



May 19, 2020

Catherine Wojcik, Interim Crime Laboratory Director  
San Bernardino County  
711 East Rialto Avenue  
San Bernardino, CA 92415

Subject: **NOTIFICATION OF APPLICATION APPROVAL**  
Paul Coverdell Forensic Science Improvement Program  
Subaward #: CQ19 13 0360, Cal OES ID: 071-00000

Dear Ms. Wojcik:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$73,265, subject to Budget approval. A copy of your approved subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt.

This 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 Cal OES website at [www.caloes.ca.gov](http://www.caloes.ca.gov).

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Should you have questions on your subaward please contact your Program Specialist.

VSPS Grants Processing

Enclosure

c: Subrecipient's file

## SPECIAL CONDITION

Grant Subaward No. CQ1913 0360 is hereby approved with the following condition:

- The 2019 FSIA Funds in the amount of \$ 73,265 must be expended by 12/31/20 and the final 2-201 must be received by Cal OES by 12/31/20.

Failure to comply with these requirements may result in the withholding and disallowance of grant payments, the reduction or termination of the Grant Subaward and/or the denial of future grant funds.

|           |              |        |          |     |  |            |            |
|-----------|--------------|--------|----------|-----|--|------------|------------|
| Cal OES # | 071-00000-00 | FIPS # | 071-0000 | VS# |  | Subaward # | CQ19130360 |
|-----------|--------------|--------|----------|-----|--|------------|------------|

## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

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

1. Subrecipient: County of San Bernardino 1a. DUNS#: 150955516
2. Implementing Agency: San Bernardino County Sheriff's Department 2a. DUNS#: 150955516
3. Implementing Agency Address: 655 East Third Street San Bernardino 92415-0061  
(Street) (City) (Zip+4)
4. Location of Project: San Bernardino San Bernardino 92415-0066  
(City) (County) (Zip+4)
5. Disaster/Program Title: 2019 Paul Coverdell Forensic Science Improvement Program 6. Performance Period: 01/01/20 to 12/31/20  
(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.          | Select     | Select      |          | \$73,265   |          |               |                  |                | \$73,265      |
| 9.          | Select     | Select      |          |            |          |               |                  |                |               |
| 10.         | Select     | Select      |          |            |          |               |                  |                |               |
| 11.         | Select     | Select      |          |            |          |               |                  |                |               |
| 12.         | Select     | Select      |          |            |          |               |                  |                |               |
| Total       | Project    | Cost        |          | \$73,265   | \$73,265 |               |                  |                | \$73,265      |

**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: Gary McBride Title: Chief Executive Officer

Payment Mailing Address: 655 East Third Street City: San Bernardino Zip Code+4: 92415-0061

Signature: [Signature] Date: 1/14/2020

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 and purposes of this expenditure stated above.

Mary Rucker 5/12/2020  
(Cal OES Fiscal Officer) (Date)

Sharon Calk 5/14/2020  
(Cal OES Director or Designee) (Date)

ENY: 2019-20 Chapter: 23 SL: 18629  
Item: 0690-102-0890 Pgm: 0385  
FAIN #: 2019-CD-BX-0013 01/01/20-12/31/20  
Fund: Federal Trust AL#: 16.742  
Program: Paul Coverdell Forensic Science Improvement Program  
Match Req.: None  
Project ID: OES19FSIA000012  
SC: 2019-18629 Amount: \$ 73,265

ML#695483

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

**1. Cal OES Contact Information Section:**

Governor's Office of Emergency Services  
Mark S. Ghilarducci, Director  
3650 Schriever Avenue  
Mather, CA 95655  
(916) 845-8506 (phone)

**2. Federal Awarding Agency Section:**

| <b>Fund Year</b> | <b>Federal Program Fund / AL#</b>                 | <b>Federal Awarding Agency</b> | <b>Total Federal Award Amount</b> | <b>Total Local Assistance Amount</b> |
|------------------|---------------------------------------------------|--------------------------------|-----------------------------------|--------------------------------------|
| 2019             | Forensic Sciences Improvement Act (FSIA) / 16.742 | National Institute of Justice  | \$2,264,423                       | \$2,037,981                          |
| Choose an item.  | Choose an item.                                   | Choose an item.                | \$                                | \$                                   |
| Choose an item.  | Choose an item.                                   | Choose an item.                | \$                                | \$                                   |
| Choose an item.  | Choose an item.                                   | Choose an item.                | \$                                | \$                                   |
| Choose an item.  | Choose an item.                                   | Choose an item.                | \$                                | \$                                   |

**3. Project Description Section:**

- Project Acronym (Please choose from drop down):  
Paul Coverdell Forensic Science Improvement Program (CQ)
- Project Description (Please type the Project Description):

Provides funding to the federally accredited crime laboratories, coroners, and medical examiners offices throughout California. The goal of the program is to improve the quality, timeliness, and credibility of forensic science services over current operations.

**4. Research & Development Section:**

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

## PROJECT CONTACT INFORMATION

Subrecipient: San Bernardino County Sheriff's Department Subaward #: CQ19130360

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.

1. The **Project Director** for the project:

Name: Catherine Wojcik Title: Interim Crime Laboratory Director  
Telephone #: 909-387-9904 Email Address: cwojcik@sbcscd.org  
Address/City/Zip + 4: 711 East Rialto Avenue, San Bernardino, CA 92415

2. The **Financial Officer** for the project:

Name: Carolyn Bondoc Title: Financial Manager  
Telephone #: 909-387-3743 Email Address: cbondoc@sbcscd.org  
Address/City/Zip + 4: 655 East Third Street, San Bernardino, CA 92415-0061

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Catherine Wojcik Title: Interim Crime Laboratory Director  
Telephone #: 909-387-9904 Email Address: cwojcik@sbcscd.org  
Address/City/Zip + 4: 711 East Rialto Avenue, San Bernardino, CA 92415

4. The **person** having **Routine Fiscal** responsibility for the project:

Name: Jenee' Haliburton Title: Accountant III  
Telephone #: 909-387-3725 Email Address: jhaliburton@sbcscd.org  
Address/City/Zip + 4: 655 East Third Street, San Bernardino, CA 92415-0061

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

Name: John McMahon Title: Sheriff/Coroner/Public Administrator  
Telephone #: 909-387-3669 Email Address: jcmahon@sbcscd.org  
Address/City/Zip + 4: 655 East Third Street, San Bernardino, CA 92415-0061

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Gary McBride Title: Chief Executive Officer  
Telephone #: 909-387-5417 Email Address: gmcbride@cao.sbcounty.gov  
Address/City/Zip + 4: 385 North Arrowhead Avenue, 5th Floor, San Bernardino, CA 92415-0110

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

Name: Curt Hagman Title: Chair, Board of Supervisors  
Telephone #: 909-387-4588 Email Address: curt.hagman@bos.sbcounty.gov  
Address/City/Zip + 4: 385 North Arrowhead Avenue, 5th Floor, San Bernardino, CA 92415-0110

## SIGNATURE AUTHORIZATION

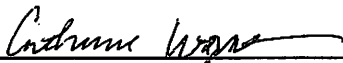
Subaward #: CQ19130360

Subrecipient: San Bernardino County Sheriff's Department

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

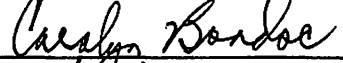
\*The **Project Director** and **Financial Officer** are **REQUIRED** to sign this form.

\***Project Director:** Catherine Wojcik

Signature: 

Date: 12/3/19

\***Financial Officer:** Carolyn Bondoc

Signature: 

Date: 1/18/20

The following persons are authorized to sign  
for the **Project Director**



Signature

Paul Mirra

Printed Name



Signature

Elena Bezdek

Printed Name



Signature

Susan Anderson

Printed Name

Signature

Printed Name

Signature

Printed Name

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



Signature

Vicki Dela Cruz

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Paul Coverdell Forensic Science Improvement Act (FSIA) Fund**

I, Gary McBride, Chief Executive Officer hereby certify that  
(official authorized to sign; same person as Section 15 on Grant Subaward Face Sheet)

Subrecipient: County of San Bernardino

Implementing Agency: San Bernardino County Sheriff's Department

Project Title: 2019 Paul Coverdell Forensic Sciences Improvement Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Grant Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

**I. Federal Grant Funds**

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the *Subrecipient Handbook* for more detail.

- ☒ The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- ☐ The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

**II. Equal Employment Opportunity – (Subrecipient Handbook Section 2151)**

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding EEO, nondiscrimination, and civil rights.**

Equal Employment Opportunity Officer: Victor Tordesillas

Title: Affirmative Action Officer

Address: 157 W. 5th Street, San Bernardino, CA 92415

Phone: 909-387-5570

Email: victor.tordesillas@hr.sbcounty.gov

**III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)**

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

**IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)**

The California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000 et seq.) requires all Cal OES-funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

**V. Lobbying – (Subrecipient Handbook Section 2154)**

Cal OES grant funds, grant property, or grant-funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

**VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)**

*(This applies to federally-funded grants only.)*

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

**VII. Proof of Authority from City Council/Governing Board – (Subrecipient Handbook Section 1350)**

The above-named organization (Applicant) accepts responsibility for and must comply with the requirement to obtain a signed resolution from the City Council/Governing Board in support of this Program. The Applicant must provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the City Council/Governing Board.

The Applicant is required to obtain written authorization from the City Council/Governing Board that the official executing this Grant Subaward is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

## **VIII. Civil Rights Compliance**

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

## **IX. Special Condition for Grant Subaward with Paul Coverdell Forensic Improvement Act Program Funds**

### **1. Applicability of Part 200 Uniform Requirements**

The Subrecipient must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 award.

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

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

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

2. Compliance with DOJ Grants Financial Guide

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

3. Hiring Documents

The Subrecipient must keep, maintain, and preserve all documentation (such as Form I-9s or equivalents) regarding the eligibility of employees hired using the funds.

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

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

5. All Subawards ("Subgrants") must have specific federal authorization

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

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

6. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The Subrecipient 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 web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

7. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used.

a. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements – including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") – no Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

b. Monitoring

The Subrecipient's monitoring responsibilities include monitoring of compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award 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

- o The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government – as an employee, contractor or subcontractor, grant Subrecipient, agent, or otherwise – in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- o Nothing in this condition shall be understood to authorize or require any Subrecipient or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

8. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient 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, Subrecipients ("Subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any Subrecipient.

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

9. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated – in the application for the award (as approved by DOJ, the DOJ funding announcement (solicitation), or an associated federal statute – that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The Subrecipient 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 web site 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.

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

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

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

**11. OJP Training Guiding Principles**

Any training or training materials that the Subrecipient develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

**12. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42**

The Subrecipient 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.

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

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

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

The Subrecipient 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.

Currently, 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 that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and 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.

#### 15. Restrictions on "Lobbying"

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

Another federal law generally prohibits federal funds awarded by OJP from being used by the Subrecipient 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 would or might fall within the scope of these prohibitions, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

#### 16. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2019)

The recipient, and any Subrecipient ("Subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2019, are set out at

<https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

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

#### 17. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award – (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct. Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by—(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

#### 18. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

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

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

a. In accepting this award, the Subrecipient:

- o Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

- Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
  - b. If the Subrecipient does or is authorized under this award to make Subawards, procurement contracts, or both:
    - It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
    - It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
19. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

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

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

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

**20. 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 Subrecipient understands that DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

**21. Use of Funds; No Research**

Funds provided under this 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 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.

**Performance Measures**

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 Subaward is measured by the following:

- o 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);
- o 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 Subaward; and
- o 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 Subaward. Subrecipients are required to collect and report data on compliance to these measures.

22. The Subrecipient understands and agrees 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. The recipient further understands and agrees that both program income earned during the award period and expenditures of such program income must be reported on the quarterly and final Federal Financial Reports (SF 425) and are subject to audit.

The Subrecipient understands and agrees that program income earned during the award period may be expended only for permissible uses of funds specifically identified in the solicitation for the Paul Coverdell Forensic Science Improvement Grants Program. The recipient further understands and agrees that program income earned during the award period may not be used to supplant State or local government funds, but instead may be used only to increase the amount of funds that would, in the absence of Federal funds or program income, be available from State or local government sources for the permissible uses of funds listed in the solicitation.

The Subrecipient understands and agrees that program income that is earned during the final ninety (90) days of the award period may, if appropriate, be obligated (as well as expended) for permissible uses during the ninety-day (90-day) period following the end of the award period. The recipient further understands and agrees that any program income earned during the award period that is not obligated and expended within ninety (90) days of the end of the award period must be returned to OJP.

23. The Subrecipient acknowledges that, as stated in the solicitation for the Paul Coverdell Forensic Science Improvement Grants Program, NIJ assumes that 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 recipient 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 12-month period of the award; (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 thereport); 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 recipient shall submit the above information as to the first twelve months of the award as part of the first semi-annual progress report that comes due after the conclusion of the first twelve months of the project period, and shall submit the required information as to subsequent twelve-month periods every twelve months

thereafter (as part of a semi-annual progress report) until the close of the award period, at which point the recipient shall submit the required information as to any period not covered by prior reports as part of its final report. The recipient 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.

24. To assist in information sharing, the award Subrecipient shall provide the Cal OES grant manager with a copy of publications (including those prepared for conferences and other presentations) resulting from this award, prior to or simultaneous with their public release. NIJ defines publications as any written, visual or sound material substantively based on the project, formally prepared by the award recipient for dissemination to the public. Submission of publications prior to or simultaneous with their public release aids NIJ in responding to any inquiries that may arise. Any publications - excluding press releases and newsletters - whether published at the recipient's or government's expense, shall contain the following statement: "This project was supported by Award No. \_\_\_\_\_, awarded by the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect those of the Department of Justice." This statement shall appear on the first page of written publications. For audio and video publications, it shall be included immediately after the title of the publication in the audio or video file.

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

26. Copyright; Data Rights

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

The Subrecipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under a 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 to ensure that this condition is included in any Subaward under this Subaward.

The Subrecipient has 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 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 Subaward and not proceed with the agreement in question without further authorization from Cal OES.

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

**Environmental Assessment (EA):** The Subrecipient agrees and understands that funded activities (whether conducted by the Subrecipient or contractors) may require the preparation of an EA as defined by the Council on Environmental Quality's Regulations for implementing the Procedural Provisions of the National Environmental Policy Act (NEPA), found at 40 CFR Part 1500. An EA is a concise public document that briefly provides sufficient analysis for determining whether to prepare an environmental impact statement (EIS) or a finding of no significant impact for the proposed activity. If in completing an EA for a proposed activity, potential adverse environmental impacts are identified, the EA will serve as a vehicle for developing either alternative approaches or mitigation measures for avoiding or reducing the identified adverse environmental impacts.

**Modifications:** Throughout the term of this Subaward, the Subrecipient agrees 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. The Subrecipient will not implement a proposed change or new activity until NIJ, with the assistance of the recipient, has determined whether the proposed change or activity (or changed circumstances) will require additional review under NEPA. Approval for implementation will not be unreasonably withheld as long as any requested modification(s) is consistent with eligible program purposes and found acceptable under an NIJ-conducted environmental impact review process.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for Subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates 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 swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: 

Authorized Official's Typed Name: Gary McBride

Authorized Official's Title: Chief Executive Officer

Date Executed: 3/5/2020

Federal Employer ID #: 95-6002748 Federal DUNS # 150955516

Current System for Award Management (SAM) Expiration Date: 01/23/2021 2/23/20<sup>th</sup>

Executed in the City/County of: San Bernardino

### AUTHORIZED BY: (not applicable to State agencies)

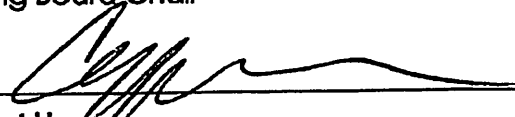
☐ City Financial Officer

☐ County Financial Officer

☐ City Manager

☐ County Manager

☒ Governing Board Chair

Signature: 

Typed Name: Curt Hagman

Title: Chairman, Board of Supervisors

**BUDGET CATEGORY AND LINE ITEM DETAIL**

|                                                          |                               |
|----------------------------------------------------------|-------------------------------|
| <b>Subrecipient: San Bernardino County Sheriff</b>       | <b>Subaward #: CQ19130360</b> |
| <b>A. Personal Services – Salaries/Employee Benefits</b> | <b>COST (19 FSIA)</b>         |
|                                                          |                               |
| <b>Personal Section Totals</b>                           | <b>\$0.</b>                   |
| <b>PERSONAL SECTION TOTAL</b>                            |                               |

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## BUDGET CATEGORY AND LINE ITEM DETAIL

| Subrecipient: San Bernardino County Sheriff                                                      |                                        | Subaward #: CQ19130360 |
|--------------------------------------------------------------------------------------------------|----------------------------------------|------------------------|
| B. Operating Expenses                                                                            |                                        | COST (19 FSIA)         |
| <u>Travel</u>                                                                                    |                                        |                        |
| <b>General Criminalistics</b>                                                                    |                                        |                        |
| 1. California Association of Criminalists, Santa Cruz, CA, April 27-May 2, 2020                  |                                        |                        |
| Airflight                                                                                        | \$250 x 3 people x 1 trip = \$750      | \$750                  |
| Hotel                                                                                            | \$225 x 3 people x 5 nights = \$3375   | \$3,375                |
| Per Diem                                                                                         | \$34 x 3 people x 6 days = \$612       | \$612                  |
| Shuttle                                                                                          | \$50 x 1 round trip x 3 people = \$150 | \$150                  |
| Airport Parking                                                                                  | \$12 x 3 people x 6 days = \$216       | \$216                  |
| 2. California Association of Criminalists, Los Angeles, CA, October 26-30, 2020                  |                                        |                        |
| Hotel                                                                                            | \$200 x 3 people x 5 nights = \$3000   | \$3,000                |
| Per Diem                                                                                         | \$34 x 3 people x 6 days = \$612       | \$612                  |
| 3. California Association of Crime Laboratory Directors, Santa Cruz, CA, April 27-May 2, 2020    |                                        |                        |
| Airflight                                                                                        | \$250 x 2 people x 1 trip = \$500      | \$500                  |
| Hotel                                                                                            | \$225 x 2 people x 2 nights = \$900    | \$900                  |
| Per Diem                                                                                         | \$34 x 2 people x 3 days = \$204       | \$204                  |
| Shuttle                                                                                          | \$50 x 1 round trip x 2 people = \$100 | \$100                  |
| Airport Parking                                                                                  | \$12 x 2 people x 3 days = \$72        | \$72                   |
| 4. California Association of Crime Laboratory Directors, TBA, Fall 2020                          |                                        |                        |
| Hotel                                                                                            | \$200 x 1 person x 2 nights = \$400    | \$400                  |
| Per Diem                                                                                         | \$34 x 1 person x 3 days = \$102       | \$102                  |
| 5. American Society of Crime Laboratory Directors, Denver, CO, March 29-April 2, 2020            |                                        |                        |
| Airflight                                                                                        | \$500 x 3 people x 1 trip = \$1500     | \$1,500                |
| Hotel                                                                                            | \$200 x 3 people x 5 nights = \$3000   | \$3,000                |
| Per Diem                                                                                         | \$34 x 3 people x 6 days = \$612       | \$612                  |
| Shuttle                                                                                          | \$50 x 1 round trip x 3 people = \$150 | \$150                  |
| Airport Parking                                                                                  | \$12 x 3 people x 6 days = \$216       | \$216                  |
| 6. Association of Forensic Quality Assurance Managers, South Lake Tahoe, CA, October 12-15, 2020 |                                        |                        |
| Airflight                                                                                        | \$450 x 1 person x 1 trip = \$450      | \$450                  |
| Hotel                                                                                            | \$175 x 1 person x 5 nights = \$875    | \$875                  |
| Per Diem                                                                                         | \$34 x 1 person x 6 days = \$204       | \$204                  |
| Shuttle                                                                                          | \$50 x 1 round trip x 1 person = \$50  | \$50                   |
| Airport Parking                                                                                  | \$12 x 1 person x 6 days = \$72        | \$72                   |
| 7. ANAB Forensic ISO/IES 17025:2017 Technical Assessor Training, California, Summer or Fall 2020 |                                        |                        |
| Airflight                                                                                        | \$300 x 3 people x 1 trip = \$900      | \$900                  |
| Hotel                                                                                            | \$200 x 3 people x 4 nights = \$2400   | \$2,400                |
| Per Diem                                                                                         | \$34 x 1 person x 5 days = \$170       | \$170                  |
| Airport Parking                                                                                  | \$12 x 3 people x 5 days = \$180       | \$180                  |
| <b>Firearms/Toolmark</b>                                                                         |                                        |                        |
| 8. Association of Firearms and Toolmark Examiners, Austin, TX, May 24-29, 2020                   |                                        |                        |
| Airflight                                                                                        | \$550 x 2 people x 1 trip = \$1100     | \$1,100                |
| Hotel                                                                                            | \$215 x 2 people x 7 nights = \$3010   | \$3,010                |
| Per Diem                                                                                         | \$34 x 2 people x 8 days = \$544       | \$544                  |
| Shuttle                                                                                          | \$50 x 1 round trip x 2 people = \$100 | \$100                  |
| Airport Parking                                                                                  | \$12 x 2 people x 8 days = \$192       | \$192                  |
| 9. Armorer's Course, Local, 2020 Dates TBD                                                       |                                        |                        |

Total: 27,056

**BUDGET CATEGORY AND LINE ITEM DETAIL**

| Subrecipient: San Bernardino County Sheriff                                                  |                                        | Subaward #: CQ19130360 |
|----------------------------------------------------------------------------------------------|----------------------------------------|------------------------|
| B. Operating Expenses                                                                        |                                        | COST (19 FSIA)         |
| Per Diem                                                                                     | \$9 x 4 people = \$36                  | \$36                   |
| 10. Advanced Firearms Consulting Group Manufacturing Tours, Boston, MA, June 2020            |                                        |                        |
| Airflight                                                                                    | \$700 x 1 person x 1 trip = \$700      | \$700                  |
| Hotel                                                                                        | \$240 x 1 person x 9 nights = \$2160   | \$2,160                |
| Per Diem                                                                                     | \$34 x 1 person x 10 days = \$340      | \$340                  |
| Rental Car                                                                                   | \$445                                  | \$445                  |
| Controlled Substances                                                                        |                                        |                        |
| 11. Clandestine Laboratory Investigating Chemists Seminar, Houston, TX, September 7-12, 2020 |                                        |                        |
| Airflight                                                                                    | \$525 x 3 people x 1 trip = \$1575     | \$1,575                |
| Hotel                                                                                        | \$140 x 3 people x 6 nights = \$2520   | \$2,520                |
| Per Diem                                                                                     | \$34 x 3 people x 6 days = \$612       | \$612                  |
| Shuttle                                                                                      | \$50 x 1 round trip x 3 people = \$150 | \$150                  |
| Airport Parking                                                                              | \$12 x 3 people x 7 days = \$252       | \$252                  |
| Crime Scene Investigations                                                                   |                                        |                        |
| 12. International Association of Identification Meeting, Orlando, FL, August 9-14, 2020      |                                        |                        |
| Airflight                                                                                    | \$500 x 2 people x 1 trip = \$1000     | \$1,000                |
| Hotel                                                                                        | \$150 x 2 people x 5 nights = \$1500   | \$1,500                |
| Per Diem                                                                                     | \$34 x 2 people x 6 days = \$408       | \$408                  |
| Shuttle                                                                                      | \$50 x 1 round trip x 2 people = \$100 | \$100                  |
| Airport Parking                                                                              | \$12 x 2 people x 6 days = \$144       | \$144                  |
| 13. California Division AIA Training Conference, Rancho Mirage, CA, May 18-22, 2020          |                                        |                        |
| Hotel                                                                                        | \$175 x 2 people x 4 nights = \$1400   | \$1,400                |
| Per Diem                                                                                     | \$34 x 2 people x 5 days = \$340       | \$340                  |
| 14. Certification Test Preparation Course, Orange County, CA, September 14-18, 2020          |                                        |                        |
| Per Diem                                                                                     | \$9 x 3 people = \$27                  | \$27                   |
| Forensic Alcohol                                                                             |                                        |                        |
| 15. International Association for Chemical Testing Meeting, Tuscon, AZ, April 19-24, 2020    |                                        |                        |
| Hotel                                                                                        | \$175 x 1 person x 6 nights = \$1050   | \$1,050                |
| Per Diem                                                                                     | \$34 x 1 person x 6 days = \$204       | \$204                  |
| Hotel Parking                                                                                | \$55 x 1 car = \$55                    | \$55                   |
| 16. Borkenstein Alcohol Course, Bloomington, IN, December 6-11, 2020                         |                                        |                        |
| Airflight                                                                                    | \$800 x 2 people x 1 trip = \$1600     | \$1,600                |
| Hotel                                                                                        | \$150 x 2 people x 6 nights = \$1800   | \$1,800                |
| Per Diem                                                                                     | \$34 x 2 people x 6 days = \$408       | \$408                  |
| Rental Car                                                                                   | \$332 x 1 car = \$332                  | \$332                  |
| Airport Parking                                                                              | \$12 x 2 people x 7 days = \$168       | \$168                  |
| 17. California Association of Toxicologists Spring Meeting, San Francisco, CA May 2020       |                                        |                        |
| Airflight                                                                                    | \$250 x 1 person x 1 trip = \$250      | \$250                  |
| Hotel                                                                                        | \$150 x 1 person x 3 nights = \$450    | \$450                  |
| Per Diem                                                                                     | \$34 x 1 person x 4 days = \$136       | \$136                  |
| Shuttle                                                                                      | \$50 x 1 round trip x 1 person = \$50  | \$50                   |
| Airport Parking                                                                              | \$12 x 1 person x 4 days = \$48        | \$48                   |
| 18. California Association of Toxicologists Fall Meeting, Orange County, CA, November 2020   |                                        |                        |
| Hotel                                                                                        | \$150 x 1 person x 2 nights = \$300    | \$300                  |
| Per Diem                                                                                     | \$34 x 1 person x 3 days = \$102       | \$102                  |

## BUDGET CATEGORY AND LINE ITEM DETAIL

| Subrecipient: San Bernardino County Sheriff                                                                                                                                     | Subaward #: CQ19130360 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| B. Operating Expenses                                                                                                                                                           | COST (19 FSIA)         |
| <u>Other (training registration, lab supplies, publications, journals)</u>                                                                                                      |                        |
| <b>General Criminalistics</b>                                                                                                                                                   |                        |
| 1. California Association of Criminalists, Santa Cruz, CA, April 27-May 2, 2020<br>Registration \$450 x 3 people = \$1350<br>Workshops \$200 x 3 people = \$600                 | \$1,350<br>\$600       |
| 2. California Association of Criminalists, Los Angeles, CA, October 26-30, 2020<br>Registration \$450 x 3 people = \$1350<br>Workshops \$200 x 3 people = \$600                 | \$1,350<br>\$600       |
| 3. California Association of Crime Laboratory Directors, Santa Cruz, CA, April 27-May 2, 2020<br>Registration \$450 x 2 people = \$900                                          | \$900                  |
| 4. California Association of Crime Laboratory Directors, TBA, Fall 2020<br>Registration \$450 x 1 person = \$450                                                                | \$450                  |
| 5. American Society of Crime Laboratory Directors, Denver, CO, March 29-April 2, 2020<br>Registration \$575 x 3 people = \$1725<br>Workshops \$200 x 3 people = \$600           | \$1,725<br>\$600       |
| 6. Association of Forensic Quality Assurance Managers, South Lake Tahoe, CA, October 12-15, 2020<br>Registration \$300 x 1 person = \$300<br>Workshops \$200 x 1 person = \$200 | \$300<br>\$200         |
| 7. ANAB Forensic ISO/IES 17025:2017 Technical Assessor Training, California, Summer or Fall 2020<br>Registration \$1195 x 3 people = \$3585                                     | \$3,585                |
| <b>Firearms/Toolmark</b>                                                                                                                                                        |                        |
| 8. Association of Firearms and Toolmark Examiners, Austin, TX, May 24-29, 2020<br>Registration \$600 x 2 people = \$1200                                                        | \$1,200                |
| 9. Armorer's Course, Local, 2020 Dates TBD<br>Registration \$500 x 4 people = \$2000                                                                                            | \$2,000                |
| 10. Advanced Firearms Consulting Group Manufacturing Tours, Boston, MA, June 2020<br>Registration \$750 x 1 person = \$750                                                      | \$750                  |
| <b>Controlled Substances</b>                                                                                                                                                    |                        |
| 11. Clandestine Laboratory Investigating Chemists Seminar, Houston, TX, September 7-12, 2020<br>Registration \$500 x 3 people = \$1500<br>Workshops \$200 x 3 people = \$600    | \$1,500<br>\$600       |
| <b>Crime Scene Investigations</b>                                                                                                                                               |                        |
| 12. International Association of Identification Meeting, Orlando, FL, August 9-14, 2020<br>Registration \$600 x 2 people = \$1200<br>Workshops \$500 x 2 people = \$1000        | \$1,200<br>\$1,000     |
| 13. California Division AIA Training Conference, Rancho Mirage, CA, May 18-22, 2020<br>Registration \$400 x 2 people = \$800                                                    | \$800                  |
| 14. Certification Test Preparation Course, Orange County, CA, September 14-18, 2020                                                                                             |                        |

**BUDGET CATEGORY AND LINE ITEM DETAIL**

|                                                                                            |  |                               |
|--------------------------------------------------------------------------------------------|--|-------------------------------|
| <b>Subrecipient: San Bernardino County Sheriff</b>                                         |  | <b>Subaward #: CQ19130360</b> |
| <b>B. Operating Expenses</b>                                                               |  | <b>COST (19 FSIA)</b>         |
| Registration \$395 x 3 people = \$1185                                                     |  | \$1,185                       |
| <b>Forensic Alcohol</b>                                                                    |  |                               |
| 15. International Association for Chemical Testing Meeting, Tuscon, AZ, April 19-24, 2020  |  |                               |
| Registration \$350 x 1 person = \$350                                                      |  | \$350                         |
| 16. Borkenstein Alcohol Course, Bloomington, IN, December 6-11, 2020                       |  |                               |
| Registration \$1500 x 2 people = \$3000                                                    |  | \$3,000                       |
| 17. California Association of Toxicologists Spring Meeting, San Francisco, CA May 2020     |  |                               |
| Registration \$150 x 1 person = \$150                                                      |  | \$150                         |
| 18. California Association of Toxicologists Fall Meeting, Orange County, CA, November 2020 |  |                               |
| Registration \$150 x 1 person = \$150                                                      |  | \$150                         |
|                                                                                            |  | 4,835                         |
| <b>Operating Section Totals</b>                                                            |  |                               |
| <b>OPERATING SECTION TOTAL</b>                                                             |  | <b>\$73,265</b>               |

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## VSPS Budget Summary Report

**CQ19 Paul Coverdell Forensic Science Improvement Program**  
**San Bernardino County**  
**Paul Coverdell Forensic Science Improvement Program**

**Subaward #: CQ19 13 0360**  
**Performance Period: 01/01/20 - 12/31/20**  
**Latest Request: , Not Final 201**

### **A. Personal Services - Salaries/Employee Benefits**

| <u>F/S/L</u>                                                    | <u>Funding Source</u> | <u>Budget Amount</u> | <u>Paid/Expended</u> | <u>Balance</u> | <u>Pending</u> | <u>Pending Balance</u> |
|-----------------------------------------------------------------|-----------------------|----------------------|----------------------|----------------|----------------|------------------------|
| F                                                               | 19FSIA                | 0                    | 0                    | 0              | 0              | 0                      |
| <b>Total A. Personal Services - Salaries/Employee Benefits:</b> |                       | <b>0</b>             | <b>0</b>             | <b>0</b>       | <b>0</b>       | <b>0</b>               |

### **B. Operating Expenses**

| <u>F/S/L</u>                        | <u>Funding Source</u> | <u>Budget Amount</u> | <u>Paid/Expended</u> | <u>Balance</u> | <u>Pending</u> | <u>Pending Balance</u> |
|-------------------------------------|-----------------------|----------------------|----------------------|----------------|----------------|------------------------|
| F                                   | 19FSIA                | 73,265               | 0                    | 73,265         | 0              | 73,265                 |
| <b>Total B. Operating Expenses:</b> |                       | <b>73,265</b>        | <b>0</b>             | <b>73,265</b>  | <b>0</b>       | <b>73,265</b>          |

### **C. Equipment**

| <u>F/S/L</u>               | <u>Funding Source</u> | <u>Budget Amount</u> | <u>Paid/Expended</u> | <u>Balance</u> | <u>Pending</u> | <u>Pending Balance</u> |
|----------------------------|-----------------------|----------------------|----------------------|----------------|----------------|------------------------|
| F                          | 19FSIA                | 0                    | 0                    | 0              | 0              | 0                      |
| <b>Total C. Equipment:</b> |                       | <b>0</b>             | <b>0</b>             | <b>0</b>       | <b>0</b>       | <b>0</b>               |

|                            | <u>Budget Amount</u> | <u>Paid/Expended</u> | <u>Balance</u> | <u>Pending</u> | <u>Pending Balance</u> |
|----------------------------|----------------------|----------------------|----------------|----------------|------------------------|
| <b>Total Local Match:</b>  | <b>0</b>             | <b>0</b>             | <b>0</b>       | <b>0</b>       | <b>0</b>               |
| <b>Total Funded:</b>       | <b>73,265</b>        | <b>0</b>             | <b>73,265</b>  | <b>0</b>       | <b>73,265</b>          |
| <b>Total Project Cost:</b> | <b>73,265</b>        | <b>0</b>             | <b>73,265</b>  | <b>0</b>       | <b>73,265</b>          |

## **Budget Narrative**

### **General Training**

Three Criminalists will attend the California Association of Criminalists (CAC) North meeting to be held in Santa Cruz, California in Spring 2020. Similarly, three Criminalists will attend the CAC South meeting to be held in Los Angeles, California in Fall 2020. These meetings, which are specific to issues encountered by Criminalists in California, also serve as an introduction of newer Criminalists to other practitioners in California with whom to network. Cost for the spring meeting including registration, travel, lodging and meals is estimated at \$7,053. Cost for the fall meeting including registration, lodging and meals is estimated at \$5,562.

Three Supervising Criminalists will attend the American Society of Crime Laboratory Directors meeting in Denver, Colorado in March of 2020. This is the largest 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. Held in conjunction with this event is the annual meeting of the delegate assembly of the American Society of Crime Laboratory Directors/ Laboratory Accreditation Board where changes and modifications to the accreditation program are discussed and voted upon. Cost for this training, including registration, travel, lodging and meals is estimated at \$7,803.

Subrecipient: San Bernardino County Sheriff's Subaward #: CQ19130360

Two Supervising Criminalists will attend the California Association of Crime Laboratory Directors meetings in the Spring and a Supervising Criminalist will attend in the Fall of 2020. This meeting provides information about proposed legislative changes that might impact the Laboratory, grant funding opportunities and restrictions, management and leadership training. It will also give management personnel the opportunity to network with supervisors and managers from other agencies. Cost for the spring meeting in northern California including registration, travel, lodging and meals is estimated at \$2,676. Cost for the fall meeting in southern California including registration, lodging and meals is estimated at \$952.

The Quality Assurance Officer will attend the annual training conference of the Association of Quality Assurance Managers in South Lake Tahoe, California in Fall of 2020. This meeting provides up to date information regarding proposed changes to laboratory accreditation programs, methods to insure the quality of the laboratory analysis process and various sources for required proficiency tests for laboratory analysts. Cost for this training, including registration, travel, lodging and meals is estimated at \$2,151.

Three laboratory staff members will attend the ANAB Forensic ISO/IEC 17025 Assessor Training in California. This training will provide them with a more in depth understanding of the accreditation requirements and allow them to conduct

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assessments of other laboratories. Cost for this training, including registration, travel, lodging and meals is estimated at \$7,575.

### **Firearms Training**

Two Firearms Examiners will attend the Annual Association of Firearm and Toolmark Examiners (AFTE) conference to be held in Nashville, TN in May 2020. This meeting provides information on accreditation issues, manufacturing updates, legislative initiatives and examination training. Cost for this training, including registration, travel, lodging and meals is estimated at \$6,146.

Four Examiners will attend a local armorer's course to obtain more in-depth information about the functioning of handguns, rifles and shotguns routinely encountered in case work. Cost for this training, including registration and meals is estimated at \$2,036.

One Criminalist will attend the Manufacturing Tours offered by the Advanced Firearms Consulting Group. These tours provide first-hand training of the manufacturing processes of various firearms and requires travel to three different manufacturing facilities on the east coast. Cost for this training, including registration, travel, lodging and meals is estimated at \$4,395.

### **Controlled Substances Training**

Three criminalists will attend the Clandestine Laboratory Investigating Chemists Technical Training Seminar in Houston, TX in September of 2020. This training provides the most current information about national drug trends, legislative changes related to new and emerging drugs, analytical techniques for drug analysis and safety and synthesis information related to illicit drug labs. Cost for this training, including registration, travel, lodging and meals is estimated at \$7,209.

### **Crime Scene Investigation Training**

The International Association for Identification is the leading forensic group for Crime Scene Investigation. Their International and State Division meetings provide state of the art training for crime scene investigators.

Two Sheriff's Crime Scene Specialists will attend the International Association for Identification International meeting in Orlando, FL in August 2020. Cost for this training, including registration, travel, lodging and meals is estimated at \$5,352.

Two Sheriff's Crime Scene Specialists will attend the International Association for Identification California Division meeting in Rancho Mirage, CA in May 2020. Cost for this training, including registration, lodging and meals is estimated at \$2,540.

Three Sheriff's Crime Scene Specialists will attend the International Association for Identification Certification Test Preparation Course in Orange County, California

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in September 2020. This course provides intensive training in preparing for the certification exam for crime scene investigators. At the end of the course, attendees take the certification exam. Cost for this training, including registration and meals is \$1,212.

### **Forensic Alcohol Training**

One Criminalist will attend the annual meeting of the International Association for Chemical Testing in Tucson, AZ in 2020. This meeting provides valuable information regarding blood, breath and urine alcohol testing and interpretation for traffic-related purposes and covers basic alcohol chemistry, physiology, etc. Cost for this training, including registration, travel, lodging and meals is estimated at \$1,659.

Two Criminalists will attend the Borkenstein Alcohol School in December 2020. This school, held in Bloomington, Indiana is considered the "gold standard" for the training of alcohol analysts. Training includes the pharmacology of alcohol, impacts of alcohol on driving ability, breath testing methods, blood testing methods and courtroom presentation of evidence in driving under the influence of alcohol trials. Cost for this training, including registration, travel, lodging and meals is estimated at \$7,308.

Subrecipient: San Bernardino County Sheriff's Subaward #: CQ19130360

A Criminalist will attend both semi-annual California of Toxicologists meetings. These meetings discuss changes in alcohol legislation, testing techniques and defense attacks on blood and breath alcohol tests. Cost for the spring meeting in San Francisco, Ca including registration, travel, lodging and meals is estimated at \$1,084. Cost for the fall meeting in Orange County, CA including registration, lodging and meals is estimated at \$552.

## **Project Narrative**

### **Problem Statement**

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 SBSD-SID is a forensic science laboratory accredited through ANAB / American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB, certificate #ALI-409-T). The Crime Laboratory first attained the status under the legacy program in 1995 and renewed it every five years until 2016. In 2016, the Laboratory achieved accreditation under the ISO 17025 International Program. Among the many disciplines covered by the certificate are Firearms, Trace, Forensic Biology, Controlled Substance, Blood Alcohol, and Crime Scene Investigations (CSI).

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. This grant will supplement our general forensic training and provide specific training in six areas: General Forensics, Firearms, Trace, Controlled Substance, Blood Alcohol, and Crime Scene Investigations. Information learned from these training classes will be disseminated at individual unit meetings.

## **Plan and Capabilities**

The Crime Laboratory plans to utilize all 2019 Coverdell funding for training related expenses. 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.

The SBSD-SID currently has three full-time Firearms Examiners, one Firearms Examiner Trainee and a Forensic Specialist who is assigned to the NIBIN program. Normally, twenty to thirty cases per month are submitted for bullet, fired cartridge case, firearm, and toolmark comparisons. Due to our limited staff size, we are unable to examine all requested firearms cases. We triage our cases through priority assessment by the Firearms Supervisor to maximize our effectiveness through a thorough and current understanding of the firearms and ammunition available, as well as the nuances associated with toolmark examinations.

The Firearms/Toolmarks Unit completed 133 firearms cases, 2 toolmark cases and 486 National Integrated Ballistic Identification Network (NIBIN) entry cases in 2018. 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 as priority two. As of November 19, 2019, the number of

backlogged priority one firearms cases was 4, the number of backlogged priority two firearms cases was 344, the number of backlogged priority one NIBIN cases was 11 and the number of backlogged priority two NIBIN cases was 383. The current average turnaround time for firearms cases is 14.6 days and for NIBIN cases is 44.1 days. The turnaround time is expected to significantly decrease as new examiners become qualified and a greater number of cases are analyzed. With the training provided, the goal of the unit will be to reduce the turnaround time to less than 60 days while maintaining a priority one backlog of less than 10 cases.

One of the foremost means of information exchange among firearms and toolmark examiners is participation in the annual Association of Firearm and Toolmark Examiners (AFTE) conference. The oral presentations at these meetings are complimented by the poster sessions, vendor displays, and the informative workshops. We intend to send two staff members to the AFTE meeting in May of 2020. The meeting will be held in Austin, TX.

Additionally, Firearms/Toolmarks Unit staff members will attend a local armorer's course to obtain in depth information about the functioning of specific weapons.

The SBSD-SID has one full-time Trace Examiner. The Examiner is proficient in gunshot residue analysis, fire debris analysis, shoe/tire impression comparison, chemical unknown analysis and fracture match determination. The Trace Unit

completed 163 cases with a turnaround time of 37.4 days in 2018. As of November 18, 2019, the number of backlogged cases was 27 cases. The current average turnaround time is 19.5 days.

The SBSD-SID has one Sheriff's Supervising Crime Scene Specialist, two Sheriff's Lead Crime Scene Specialist and seven Sheriff's Crime Scene Specialists who respond to crime scenes. The Crime Scene Investigations (CSI) Unit processed over 245 crime scenes with a turnaround time for the completion of crime scene reports of 41.7 days in 2018. 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, photography and technical processing reports. As of November 18, 2019, the backlog of CSI crime scene reports was 35. The current average turnaround time for the completion of crime scene reports is 32 days. 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 and average maintained at less than 21 days.

Crime scene investigation techniques learned from the International Association for Identification (IAI) conference will augment the experience level of current Sheriff's Crime Scene Specialists and greatly expedite the training of our new Sheriff's Crime Scene Specialists to improve the quality of their work, thereby,

reducing backlogs. With this acquired training, time spent related to crime scene documentation and reporting should also decrease.

Quality of our crime scene processing is always a priority. The information gained by the two Sheriff's Crime Scene Specialists attending the IAI International Meeting in Orlando, FL in August 2020 and the two Sheriff's Crime Scene Specialists attending the California Division of the IAI meeting in Rancho Mirage, CA in April 2020 will significantly increase the quality of work we do at crime scenes. This newly-acquired knowledge will be another tool that can be used to solve cases in the County. Three Sheriff's Crime Scene Specialists will attend the International Association for Identification Certification Test Preparation course in Orange County, CA. At the end of the course, the attendees will take the certification exam for crime scene investigations.

The Controlled Substances Unit completed 11,315 controlled substance cases with an average turnaround time of 17.3 days in 2018. The Controlled Substances Unit classifies a case as "backlog" when it is not completed within ten days of submission. As of November 18, 2019, the number of controlled substances backlogged cases was 619. The current average turnaround time is 12 days. The goal will be to maintain the turnaround time at less than 10 days and to reduce the number of backlogged cases by improving productivity and training additional staff members in drug analysis.

Subrecipient: San Bernardino County Sheriff's Subaward #: CQ19130360

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Three Controlled Substances staff members will attend the Clandestine Laboratory Investigating Chemists meeting in Houston, TX in September 2020. This training provides up-to-date information about drug trends, illicit manufacturing, analytical techniques and changes to controlled substances laws. This is the premier continuing educational opportunity for drug chemists.

The Blood Alcohol Section has one full-time analyst and one- part-time analyst. The Blood Alcohol Section completed 4,724 cases with a turnaround time of 14 days in 2018. As of November 18, 2019, the number of backlogged cases was 434. The current average turnaround time is 12 days. The goal for this unit will be to maintain the turnaround time at less than 10 days.

Two Forensic Alcohol staff member will attend the Borkenstein Alcohol Course in December 2020. This is the premier course for the training of alcohol analysts. Staff members will also attend the International Association for Chemical Testing meeting in Tucson, AZ in April 2020 and both the spring and fall meetings of the California Association of Toxicologists.

General criminalistics training will be included in the program by attendance at several professional meetings. Three staff members will attend the spring 2020 seminar of the California Association of Criminalists (CAC) in San Francisco, CA. Three staff members will attend the CAC fall 2020 seminar in Los Angeles, CA.

Subrecipient: San Bernardino County Sheriff's Subaward #: CQ19130360

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The Quality Assurance Officer will attend the Association of Forensic Quality Assurance Managers meeting in South Lake Tahoe, CA in October 2020.

Three Supervising Criminalists will attend the American Society of Crime Laboratory Directors meeting in Denver, CO in March 2020 and both the spring and fall meetings of the California Association of Crime Laboratory Directors.

Additionally, three staff members will attend the ANAB Forensic ISO/IEC 17025 Technical Assessor Training at a California location to be announced.

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Subaward #: CQ19130360

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**OUT-OF-STATE TRAVEL REQUEST**

**SUBRECIPIENT**

Agency: San Bernardino County Sheriff's Department  
Project Director: Catherine M. Wojcik Phone #: (909) 387-9980  
Address: 711 E. Rialto Avenue  
City: San Bernardino Zip: 92415

**ATTENDEE(S)**

Name: Three Laboratory Staff Members  
Title: Supervising Criminalists Phone #: (909) 387-9980  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] 03/29/2020  
Destination (City/State) Denver, CO  
Description (Meeting/Conference/Other) American Society of Crime Laboratory  
Directors Meeting

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Provides leadership/management training related to the operation of crime laboratories. Also provides updates on grants and federal legislation.

**Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**

**FOR CAL OES USE ONLY**

Recommendation:

**Approve**      **Disapprove**



[Signature]  
Program Specialist

Cindy Busta  
Unit Chief

2/7/20  
Date

2/7/20  
Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on internal policy or the state's travel policy?**  
**Please specify:**

Internal Travel Policy ☒ State Travel Policy ☐

Date of Trip: March 29-April 2, 2020  
Destination: Denver, CO  
Purpose: American Society of Crime Laboratory Directors Meeting

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

|                             |                              |                |
|-----------------------------|------------------------------|----------------|
|                             | <b>Airfare:</b>              | <u>\$ 1500</u> |
| Additional Airport Expenses |                              |                |
|                             | Mileage: (58 cents per mile) | <u>\$</u>      |
|                             | Taxi/Shuttle:                | <u>\$ 150</u>  |
|                             | Parking:                     | <u>\$ 216</u>  |
| Auto Expenses:              |                              |                |
|                             | Private Car:                 | <u>\$</u>      |
|                             | Rental Car:                  | <u>\$</u>      |
|                             | State/Agency Car:            | <u>\$</u>      |

#### HOTEL/PER DIEM

Hotel:  
5 days @ \$ 600 per day = \$ 3000

Per diem:  
6 days @ \$ 102 per day = \$ 612

#### OTHER EXPENSES

|                              |                |
|------------------------------|----------------|
| Registration/Conference Fee: | <u>\$ 1725</u> |
| Workshops                    | <u>\$ 600</u>  |
|                              | <u>\$</u>      |
|                              | <u>\$</u>      |
|                              | <u>\$</u>      |

**TOTAL COSTS NOT TO EXCEED:** \$ 7803

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Subaward #: CQ19130360

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**OUT-OF-STATE TRAVEL REQUEST**

**SUBRECIPIENT**

Agency: San Bernardino County Sheriff's Department  
Project Director: Catherine M. Wojcik Phone #: (909) 387-9980  
Address: 711 E. Rialto Avenue  
City: San Bernardino Zip: 92415

**ATTENDEE(S)**

Name: Two Firearms Examiners  
Title: Criminalists Phone #: (909) 387-9980  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] 05/24/2020  
Destination (City/State) Austin, TX  
Description (Meeting/Conference/Other) Association of Firearms and Toolmark Examiners Meeting

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Provides information about accreditation issues, manufacturing updates,  
examination training and legislative initiatives.

**Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**

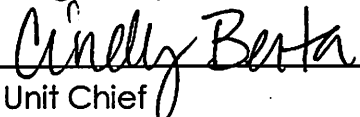
**FOR CAL OES USE ONLY**

Recommendation:

**Approve**      **Disapprove**



  
Program Specialist

  
Unit Chief

2/7/20  
Date

2/7/20  
Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on internal policy or the state’s travel policy?  
Please specify:**

Internal Travel Policy ☒ State Travel Policy ☐

|               |                                                        |
|---------------|--------------------------------------------------------|
| Date of Trip: | May 24-29, 2020                                        |
| Destination:  | Austin, TX                                             |
| Purpose:      | Association of Firearms and Toolmark Examiners Meeting |

## ESTIMATED COSTS

**TRANSPORTATION:**

**AMOUNT**

|                              |         |
|------------------------------|---------|
| Airfare:                     | \$ 1100 |
| Additional Airport Expenses  |         |
| Mileage: (58 cents per mile) | \$      |
| Taxi/Shuttle:                | \$ 100  |
| Parking:                     | \$ 192  |

Auto Expenses:

|                   |          |
|-------------------|----------|
| Private Car:      | \$ _____ |
| Rental Car:       | \$ _____ |
| State/Agency Car: | \$ _____ |

**HOTEL/PER DIEM**

Hotel: 7 days @ \$ 430 per day = \$ 3010

Per diem:  
8 days @ \$ 68 per day = \$ 544

## OTHER EXPENSES

|                              |         |
|------------------------------|---------|
| Registration/Conference Fee: | \$ 1200 |
|                              | \$      |
|                              | \$      |
|                              | \$      |
|                              | \$      |
|                              | \$      |

**TOTAL COSTS NOT TO EXCEED:** \$ 6146

Subaward #: CQ19130360

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**OUT-OF-STATE TRAVEL REQUEST**

**SUBRECIPIENT**

Agency: San Bernardino County Sheriff's Department  
Project Director: Catherine M. Wojcik Phone #: (909) 387-9980  
Address: 711 E. Rialto Avenue  
City: San Bernardino Zip: 92415

**ATTENDEE(S)**

Name: One Firearms Examiner  
Title: Criminalist Phone #: (909) 387-9980  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] 06/07/2020  
Destination (City/State) Boston, MA  
Description (Meeting/Conference/Other) Advanced Firearms Consulting Group  
Manufacturing Tours

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Provides current information on the manufacturing process of different types of  
firearms.

**Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**

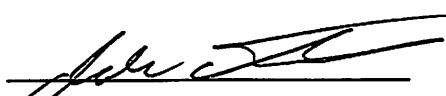
**FOR CAL OES USE ONLY**

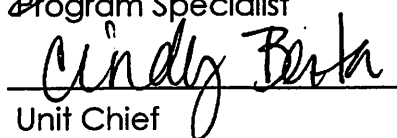
Recommendation:

**Approve**

**Disapprove**



  
Program Specialist

  
Unit Chief

2/7/20  
Date

2/7/20  
Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on internal policy or the state's travel policy?**  
**Please specify:**

Internal Travel Policy ☒ State Travel Policy ☐

Date of Trip: June 7-20, 2020  
Destination: Boston, MA  
Purpose: Advanced Firearms Consulting Group Manufacturing Tours

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

**Airfare:** \$ 700

Additional Airport Expenses

Mileage: (58 cents per mile) \$

Taxi/Shuttle: \$

Parking: \$

Auto Expenses:

Private Car: \$

Rental Car: \$ 445

State/Agency Car: \$

#### HOTEL/PER DIEM

Hotel:

9 days @ \$ 240 per day = \$ 2160

Per diem:

10 days @ \$ 34 per day = \$ 340

#### OTHER EXPENSES

Registration/Conference Fee: \$ 750

\$

\$

\$

\$

**TOTAL COSTS NOT TO EXCEED:** \$ 4395



Subaward #: CQ19130360

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES**  
**OUT-OF-STATE TRAVEL REQUEST**

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**SUBRECIPIENT**

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Agency: San Bernardino County Sheriff's Department  
Project Director: Catherine M. Wojcik Phone #: (909) 387-9980  
Address: 711 E. Rialto Avenue  
City: San Bernardino Zip: 92415

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**ATTENDEE(S)**

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Name: Three Controlled Substance Analysts  
Title: Criminalist Phone #: (909) 387-9980  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

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**TRIP DETAILS**

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Trip Date [Month/Day(s)/Year] 09/07/2020  
Destination (City/State) Houston, TX  
Description (Meeting/Conference/Other) Clandestine Laboratory Investigating Chemists (CLIC) Seminar

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Provides specialized training in clandestine laboratory investigations and analysis including new trends being seen in the country and the world.

**Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**

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**FOR CAL OES USE ONLY**

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Recommendation:

**Approve**      **Disapprove**



[Signature]  
Program Specialist

[Signature]  
Unit Chief

2/7/20  
Date

2/7/20  
Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on internal policy or the state's travel policy?  
Please specify:**

Internal Travel Policy ☒ State Travel Policy ☐

Date of Trip: September 7-12, 2020  
Destination: Houston, TX  
Purpose: Clandestine Laboratory Investigating Chemists (CLIC) Seminar

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

|                             |                              |                      |
|-----------------------------|------------------------------|----------------------|
|                             | <b>Airfare:</b>              | \$ <u>1575</u>       |
| Additional Airport Expenses |                              |                      |
|                             | Mileage: (58 cents per mile) | \$ <u>          </u> |
|                             | Taxi/Shuttle:                | \$ <u>150</u>        |
|                             | Parking:                     | \$ <u>252</u>        |
| Auto Expenses:              |                              |                      |
|                             | Private Car:                 | \$ <u>          </u> |
|                             | Rental Car:                  | \$ <u>          </u> |
|                             | State/Agency Car:            | \$ <u>          </u> |

#### HOTEL/PER DIEM

Hotel:  
6 days @ \$ 420 per day = \$ 2520

Per diem:  
6 days @ \$ 102 per day = \$ 612

#### OTHER EXPENSES

|                              |                      |
|------------------------------|----------------------|
| Registration/Conference Fee: | \$ <u>1500</u>       |
| Workshops                    | \$ <u>600</u>        |
|                              | \$ <u>          </u> |
|                              | \$ <u>          </u> |
|                              | \$ <u>          </u> |

**TOTAL COSTS NOT TO EXCEED:** \$ 7209

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Subaward #: CQ19130360

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**OUT-OF-STATE TRAVEL REQUEST**

**SUBRECIPIENT**

Agency: San Bernardino County Sheriff's Department  
Project Director: Catherine M. Wojcik Phone #: (909) 387-9980  
Address: 711 E. Rialto Avenue  
City: San Bernardino Zip: 92415

**ATTENDEE(S)**

Name: Two Sheriff's Crime Scene Specialists  
Title: SCSS/SLCSS/SSCSS Phone #: (909) 387-9980  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] 08/09/2020  
Destination (City/State) Orlando, FL  
Description (Meeting/Conference/Other) International Association for Identification (IAI) Meeting

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Provides up-to-date training on crime scene techniques for evidence identification and collection. Allows for field staff to view and try out new types of equipment.

**Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**

**FOR CAL OES USE ONLY**

Recommendation:

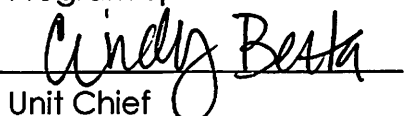
**Approve**      **Disapprove**



  
Program Specialist

2/7/20  
Date



  
Unit Chief

2/7/20  
Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on internal policy or the state's travel policy?**  
**Please specify:**

Internal Travel Policy ☒ State Travel Policy ☐

Date of Trip: August 9-15, 2020  
Destination: Orlando, FL  
Purpose: International Association for Identification (IAI) Meeting

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

|                             |                              |                |
|-----------------------------|------------------------------|----------------|
|                             | <b>Airfare:</b>              | <u>\$ 1000</u> |
| Additional Airport Expenses |                              |                |
|                             | Mileage: (58 cents per mile) | <u>\$</u>      |
|                             | Taxi/Shuttle:                | <u>\$ 100</u>  |
|                             | Parking:                     | <u>\$ 144</u>  |
| Auto Expenses:              |                              |                |
|                             | Private Car:                 | <u>\$</u>      |
|                             | Rental Car:                  | <u>\$</u>      |
|                             | State/Agency Car:            | <u>\$</u>      |

#### HOTEL/PER DIEM

Hotel:  
5 days @ \$ 300 per day = \$ 1500

Per diem:  
6 days @ \$ 68 per day = \$ 408

#### OTHER EXPENSES

|                              |                |
|------------------------------|----------------|
| Registration/Conference Fee: | <u>\$ 1200</u> |
| Workshops                    | <u>\$ 1000</u> |
|                              | <u>\$</u>      |
|                              | <u>\$</u>      |
|                              | <u>\$</u>      |

**TOTAL COSTS NOT TO EXCEED:** \$ 5352

Subaward #: CA19130360 22

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**OUT-OF-STATE TRAVEL REQUEST**

**SUBRECIPIENT**

Agency: San Bernardino County Sheriff's Department  
Project Director: Catherine M. Wojcik Phone #: (909) 387-9980  
Address: 711 E. Rialto Avenue  
City: San Bernardino Zip: 92415

**ATTENDEE(S)**

Name: One Forensic Alcohol Analyst  
Title: Criminalist Phone #: (909) 387-9980  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] 04/19/2020  
Destination (City/State) Tuscon, AZ  
Description (Meeting/Conference/Other) International Association for Chemical Testing Meeting

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Provides current information about breath and blood alcohol testing, courtroom testimony and defense tactics to attach breath and blood tests.

**Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**

**FOR CAL OES USE ONLY**

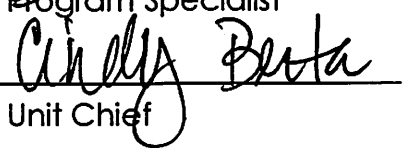
Recommendation:

**Approve**

**Disapprove**



  
Program Specialist

  
Unit Chief

2/7/20  
Date

2/7/20  
Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on internal policy or the state's travel policy?  
Please specify:**

Internal Travel Policy ☒ State Travel Policy ☐

Date of Trip: April 19-24, 2020  
Destination: Tuscon, AZ  
Purpose: International Association for Chemical Testing Meeting

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

|                             |                              |                      |
|-----------------------------|------------------------------|----------------------|
|                             | <b>Airfare:</b>              | \$ <u>          </u> |
| Additional Airport Expenses |                              |                      |
|                             | Mileage: (58 cents per mile) | \$ <u>          </u> |
|                             | Taxi/Shuttle:                | \$ <u>          </u> |
|                             | Parking:                     | \$ <u>55</u>         |
| Auto Expenses:              |                              |                      |
|                             | Private Car:                 | \$ <u>          </u> |
|                             | Rental Car:                  | \$ <u>          </u> |
|                             | State/Agency Car:            | \$ <u>          </u> |

#### HOTEL/PER DIEM

Hotel:  
6 days @ \$ 175 per day = \$ 1050

Per diem:  
6 days @ \$ 34 per day = \$ 204

#### OTHER EXPENSES

Registration/Conference Fee: \$ 350  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL COSTS NOT TO EXCEED:** \$ 1659

(16)

Subaward #: CQ19130360

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
OUT-OF-STATE TRAVEL REQUEST

**SUBRECIPIENT**

Agency: San Bernardino County Sheriff's Department  
Project Director: Catherine M. Wojcik Phone #: (909) 387-9980  
Address: 711 E. Rialto Avenue  
City: San Bernardino Zip: 92415

**ATTENDEE(S)**

Name: Two Forensic Alcohol Analysts  
Title: Criminalists Phone #: (909) 387-9980  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] 12/06/2020  
Destination (City/State) Bloomington, IN  
Description (Meeting/Conference/Other) Borkenstein Alcohol Course

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)  
Provides training in physiology, pharmacology, testing and testimony of forensic alcohol analysis. This course is the gold standard for the training of new analysts.

**Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**

**FOR CAL OES USE ONLY**

Recommendation:

|                                     |                          |
|-------------------------------------|--------------------------|
| <b>Approve</b>                      | <b>Disapprove</b>        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |

|                                                                                      |               |
|--------------------------------------------------------------------------------------|---------------|
|  | <u>2/7/20</u> |
| Program Specialist                                                                   | Date          |
|  | <u>2/7/20</u> |
| Unit Chief                                                                           | Date          |

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on internal policy or the state's travel policy?**  
**Please specify:**

Internal Travel Policy ☒ State Travel Policy ☐

Date of Trip: December 6-11, 2020  
Destination: Bloomington, IN  
Purpose: Borkenstein Alcohol Course

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

|                             |                              |                      |
|-----------------------------|------------------------------|----------------------|
|                             | <b>Airfare:</b>              | \$ <u>1600</u>       |
| Additional Airport Expenses |                              |                      |
|                             | Mileage: (58 cents per mile) | \$ <u>          </u> |
|                             | Taxi/Shuttle:                | \$ <u>          </u> |
|                             | Parking:                     | \$ <u>168</u>        |
| Auto Expenses:              |                              |                      |
|                             | Private Car:                 | \$ <u>          </u> |
|                             | Rental Car:                  | \$ <u>332</u>        |
|                             | State/Agency Car:            | \$ <u>          </u> |

#### HOTEL/PER DIEM

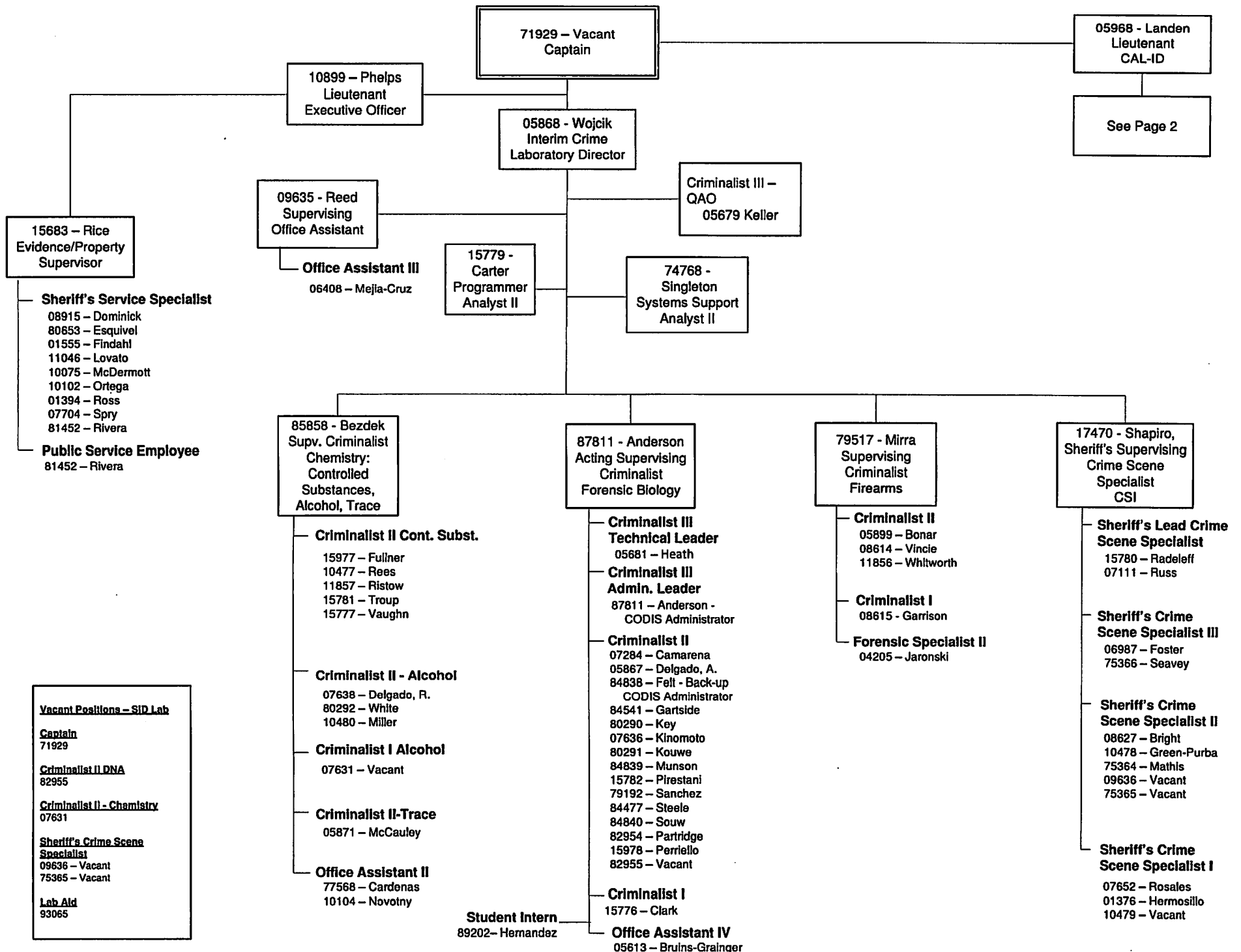
Hotel:  
6 days @ \$ 300 per day = \$ 1800

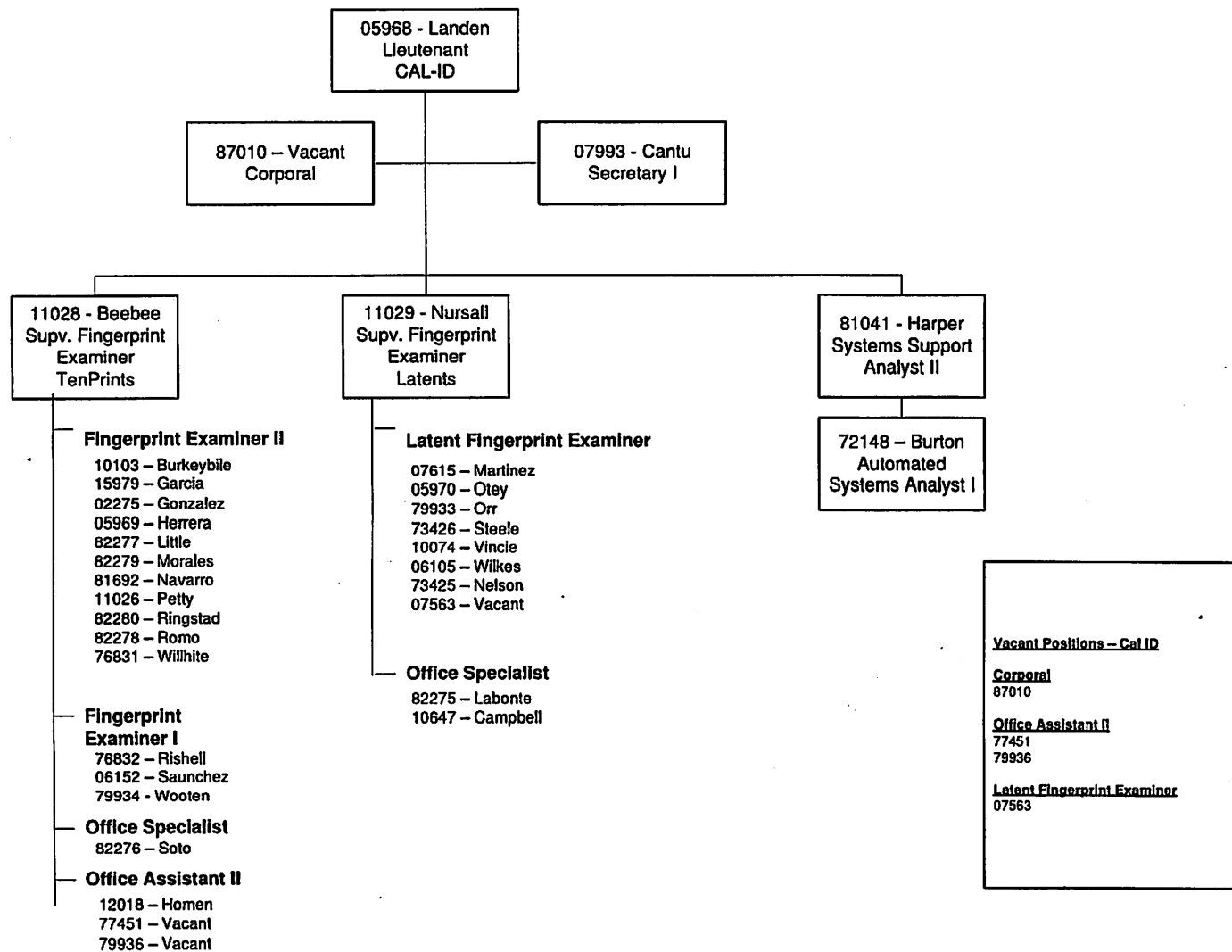
Per diem:  
6 days @ \$ 68 per day = \$ 408

#### OTHER EXPENSES

Registration/Conference Fee: \$ 3000  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL COSTS NOT TO EXCEED:** \$ 7308





## **2019 CALIFORNIA COVERDELL PROGRAM**

### **Certification as to External Investigations**

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice and to the California Governor's Office of Emergency Services (Cal OES):

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 Subaward.

I agree to notify Cal OES Coverdell Program Staff regarding any and all complaints and/or allegations of serious negligence and/or misconduct substantially affecting the integrity of forensic results committed by employees or contractors of the forensic laboratory system.

At the *initiation, duration of, and at the conclusion* of the investigative review process and all appropriate action has been fulfilled, I will notify Cal OES Coverdell Program Staff as to the resolution and that the matter has been resolved.

I personally have read and reviewed the section entitled "Eligibility" in the FY 2019 program announcement for the California Coverdell Program. I acknowledge that a false statement in this certification or in the application that it supports may be subject to criminal prosecution, under 18 U.S.C. §1001. I also acknowledge that the Office of Justice Programs and/or Cal OES Grant Subawards, including certifications provided in connection with such Grants Subawards, are subject to review by the Office of Justice Programs, Department of Justice, Office of the Inspector General, and Cal OES.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to Cal OES).

Curt Hagman

Signature of Certifying Official

Chairman, Board of Supervisors

Title of Certifying Official

San Bernardino County Sheriff's Department

Name of Applicant Agency

JAN 07 2020

Date

San Bernardino County Sheriff's Department

Name of External Investigative  
Agency

Dave Phelps

Contact at External Investigative  
Agency

Lieutenant

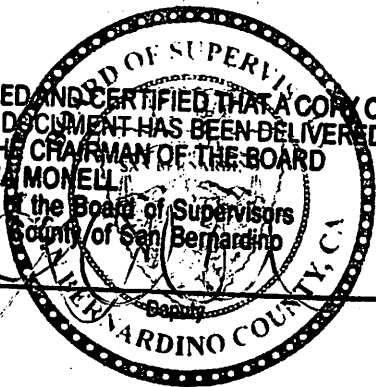
Title

909-387-8849

Phone #

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

By



## 2019 CALIFORNIA COVERDELL PROGRAM

### BASELINE DATA SHEET

The data presented on this document will establish the baseline for the 2019 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 CQ19 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 CQ19 FSIA funds. 45
2. What are the project disciplines for the CQ19 Grant Subaward program?

**PLEASE NOTE: Toxicology and Forensic Alcohol are now ONE discipline**

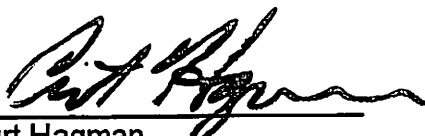
Please check the box(es) that are applicable for your program Grant Subaward funds.

- |                                                                          |                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------|
| <input checked="" type="checkbox"/> Controlled Substances/Drug Chemistry | <input checked="" type="checkbox"/> Crime Scene |
| <input checked="" type="checkbox"/> Toxicology/Forensic Alcohol          | <input 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 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.

| Discipline                           | Turn-Around-Time | Back Log |
|--------------------------------------|------------------|----------|
| Controlled Substances/Drug Chemistry | 11.9             | 619      |
| Toxicology/Forensic Alcohol          | 12               | 434      |
| Trace                                | 19.6             | 27       |
| Firearms                             | 14.6             | 348      |
| Questioned Documents                 | N/A              | N/A      |
| Biology/DNA                          | N/A              | N/A      |
| Fire Evidence                        | N/A              | N/A      |
| Crime Scene                          | 32.2             | 35       |
| Latent Prints                        | N/A              | N/A      |
| Digital Media                        | N/A              | N/A      |
| Pathology                            | N/A              | N/A      |
| NIBIN                                | 44.2             | 383      |
| Impression Evidence                  | N/A              | N/A      |

4. Grant Subaward funding will **only** be used for training: Yes ☒ No ☐

Signature:   
Curt Hagman  
Chairman, Board of Supervisors

Date: JAN 07 2020

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

|                                                                                                                                                                                                                                   |                         |                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------|
| <b>Subrecipient:</b> County of San Bernardino                                                                                                                                                                                     | <b>Duns#:</b> 150955516 | <b>FIPS#:</b> 071-0000 |
| <b>Disaster/Program Title:</b> 2019 Paul Coverdell Forensic Science Improvement Program                                                                                                                                           |                         |                        |
| <b>Performance Period:</b> 01/01/20 to 12/31/20                                                                                                                                                                                   |                         |                        |
| <b>Subaward Amount Requested:</b> \$ 73,265                                                                                                                                                                                       |                         |                        |
| <b>Type of Non-Federal Entity (Check Box):</b> <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe |                         |                        |

Per Title 2 CFR § 200.331, 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 grants   |
| 4. What is the approximate total dollar amount of all grants your organization receives?            | \$ 5,671,270 |
| 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, etc.?            | >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.

|                                                                                                                          |                                   |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>Signature: (Authorized Agent)</b>  | <b>Date:</b> 1/14/2020            |
| <b>Print Name and Title:</b> Gary McBride, Chief Executive Officer                                                       | <b>Phone Number:</b> 909-387-3725 |
| <b>Cal OES Staff Only: SUBAWARD #</b> 001913 0360                                                                        |                                   |

## PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

San Bernaridno, California

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

CA08, CA27, \*CA31, CA35 & CA39

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

33,36,\*40,41,42,47,52,55

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

16,20,21,\*23,25,29

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

2,153,203