORRAINE HEATH
05681



Criminalist II (CODIS Admin)
JOSHUA FELT
7/21/2007
84838



Contract Criminalist
ROSEMARY DONIS
2/11/2023
53179



LAB AIDE
VACANT
93065



Criminalist II
AUDREY DELGADO
6/11/2005
05867



Criminalist II
LUCY CAMARENA
11/12/2016
07284



Criminalist II
ALEXIS KHODR
6/18/2022
84541



Criminalist II
DENNIS KEY
1/31/1998
80290



Criminalist II
STEPHANIE KOUWE
11/2/2013
80291



Criminalist II
Nikki PARTRIDGE
11/10/2007
82954



Criminalist II
KRISTOFER MUNSON
10/13/2007
84839



Criminalist II
MICHELLE PIRESTANI
4/30/2005
15782



Criminalist II (Back-up CODIS Admin)
INEZ SANCHEZ
5/5/2001
79192



Criminalist II
JON SOUW
10/14/2006
84840



Criminalist II
JENNIFER STEELE
7/9/2005
84477



Criminalist II
CATHERINE CLARK
4/18/2015
82955



Criminalist II
LELA PERRIELLO
8/19/2006
15978



-  Vacant
-  TDY
-  4850



Scientific Investigations Division



PROPERTY/EVIDENCE

Detective/Corporal
JOHN SNYDER
 7/7/2012
 15683



-  Vacant
-  TDY
-  4850

Sheriff's Service Specialist
 VACANT
 08915



Sheriff's Service Specialist
TERESA CARRILLO
 8/9/2003
 00653



Sheriff's Service Specialist
 VACANT
 01555



Sheriff's Service Specialist
RACHEL LOVATO
 3/23/2002
 11046



Sheriff's Service Specialist
SONIA MCDERMOTT
 3/17/2007
 10075



Sheriff's Service Specialist
JASMINE CEBALLOS
 7/17/2021
 10102



Sheriff's Service Specialist
SHENIQUA McDONALD
 3/22/2014
 01394



Sheriff's Service Specialist
ALYSSA RIOS
 7/1/2023
 07704





Scientific Investigations Division



-  Vacant
-  TDY
-  4850

CLERICAL

Supervising Office Assistant
 NANCY REED
 11/8/1997



09635

Office Assistant III
 MEGAN FRANCO
 9/10/2022



06408

Office Assistant II
 MARLENE CARDENAS
 4/10/1999



08908

Office Assistant II
 WILLENA BRADLEY
 11/22/2022



10104

Office Assistant IV
 SARA GRAINGER
 5/2/2015



05613



Out-of-State Travel Request

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

Traveler(s): three latent examiners

Travel Dates: 08/10/2024 to 08/17/2024 Destination: Reno, NV

Purpose of Trip: to attend the IAI annual conference

- Conference/training not available in California - Attach brochures or registration information
- Victim advocacy
- Other - Attach any applicable documentation

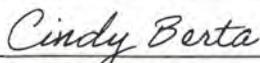
Justification:

This international organization meets annually in different locations. The presentations, networking, and vendor demonstrations associated with this organization can only be experienced at this seminar.

I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.

<u>Kerri T. Heward</u>	<u>Kerri T. Heward</u> <small>Digitally signed by Kerri T. Heward Date: 2023.11.27 08:31:58 -08'00'</small>	<u>11/26/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature	Date

Cal OES Approval

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u></u>	<u>2/16/2024</u>
		Program Specialist Signature	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u></u>	<u>2/20/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

Traveler(s): two CSI team members

Travel Dates: 08/10/2024 to 08/17/2024 Destination: Reno, NV

Purpose of Trip: to attend the IAI annual conference

- Conference/training not available in California - Attach brochures or registration information
- Victim advocacy
- Other - Attach any applicable documentation

Justification:

This international organization meets annually in different locations. The presentations, networking, and vendor demonstrations associated with this organization can only be experienced at this seminar.

I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.

<u>Kerri T. Heward</u>	<u>Kerri T. Heward</u>	<small>Digitally signed by Kerri T. Heward Date: 2023.11.27 08:32:23 -08'00'</small>	<u>11/26/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature		Date

Cal OES Approval

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u><i>[Signature]</i></u>	<u>2/16/2024</u>
		Program Specialist Signature	Date

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u><i>Cindy Berta</i></u>	<u>2/20/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

Traveler(s): Two Crime Scene Investigations team members

Travel Dates: 12/11/2024 to 12/15/2024 Destination: Lake Conroe, TX

Purpose of Trip: Attend the Association for Crime Scene Reconstruction Annual Conference

- Conference/training not available in California - Attach brochures or registration information
- Victim advocacy
- Other - Attach any applicable documentation

Justification:

This international organization meets annually in different locations. The presentations, networking, and vendor demonstrations associated with this organization can only be experienced at this seminar.

I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.

<u>Kerri T. Heward</u>	<u>Kerri T. Heward</u>	<small>Digitally signed by Kerri T. Heward Date: 2023.11.27 08:37:01 -08'00'</small>	<u>11/26/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature		Date

Cal OES Approval

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u><i>[Signature]</i></u>	<u>2/16/2024</u>
		Program Specialist Signature	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u><i>Cindy Berta</i></u>	<u>2/20/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

Traveler(s): one trace analysis Criminalist

Travel Dates: _____ to _____ Destination: Ammendale, MD

Purpose of Trip: to attend the ATF Introductory Fire Debris Analysis for the Forensic Chemist course

- Conference/training not available in California - Attach brochures or registration information
- Victim advocacy
- Other - Attach any applicable documentation

Justification:

The presentations, networking, and vendor demonstrations associated with this organization can only be experienced at this course taught by ATF personnel at their facility.

I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.

<u>Kerri T. Heward</u>	<u>Kerri T. Heward</u> <small>Digitally signed by Kerri T. Heward Date: 2023.11.27 08:37:27 -08'00'</small>	<u>11/26/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature	Date

Cal OES Approval

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u></u>	<u>2/16/2024</u>
		Program Specialist Signature	Date

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u></u>	<u>2/20/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request Cost Worksheet

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: $\frac{1}{\text{Travelers}} \times \$850 \text{ airfare} = \$850$

Rental Car: $\frac{\text{Car}}{\text{Car}} \times \$ \text{daily rate} \times \text{days} = \0

Mileage: $\frac{\$ \text{Mileage rate}}{\text{Mileage rate}} \times \text{miles} = \0

Parking: = \$144

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): = \$300

Lodging: $\frac{1}{\text{Travelers}} \times \$250 \text{ daily rate} \times 5 \text{ days} = \1250

Per Diem: $\frac{1}{\text{Travelers}} \times \$42 \text{ daily rate} \times 6 \text{ days} = \252

Other Costs: Description: Cost: = \$60

luggage 60

TOTAL COST NOT TO EXCEED: = \$2,856



Out-of-State Travel Request

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

Traveler(s): two seized drug Criminalists

Travel Dates: _____ to _____ Destination: TBD

Purpose of Trip: Attend the Clandestine Laboratory Investigating Chemists Annual Seminar

- Conference/training not available in California - Attach brochures or registration information
- Victim advocacy
- Other - Attach any applicable documentation

Justification:

This international organization meets annually in different locations. The presentations, networking, and vendor demonstrations associated with this organization can only be experienced at this seminar.

I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.

<u>Kerri T. Heward</u>	<u>Kerri T. Heward</u> <small>Digitally signed by Kerri T. Heward Date: 2023.11.27 09:38:14 -08'00'</small>	<u>11/26/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature	Date

Cal OES Approval

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u></u>	<u>2/16/2024</u>
		Program Specialist Signature	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u>Cindy Berta</u>	<u>2/20/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request Cost Worksheet

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: $\frac{2}{\text{Travelers}} \times \$850 \text{ airfare} = \$1700$

Rental Car: $\frac{\text{Car}}{\text{Car}} \times \$ \text{daily rate} \times \text{days} = \0

Mileage: $\frac{\$ \text{Mileage rate}}{\text{Mileage rate}} \times \text{miles} = \0

Parking: $= \$336$

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): $= \$300$

Lodging: $\frac{2}{\text{Travelers}} \times \$250 \text{ daily rate} \times 6 \text{ days} = \3000

Per Diem: $\frac{2}{\text{Travelers}} \times \$42 \text{ daily rate} \times 7 \text{ days} = \588

Other Costs: Description: Cost: $= \$2320$

Luggage fees $\$120$

Registration $\$2200$

_____ $\$$ _____

_____ $\$$ _____

TOTAL COST NOT TO EXCEED: $= \$8,244$



Out-of-State Travel Request

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

Traveler(s): one Forensic Alcohol Criminalist

Travel Dates: _____ to _____ Destination: TBD

Purpose of Trip: To attend the International Association for Chemical Testing Conference

- Conference/training not available in California - Attach brochures or registration information
- Victim advocacy
- Other - Attach any applicable documentation

Justification:

This international organization meets annually in different locations. The presentations, networking, and vendor demonstrations associated with this organization can only be experienced at this seminar.

I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.

<u>Kerri T. Heward</u>	<u>Kerri T. Heward</u> <small>Digitally signed by Kerri T. Heward Date: 2023.11.27 08:39:13 -08'00'</small>	<u>11/26/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature	Date

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u>Cal OES Approval</u>	
		<u><i>[Signature]</i></u>	<u>2/16/2024</u>
		Program Specialist Signature	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u><i>Cindy Berta</i></u>	<u>2/20/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

Traveler(s): One Latent Examiner

Travel Dates: _____ to _____ Destination: TBD

Purpose of Trip: To attend the RS&A Latent Print Search and Comparison Techniques course

- Conference/training not available in California - Attach brochures or registration information
- Victim advocacy
- Other - Attach any applicable documentation

Justification:

RS&A presents this course at various locations that are scheduled as an organization sponsors the training. The presentations, networking, and vendor demonstrations associated with this organization can only be experienced at this training. The location and time is TBD.

I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.

<u>Kerri T. Heward</u>	<u>Kerri T. Heward</u> <small>Digitally signed by Kerri T. Heward Date: 2023.11.27 08:39:49 -08'00'</small>	<u>11/26/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature	Date

Cal OES Approval

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u><i>[Signature]</i></u>	<u>2/16/2024</u>
		Program Specialist Signature	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u><i>Cindy Berta</i></u>	<u>2/20/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

Traveler(s): Two Firearms Examiner Criminalists

Travel Dates: _____ to _____ Destination: Las Vegas NV

Purpose of Trip: to attend the annual SHOT Show in Las Vegas NV

- Conference/training not available in California - Attach brochures or registration information
- Victim advocacy
- Other - Attach any applicable documentation

Justification:

The annual SHOT show occurs in Las Vegas. Vendors have displays and information about the latest firearms and ammunition. The presentations, networking, and vendor demonstrations can only be experienced at the SHOT Show. It is a one-of-a-kind venue for keeping up-to-date in the area of Firearms Examinations. Date TBD.

I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.

<u>Kerri T. Heward</u>	<u>Kerri T. Heward</u> <small>Digitally signed by Kerri T. Heward Date: 2023.11.27 10:28:38 -08'00'</small>	<u>11/26/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature	Date

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	Cal OES Approval	
		<u><i>[Signature]</i></u>	<u>2/16/2024</u>
		Program Specialist Signature	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u><i>Cindy Berta</i></u>	<u>2/20/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

Traveler(s): the Quality Assurance Officer

Travel Dates: _____ to _____ Destination: TBD

Purpose of Trip: To attend the Association of Forensic Quality Managers annual conference

- Conference/training not available in California - Attach brochures or registration information
- Victim advocacy
- Other - Attach any applicable documentation

Justification:

This international organization meets annually in different locations. The presentations, networking, and vendor demonstrations associated with this organization can only be experienced at this seminar.

I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.

<u>Kerri T. Heward</u>	<u>Kerri T. Heward</u> <small>Digitally signed by Kerri T. Heward Date: 2023.11.27 10:13:17 -08'00'</small>	<u>11/26/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature	Date

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	Cal OES Approval	
		<u><i>[Signature]</i></u>	<u>2/16/2024</u>
		Program Specialist Signature	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied		
		<u><i>Cindy Berta</i></u>	<u>2/20/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request Cost Worksheet

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: $\frac{1}{\text{Travelers}} \times \$600 \text{ airfare} = \$600$

Rental Car: $\frac{\text{Car}}{\text{Car}} \times \$ \text{daily rate} \times \text{days} = \0

Mileage: $\frac{\$ \text{Mileage rate}}{\text{Mileage rate}} \times \text{miles} = \0

Parking: = \$120

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): = \$80

Lodging: $\frac{1}{\text{Travelers}} \times \$200 \text{ daily rate} \times 4 \text{ days} = \800

Per Diem: $\frac{1}{\text{Travelers}} \times \$42 \text{ daily rate} \times 5 \text{ days} = \210

Other Costs: Description: Cost: = \$660

luggage 60

registration 600

600

600

600

600

600

TOTAL COST NOT TO EXCEED: = \$2,470



Out-of-State Travel Request

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

Traveler(s): one staff member

Travel Dates: 05/26/2024 to 05/31/2024 Destination: Anchorage AK

Purpose of Trip: Association of Firearms and Toolmark Examiners

- Conference/training not available in California - Attach brochures or registration information
- Victim advocacy
- Other - Attach any applicable documentation

Justification:

This international organization meets annually in different locations. The presentations, networking, and vendor demonstrations associated with this organization can only be experienced at this seminar.

I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.

<u>Kerri T. Heward</u>	<u>Kerri T. Heward</u>	<small>Digitally signed by Kerri T. Heward Date: 2023.11.27 10:25:46 -08'00'</small>	<u>11/04/2022</u>
Grant Subaward Director Name	Grant Subaward Director Signature		Date

Cal OES Approval

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u><i>[Signature]</i></u>	<u>2/16/2024</u>
		Program Specialist Signature	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u><i>Cindy Berta</i></u>	<u>2/20/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request Cost Worksheet

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: $\frac{1}{\text{Travelers}} \times \frac{\$736}{\text{airfare}} = \$736$

Rental Car: $\frac{\text{Car}}{\text{Car}} \times \frac{\$}{\text{daily rate}} \times \frac{\text{days}}{\text{days}} = \0

Mileage: $\frac{\$}{\text{Mileage rate}} / \text{mile} \times \frac{\text{miles}}{\text{miles}} = \0

Parking: = \$147

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): = \$80

Lodging: $\frac{1}{\text{Travelers}} \times \frac{\$300}{\text{daily rate}} \times \frac{6}{\text{days}} = \1800

Per Diem: $\frac{1}{\text{Travelers}} \times \frac{\$42}{\text{daily rate}} \times \frac{7}{\text{days}} = \294

Other Costs:
Description: Cost: = \$860

luggage fees 60

registration 800

TOTAL COST NOT TO EXCEED: = \$3,917



Out-of-State Travel Request

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

Traveler(s): Director and 2 Supervising Criminalists

Travel Dates: 04/28/2024 to 05/02/2024 Destination: Birmingham, AL

Purpose of Trip: To attend the American Society of Crime Laboratory Directors annual symposium

- Conference/training not available in California - Attach brochures or registration information
- Victim advocacy
- Other - Attach any applicable documentation

Justification:

This international organization meets annually in different locations. The presentations, networking, and vendor demonstrations associated with this organization can only be experienced at this seminar.

I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.

<u>Kerri T. Heward</u>	<u>Kerri T. Heward</u> <small>Digitally signed by Kerri T. Heward Date: 2023.11.27 10:12:21 -08'00'</small>	<u>11/26/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature	Date

Cal OES Approval

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u><i>[Signature]</i></u>	<u>2/16/2024</u>
		Program Specialist Signature	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u><i>Cindy Berta</i></u>	<u>2/20/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request Cost Worksheet

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County Sheriff's Department

ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: $\frac{3}{\text{Travelers}} \times \frac{\$500}{\text{airfare}} = \$1500$

Rental Car: $\frac{\text{Car}}{\text{Car}} \times \frac{\$}{\text{daily rate}} \times \frac{\text{days}}{\text{days}} = \0

Mileage: $\frac{\$}{\text{Mileage rate}} / \text{mile} \times \frac{\text{miles}}{\text{miles}} = \0

Parking: = \$504

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): = \$240

Lodging: $\frac{3}{\text{Travelers}} \times \frac{\$250}{\text{daily rate}} \times \frac{6}{\text{days}} = \4500

Per Diem: $\frac{3}{\text{Travelers}} \times \frac{\$42}{\text{daily rate}} \times \frac{7}{\text{days}} = \882

Other Costs: Description: Cost: = \$2880

luggage fees 180

registration 2700

TOTAL COST NOT TO EXCEED: = \$10,506



County of San Bernardino DELEGATED AUTHORITY – DOCUMENT REVIEW FORM

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors action to execute grant applications, awards, amendments or other agreements on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel and County Administrative Office review prior to signature by designee.

Note: This process should NOT be used to execute documents under a master agreement or template, or for construction contract change orders. Contact your County Counsel for instructions related to review of these documents.

Complete and submit this form, along with required documents proposed for signature, via email to the department's County Counsel representative and Finance Analyst. If the documents proposed for signature are within the delegated authority, the department will submit the requisite hard copies for signature to the County Counsel representative. Once County Counsel has signed, the department will submit the signed documents in hard copy, as well as by email, to CAO Special Projects Team for review. If approved, the department will be provided routing instructions as well as direction to submit one set of the executed documents to the Clerk of the Board within 30 days.

For detailed instructions on submission requirements, reference Section 7.3 of the Board Agenda Item Guidelines as the Delegation of Authority does not eliminate the document submission requirements.

Department/Agency/Entity: San Bernardino County Sheriff's Department

Contact Name: Jenee' Haliburton Telephone: 909-387-3725

Agreement No.: _____ Amendment No.: _____ Date of Board Item 12/19/23 Board Item No.: 94

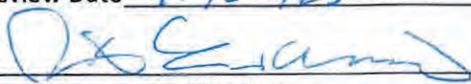
Name of Contract Entity/Project Name: 2023 Paul Coverdell Forensic Sciences Improvement Program Grant

Explanation of request/Special Instructions:

The 2023 Paul Coverdell Grant Application requires signatures from the San Bernardino County's CEO. (Please see attachment.)

Insert check mark that the following required documents are attached to this request:

- Documents proposed for signature (Note: For contracts, include a signed non-standard contract coversheet for contracts not submitted on a standard contract form).
- Board Agenda item that delegated the authority

Department Routed to County Counsel	County Counsel Name: Miles Kowalski	Date Sent: 12/22/23
Reviewing County Counsel Use Only	Review Date <u>12/22/23</u>  Signature	Determination: <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority
CAO-Special Projects Use Only	Review Date <u>12/27/23</u>  Signature	Disposition: <input checked="" type="checkbox"/> Route for signature to: <input type="checkbox"/> Chair <input checked="" type="checkbox"/> CEO <input type="checkbox"/> Department <input type="checkbox"/> Return to Department for preparation of agenda item

The California Governor's Office of Emergency Services (Cal OES) has been allocated \$2,253,877 in Federal Grant Funds for the 2023 Paul Coverdell Forensic Sciences improvement Program Grant to Improve the quality, timeliness, and credibility of forensic science and medical examiner services. The San Bernardino County Sheriff's Department (Department) is requesting \$101,757 to supplement the Scientific Investigation Division's operational training budget. The grant will fund training in the following units: 1. General Criminalistics; 2. Firearms; 3. National Integrated Ballistic Information Network (NIBIN); 4. Trace Evidence; 5. Blood Alcohol; 6. Controlled Substances/Drug Chemistry; 7. Crime Scene Investigations; and 8. Latent Prints (CAL ID).

The Board of Supervisors (Board) has approved and authorized submission of the grant application on 12/19/2023 (Item 94). The Chairman of the Board has designated the CEO, Luther Snoke, to execute the grant application documents and any subsequent non-substantive amendments necessary on behalf of the County.

The Department is submitting the Delegated Authority – Document Review Form for your review and approval. The CEO's signature is required on the Grant Award Face Sheet, the Certification of Assurances of Compliance and the Subrecipient Grant Management Assessment. Please note that wet signatures are not a requirement.

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

December 19, 2023

FROM

SHANNON D. DICUS, Sheriff/Coroner/Public Administrator

SUBJECT

Grant Application for the 2023 Paul Coverdell Forensic Science Improvement Grants Program

RECOMMENDATION(S)

1. Find that the submission of a grant application to the California Governor's Office of Emergency Services for funding to provide training to the Sheriff/Coroner/Public Administrator's Crime Laboratory personnel, and to cover associated overtime costs for that training is exempt from the California Environmental Quality Act pursuant to California Code of Regulations, title 14, sections 15321(b) and 15061(b)(3).
2. Approve and authorize the submission of a grant application to the California Governor's Office of Emergency Services for funding in the amount of \$101,757 under the 2023 Paul Coverdell Forensic Science Improvement Grants Program to provide training to the Sheriff/Coroner/Public Administrator's Crime Laboratory personnel, and to cover associated overtime costs for that training, from April 1, 2024 through March 31, 2025.
3. Designate the Chief Executive Officer as the official authorized to execute the grant application documents, and any subsequent non-substantive amendments necessary, on behalf of the County, as required by the California Governor's Office of Emergency Services, subject to review by County Counsel.
4. Direct the Chief Executive Officer to transmit the grant application and amendments to the Clerk of the Board of Supervisors within 30 days of execution.
5. Direct the Clerk of the Board of Supervisors to file and post the Notice of Exemption.

(Presenter: Ernie Perez, Deputy Chief, 387-3760)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The grant from the 2023 Paul Coverdell Forensic Science Improvement Grants Program (Grant), in the amount of \$101,757, will provide funding for tuition, transportation, meals, and lodging for the Sheriff/Coroner/Public Administrator's (Department) Crime Laboratory personnel to attend specified training, and will cover associated overtime costs of that training. If the application is successful, the Department will return to the Board of Supervisors (Board) for acceptance of the Grant award and to request budget adjustments, if necessary, as part of a future quarterly budget report presented to the Board for approval. No matching funds are required.

**Grant Application for the 2023 Paul Coverdell Forensic Science
Improvement Grants Program
December 19, 2023**

BACKGROUND INFORMATION

The California Governor's Office of Emergency Services (Cal OES) has been allocated approximately \$2,253,877 in federal Grant funds to improve the quality, timeliness, and credibility of forensic science and medical examiner services. Funds are allocated to the State's 29 accredited forensic laboratories, based on established criteria. The Department has applied annually and received funding from the Grant since 2002.

The Department is requesting funding to supplement the Crime Laboratory's operational training budget. This Grant will fund training in eight disciplines: 1) general criminalistics; 2) firearms; 3) National Integrated Ballistic Information Network; 4) trace evidence; 5) blood alcohol; 6) controlled substances; 7) crime scene investigations; and 8) Ten Prints/Latent Comparisons. The additional training will increase the knowledge of the laboratory's staff with the goal of increased efficiency and faster turn-around time in analyzing evidence.

The application is legally binding and requires the County to designate an "Authorized Official" to sign the application. The Department's application lists the County's Chief Executive Officer as the Authorized Official. The Certification of Assurance of Compliance, included in the application, further requires a County official to confirm the individual listed on the application is the Authorized Official. The Chairman of the Board, on behalf of the Board, will make the confirmation that the Chief Executive Officer is the Authorized Official to execute and submit the application documents on behalf of the County.

The Grant term is from April 1, 2024 through March 31, 2025. The Department received the Request for Application from the State on November 17, 2023. The application is being submitted for Board approval at the first available date upon completion of the Grant application and legal review.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Grace B. Parsons, Deputy County Counsel, 387-5455) on November 28, 2023; Finance (Erika Rodarte, Administrative Analyst, 387-4919) on November 30, 2023; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on December 1, 2023.

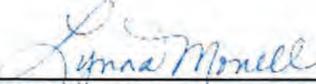
**Grant Application for the 2023 Paul Coverdell Forensic Science
Improvement Grants Program
December 19, 2023**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Col. Paul Cook (Ret.)
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: December 19, 2023



cc: Sheriff - Dicus w/application for sign w/CEQA & receipt
File - Sheriff/Coroner w/application w/CEQA & receipt
CCM 12/20/2023

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient: San Bernardino County		UEI # MLBXC2C6AEX1	FIPS #: 071-00000
Grant Disaster/Program Title: 23 Paul Coverdell Forensic Science Improvement Program			
Performance Period: 04/01/24		to 06/30/25 06/30/2025	Subaward Amount Requested: \$ 101,757
Type of Non-Federal Entity (Check Applicable Box)		<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

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Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grant
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 10,114,507
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

Certification: This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.

Signature: (Authorized Agent)	Date: 12/28/2023
Print Name and Title: Luther Snoke, Chief Executive Officer	Phone Number: 909-387-5417

Cal OES Staff Only: SUBAWARD # CQ23 17 0360 *AS*



Grant Subaward Service Area Information

Grant Subaward #: CQ23 17 0360

Subrecipient: San Bernardino County

1. County or Counties Served:
San Bernardino, CA

County where principal office is located: San Bernardino

2. U.S. Congressional District(s) Served:
CA08, CA27, CA31, CA33, CA35, & CA39

U.S. Congressional District where principal office is located: CA33

3. State Assembly District(s) Served:
CA33, CA36, CA40, CA42, CA47, CA52, & CA55

State Assembly District where principal office is located: CA47

4. State Senate District(s) Served:
CA16, CA20, CA21, CA23, CA25, & CA29

State Senate District where principal office is located: CA 20

5. Population of Service Area: 2.2 million