

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

Completed by Grants.gov upon submission.

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:** County of San Bernardino

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

95-6002748

**\* c. Organizational DUNS:**

1509555160000

**d. Address:**

**\* Street1:** 655 East Third Street

**Street2:**

**\* City:**

San Bernardino

**County/Parish:**

**\* State:**

CA: California

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

92415-0061

**e. Organizational Unit:**

**Department Name:**

Sheriff/Coroner Department

**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

**\* First Name:**

Kristen

**Middle Name:**

**\* Last Name:**

Oehlhof

**Suffix:**

**Title:** Administrative Supervisor II

**Organizational Affiliation:**

**\* Telephone Number:** 909-387-3637

**Fax Number:** 909-387-3444

**\* Email:** koehlhof@sbcasd.org

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

**\* Other (specify):**

**\* 10. Name of Federal Agency:**

Bureau of Justice Assistance

**11. Catalog of Federal Domestic Assistance Number:**

16.741

**CFDA Title:**

DNA Backlog Reduction Program

**\* 12. Funding Opportunity Number:**

O-BJA-2021-04004

**\* Title:**

BJA FY 21 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

**13. Competition Identification Number:**

**Title:**

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

FY 20/21 DNA Backlog Reduction Program - San Bernardino County Sheriff's Department

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant

CA31

\* b. Program/Project

CA31

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

10/01/2021

\* b. End Date:

09/30/2023

**18. Estimated Funding (\$):**

* a. Federal	401,618.80
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	401,618.80

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review on 05/17/2021 .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

\* First Name:

Kristen

Middle Name:

\* Last Name:

Oehlhof

Suffix:

\* Title:

Administrative Supervisor II

\* Telephone Number:

909-387-3637

Fax Number:

\* Email:

koehlhof@sbcsd.org

\* Signature of Authorized Representative:

Completed by Grants.gov upon submission.

\* Date Signed:

Completed by Grants.gov upon submission.

BJA FY 2021 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program  
San Bernardino Sheriff's Department – Scientific Investigations Division (SBSD-SID)

Project Abstract

The San Bernardino County Sheriff's Department - Scientific Investigations Division (Crime Laboratory) is part of a unit of local government. We are responsible for analyzing evidential material associated with criminal investigations for local law enforcement agencies within the counties of San Bernardino and Riverside. The overall goals of the San Bernardino County Sheriff's Department Crime Laboratory are to increase the throughput of our DNA laboratory, reduce DNA casework backlog and reduce DNA case turnaround time. Our objectives will be to fund a DNA Criminalist position (created and originally funded utilizing the FY 2019 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program) to assist with the analysis of sexual assault kits, fund overtime and supplies to complete backlogged DNA cases, fund necessary training of analysts, fund equipment to assist with sample extractions and cleanup, fund an external DNA audit and fund the replacement of aging equipment and computers within the lab. The projected plans will incorporate the most prudent and efficient use of overtime, supplies, training and other funded categories which will allow us to reach our goals. The Federal funding from this award will assist in giving analysts more time and supplies to work backlogged forensic casework. SBSD-SID will analyze at least 110 forensic biology backlogged DNA cases with the assistance of these funds. This award will be specifically used for the following goals:

1. Reduce the backlog of forensic biology/DNA cases.
2. Increase and maintain the capacity and capabilities of the DNA unit in the laboratory.
3. Maintain continuing education for the Criminalists in the DNA unit.



## **BJA FY 2021 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program**

### **San Bernardino Sheriff's Department – Scientific Investigations Division (SBSD-SID)**

#### **Program Narrative**

The San Bernardino County Sheriff's Department - Scientific Investigations Division (Crime Lab) is part of local government. The Crime Lab is a division within the Sheriff's Department which is overseen by the San Bernardino County Board of Supervisors. We are accredited by the ANSI National Accreditation Board (ANAB). The accreditation certificate and scope is provided as an additional attachment.

The Forensic Biology unit is responsible for examining evidential material associated with criminal investigations and provides forensic DNA casework analysis for local law enforcement agencies within the counties of San Bernardino and Riverside. We will enter all eligible DNA profiles obtained with funding from this program into CODIS and we will upload to NDIS when applicable. Our lab is a CODIS participant in good standing. All DNA analysis performed under this program will be maintained in accordance with Federal privacy requirements and applicable state laws. The Crime Lab does not charge a fee to provide DNA casework services for any agency.

The SBSD-SID Crime Laboratory has been dealing with budget issues for over a decade. Funding for the addition of DNA Criminalist positions to handle the influx of sex kits due to change in legislation is not available at this time. Lab approved overtime is rare and usually only available to assist with rush DNA casework that is necessary to meet court dates or involves public safety concerns. Lab funding for continuing education for DNA Criminalists is also difficult to obtain. Purchase of any lab equipment is next to impossible using lab funding. This grant funding will provide assistance with all of these challenges – a Criminalist position for the

analysis of sexual assault evidence, overtime and supplies for the analysis of backlogged DNA cases, equipment and training.

The goals and objectives of this project are as follows:

Goal 1: Reduce the general casework backlog and turnaround time through purchasing supplies, overtime and the continued funding of a Criminalist position.

Objective A: Work general backlogged DNA cases using grant funded supplies.

Objective B: Fund overtime for DNA Criminalists to work backlogged cases.

With the combination of supplies and overtime we anticipate working at least 110 backlogged cases in-house which will be above and beyond the number of cases worked using lab funding. With careful tracking of grant purchased supplies and overtime, we expect to be able to complete more than the expected 110 cases and our internal lab goal would be to complete at least 150 cases using these funds. The average length of time to complete a DNA case (from submission to release of DNA report to agency) is 224 days.

Objective C: Fund a DNA Criminalist position to assist with the analysis of backlogged sexual assault kits. This DNA Criminalist was created and originally funded utilizing funds from the FY 2019 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program. This DNA Criminalist position will assist with specific steps in the analysis process (DNA extraction and quantitation) of sexual assault kits. We estimate this Criminalist position's assistance in the analysis process will decrease the turn-around time for sexual assault kits 15% and help streamline our workflow. The turn-around time for testing sexual assault kits in 2020 was 233 days, which is an expected increase over previous years due to the incorporation of older kits from previous years into our

workflow. The incorporation of these older kits is in response to state legislation requiring testing of all sexual assault kits.

Goal 2: Increase and maintain capacity in our laboratory.

Objective A: We will purchase five adjustable height chairs for use in the laboratory during the analysis process to replace aging lab chairs. We will purchase four small freezers to replace aging freezers currently in use in the laboratory. These small freezers are used by individual analysts for evidence storage in the lab. We will purchase two refrigerator/freezer combination units to replace aging units in the laboratory currently used for reagent and kit storage. We will purchase 2 replacement computers used for our 7500 Real Time PCR instruments to replace the current aging computers attached to these instruments.

Objective B: Fund an external DNA audit in 2023 which allows a professional group of external auditors that are up to date on all requirements with established experience to review our policies, procedures and actions.

Goal 3: Provide required continuing education for Criminalists in the DNA unit.

Objective A: Fund DNA Criminalists' travel and registration costs to conferences and workshop opportunities that will include California Association of Criminalists Fall Seminar, STRmix Annual workshop and the International Symposium of Human ID Promega meeting in 2023. This training supports continuing education as required by our accredited status and the FBI Quality Assurance Guidelines. We are requesting funding for travel and registration to in-person meetings which we feel is important for the opportunities for interactions with other members of the forensic DNA community and

discussion of new techniques and methods. An in-person meeting also allows interactions with various vendors and the ability to view new technology and products which is invaluable to the lab as we continue to streamline our DNA analysis process.

This award will be used in the following ways to successfully complete our goals for this award.

To complete Goal 1, Objective A, we will purchase supplies as needed so that none goes to waste due to expiration dates. Supply funding will be utilized in 2022 and 2023.

To complete Goal 1, Objective B, funding for overtime will be applied to backlog casework during calendar year 2023 within the award period. Individuals within the unit will utilize overtime to complete backlog cases faster at all steps of the process which includes case assignment, sampling, analysis and the review process. Our lab will successfully complete at least 110 backlog DNA cases utilizing the overtime and supply funds. With these funds, we expect to see a decrease in backlog and improved turnaround times overall at the end of the award period.

To complete Goal 1, Objective C: funding for a Criminalist position will be utilized for a DNA Criminalist to analyze sexual assault kit evidence in the first two steps of the DNA analysis process. This position, originally funded utilizing funds from the FY2019 DNA Capacity Enhancement and Backlog Reduction (CEBR) program is expected to address the influx of sexual assault kits due to state legislation. This Criminalist position will assist us in our efforts to analyze every victim kit. The Criminalist position funding will be utilized over a two-year period (2022-2023).

To complete Goal 2, Objective A: We will purchase five adjustable height chairs for use in the laboratory during the analysis process to replace aging lab chairs. We will purchase four small

freezers to replace aging freezers currently in use in the laboratory. These small freezers are used by individual analysts for evidence storage in the lab. We will purchase two refrigerator/freezer combination units to replace aging units in the laboratory currently used for reagent and kit storage. We will purchase 2 replacement computers used for our 7500 Real Time PCR instruments to replace the current aging computers attached to these instruments.

To complete Goal 2, Objective B: We would like to fund an external DNA audit in 2023. In the past, coordinating an external DNA audit with members of local labs is time consuming and difficult. Having a professional group of external auditors that are up to date on all requirements with established experience review our policies, procedures and actions is very important to our lab.

To complete Goal 3, Objective A: Training funds will be used as conferences and workshops become available and these funds will be used during calendar year 2023. DNA conferences include California Association of Criminalists - Fall Seminar, STRmix annual users group meeting and the International Symposium of Human ID Promega meeting. By the end of the award period, it is expected that 5 opportunities exist to allow DNA Criminalists the ability to learn about new topics and receive training that will fulfill their annual continuing education requirement. The training funding will be utilized in 2023.

Our average turnaround time for all cases completed in 2020 was 224 days. The turnaround time between 2020 and 2019 has remained consistent (224 days in 2020 vs 225 days in 2019) as we continue to focus on working sexual assault cases within the state specified timeframe of 120 days. This trend in our average turnaround time may continue as an influx of victim sexual assault kits continues to occur impacting our ability to work our backlogged sexual assault, major and property crimes. It is anticipated that the average turnaround time per backlogged

case will be decreased by 15-20% (or 33-45 days) and throughput will be increased by at least 10% by the end of the grant period. We expect that we will be able to turnaround recently submitted casework more rapidly and work numerous backlog cases with this funding.

We have observed a 57% increase in sexual assault case DNA requests and submissions from 2019 to 2020 likely due to changes in state law requiring DNA analysis of all sexual assault cases. The submission of these cases will continue to add to our backlog, however we continue working on streamlining this casework and dividing the DNA functions in an effort to meet this increase. Grant funding will assist these efforts so that we limit the negative impact on case turnaround time and case output.

We have observed that as we become more successful with casework, agencies tend to collect and submit evidence they may not have previously thought of as viable samples for DNA analysis. While we work to decrease our current backlog, we have observed an 18% increase in DNA case requests from 2019 to 2020. We also anticipate that agencies will continue to submit and request DNA analysis on many different types of samples; some routine and some more difficult than average. We continue working with our customer agencies to improve the quality of the case submissions through training provided to our customer agencies on our DNA Case Submission Policy, sample identification/collection and case submission as well as improved communication with these agencies and the District Attorney's office.

Funding overtime will allow Criminalists more time to work cases and will reduce the turnaround time as well as the backlog. Utilization of analyst overtime and the purchase of supplies will allow analysts to work more cases and samples than they would have been able to with regular funding streams.

Our laboratory has a grant statistics access database that continuously tracks all DNA casework data in order to facilitate determining case completion statistics for both lab and grant usage. Each case has an assigned LR number (casework submitted prior to March 1, 2011) or LIMS number (casework submitted after March 1, 2011). DNA Criminalists performing the analysis or review process track and document case information such as various DNA kit lot numbers (grant or non-grant), case submission dates, number of samples worked, analysis completion time and date, technical review completion time and date, and administrative review completion time and date for each case. Information collected on each DNA case will assist with generating the statistics for the progress reports for this grant which includes the average number of DNA samples each analyst works per month and case turnaround time. The DNA Supervisor will collect and export data for specific time periods (usually semi-annual) to complete grant progress reports. The exported data is in excel format which allows the data to be reviewed for potential duplicate entries and missing data. Once the data is found to be representative of the specific rating period, the turnaround time is determined by an excel function that involves subtracting the date of completion from the date of case submission for each case resulting in a number that represents the total number of days it took to turnaround that specific case. All the case turnaround times are added in the excel spreadsheet and then divided by the number of cases. The end number is the average turnaround time during the specific rating period. The grant progress reports will include the following data: the number of DNA cases submitted to the laboratory, the total number of DNA cases completed by the laboratory and the total number of forensic DNA samples completed by the laboratory. At the end of the reporting period the average case turnaround time (in days) will be provided as well as in the final report data.

Using the data specific to the rating period also provides the number of samples analyzed per analyst. The number of samples analyzed per case is documented by the analyst in its own specific field. This exported data includes this specific field for each case completed in the rating period. To determine the number of samples analyzed per analyst per month, the numbers of case samples present in this specific field is added together, then divided by the number of analysts working casework during this rating period and then that number is divided by the number of months present in the rating period (usually 6 months). The resulting number represents the number of samples analyzed per analyst per month.

The specific reporting period data is reviewed and grant funded cases are identified and can be separated into OT and supply funded cases. A column tracking CODIS entries made is present in this data. At the end of the column, one can sum the entries to determine the total number of profiles uploaded to CODIS using grant funds and then these are compared to the list of CODIS hits to determine which of these cases had hits or investigative leads. Once the comparison is made, the sum total is determined for the number of CODIS hits made using grant funds. Cases are separated by grant, overtime and supplies. This is done to prevent double-count of cases.

The data is now ready to sort and use to answer grant reporting period questions which includes the total number of cases completed and the total number of forensic DNA samples using grant funds. All this is present in an excel spreadsheet that will be submitted as part of the reporting period data as well as in the final report data.

The grant reporting period is usually semi-annual. An example would be January 1 - June 30, 2022 and July 1 - December 31, 2022. Our lab collected data can be exported and sorted for any date range.



Our Forensic Biology unit has a DNA request and submission process which is tracked in an excel spreadsheet. The number of DNA requests/cases submitted to the laboratory is tracked here. We have a case management team that reviews and approves or denies DNA requests. Information tracked includes the case type (property crime, sexual assault or major crimes) and submission dates. Accepted cases which are not immediately assigned are added to one of three different backlog case worksheets. A backlog case is defined as a DNA case that has not been completed within 30 days of receipt in the laboratory. As cases are assigned, their status is changed from backlog to assigned. All of this information can be sorted several ways to count the number of cases submitted to the laboratory, cases in our backlog, age of the case, type of case etc. Utilizing the DNA case submission Excel spreadsheet, the number of backlogged DNA cases at the end of the reporting period will be provided in the final report data.

SBSD-SID grant contacts include:

Financial POC:

Nancy Perez, Staff Analyst II - Bureau of Administration

San Bernardino County Sheriff's Department

655 East Third Street

San Bernardino, CA 92415

Phone: (909) 387-0362

E-mail: [nperez@sbcscd.org](mailto:nperez@sbcscd.org)

Primary POC in the DNA Laboratory:

Susan Anderson, Forensic Biology Supervising Criminalist - SBSD Scientific Investigations

Division

San Bernardino County Sheriff's Department

711 East Rialto Ave.

San Bernardino, CA 92415-0056

Phone: (909) 383-9927

E-mail: [smanderson@sbcasd.org](mailto:smanderson@sbcasd.org)

The Forensic Biology Unit Supervisor (the Laboratory POC) will be responsible for compiling the grant data presented in progress and final reports. This data will be accurate and auditable, and will be available for review 3 years post award.

All individuals benefiting from and utilizing grant funds work within the Forensic Biology unit at SBSD-SID. All individuals have received training in their particular duties and those performing DNA analysis are qualified to do so. All lab individuals undergo proficiency testing. Their resumes can be found as a separate attachment.



### Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

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

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

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

Organization Name: County of San Bernardino Sheriff/Coroner's Department

Street1: 655 E. Third Street

Street2:

City: San Bernardino

State: California

Zip Code: 92415-0061

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

Prefix: First Name: John

Middle Name:

Last Name: McMahon

Suffix:

Title: Sheriff-Coroner

3. Phone: (909) 387-3669

4. Fax: (909) 387-3402

5. Email: jmcMahon@sbcasd.org

6. Year Established:

1853

7. Employer Identification Number (EIN):

956002748

8. DUNS Number:

150955516000

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

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).





### AUDIT INFORMATION

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

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

☒ "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

☐ Financial Statement Audit

☐ Defense Contract Agency Audit (DCAA)

☐ Other Audit & Agency (list type of audit):

☐ None (if none, skip to question 13)

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

Name of Audit Agency/Firm: Eide Bailly LLP

### AUDITOR'S OPINION

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

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

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

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

Were material weaknesses noted in the report or opinion?

☐ Yes ☒ No

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

☐ Manual ☒ Automated ☐ Combination of manual and automated

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

☒ Yes ☐ No ☐ Not Sure

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

☒ Yes ☐ No ☐ Not Sure

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

☒ Yes ☐ No ☐ Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>PROPERTY STANDARDS AND PROCUREMENT STANDARDS</b>	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system ( <a href="http://www.sam.gov">www.sam.gov</a> ) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>TRAVEL POLICY</b>	
24. Does the applicant entity: (a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SUBRECIPIENT MANAGEMENT AND MONITORING</b>	
25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input checked="" type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards





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

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

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

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

#### DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

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

☐ Yes ☒ No ☐ Not Sure

If "Yes", provide the following:

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

[Redacted]

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

[Redacted]

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

Name:

[Redacted]

Phone:

[Redacted]

Email:

[Redacted]

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

[Redacted]

#### CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

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

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

Name: John McMahon

Date: 5/12/2021

Title: ☐ Executive Director ☐ Chief Financial Officer ☐ Chairman

☒ Other: Sheriff-Coroner

Phone: (909) 387-3669



JOHN McMAHON, SHERIFF-CORONER



May 11, 2021

RE: BJA FY 2021 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program  
San Bernardino Sheriff's Department – Scientific Investigations Division (SBSD – SID)  
Applicant Disclosure of Pending Applications

To Whom it may concern,

The San Bernardino Sheriff's Department – Scientific Investigations Division does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally-funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover all identical cost items outlined in the budget submitted as part of this application.

Sincerely,

A handwritten signature in cursive script, appearing to read "Cathy Wojcik", followed by a horizontal line.

Cathy Wojcik  
Laboratory Director  
711 E. Rialto Ave.  
San Bernardino, CA



# CERTIFICATE OF ACCREDITATION

**The ANSI National Accreditation Board**

Hereby attests that

**San Bernardino County Sheriff's Department  
Scientific Investigations Division**  
711 East Rialto Avenue, San Bernardino, California 92415 USA


Fulfills the requirements of

**ISO/IEC 17025:2017  
ANAB Forensic Testing & Calibration AR 3125:2019  
FBI Quality Assurance Standards for Forensic DNA Testing Laboratories:2011**

In the field of

**Forensic Testing**

This certificate is valid only when accompanied by a current scope of accreditation document.  
The current scope of accreditation can be verified at [www.anab.org](http://www.anab.org).

  
Pamela L. Sale, Vice President, Forensics

Expiry Date: 30 June 2024  
Certificate Number: FT-0315







**ANSI National Accreditation Board**

**SCOPE OF ACCREDITATION TO:  
ISO/IEC 17025:2017**

**ANAB Forensic Testing & Calibration AR 3125:2019  
FBI Quality Assurance Standards for Forensic DNA Testing Laboratories:2011**

**San Bernardino County Sheriff's Department  
Scientific Investigations Division**

711 East Rialto Avenue  
San Bernardino, California 92415 USA

**FORENSIC TESTING**

Expiry Date: 30 June 2024

Certificate Number: FT-0315

<b>Discipline: Biology</b>		
<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
DNA Profile Determination	Short Tandem Repeat (STR)	Capillary Electrophoresis
Individual Characteristic Database	DNA Profile	National DNA Index System (NDIS)
Physical Comparison	DNA Profile	Software Program
Qualitative Determination	Body Fluid Epithelial Cells	Chemical General Microscopy

<b>Discipline: Bloodstain Pattern Analysis</b>		
<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
Area of Convergence/Origin Determination	Stain	Measuring Equipment
Bloodstain Pattern Classification	Stain	General Microscopy Visual
Reconstruction	Test Result Other Information Physical Item	Not Applicable

<b>Discipline: Fire Debris and Explosives</b>		
<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
Qualitative Determination	Fire Debris	Gas Chromatography Mass Spectrometry

Discipline: Firearms and Toolmarks		
Component/Parameter	Item	Key Equipment/Technology
Function Evaluation	Firearm	Dead Weights Measuring Equipment Visual
Physical Comparison	Ammunition	General Microscopy Visual
Product (Make/Model) Determination	Ammunition Firearm	General Microscopy Measuring Equipment Reference Collection

Discipline: Friction Ridge		
Component/Parameter	Item	Key Equipment/Technology
Enhancement	Ridge Detail	Chemical Physical

Discipline: Materials (Trace)		
Component/Parameter	Item	Key Equipment/Technology
Chemical /Physical Comparison	General Unknown	Gas Chromatography General Microscopy Scanning Electron Microscopy Mass Spectrometry Energy Dispersive Spectroscopy Infrared Spectroscopy
Qualitative Determination	General Unknown Gunshot Residue	Gas Chromatography General Microscopy Scanning Electron Microscopy Mass Spectrometry Energy Dispersive Spectroscopy Infrared Spectroscopy

Discipline: Scene Investigation		
Component/Parameter	Item	Key Equipment/Technology
Field Sampling	Physical Item	Imaging Measuring Equipment
Enhancement	Physical Item	Chemical Physical
Qualitative Determination	Body Fluid	Chemical
Reconstruction	Test Result Other Information Physical Item Scene	Not Applicable

Serial Number Restoration	Physical Item	Chemical Magnetic Visual
Trajectory Determination	Physical Item Scene	Imaging Measuring Equipment

Discipline: Seized Drugs		
Component/Parameter	Item	Key Equipment/Technology
Qualitative Determination	Botanical Liquid Solid	Chemical Gas Chromatography General Microscopy Infrared Spectroscopy Mass Spectrometry Microcrystalline Thin-Layer Chromatography
Weight Measurement	Botanical Liquid Solid	Balance

Discipline: Toxicology - Testing		
Component/Parameter	Item	Key Equipment/Technology
Qualitative Determination (Volatiles)	Biological Item	Gas Chromatography
Quantitative Measurement (Volatiles)	Biological Item	Gas Chromatography

When published on a forensic service provider's Scope of Accreditation, ANAB has confirmed the competence required to develop and validate methods and perform on-going quality assurance for accredited activities. The forensic service provider may add or modify methods for activities without formal notice to ANAB for items and key equipment/technology listed. Contact the forensic service provider for information on the method utilized for accredited work.



Pamela L. Sale  
Vice President, Forensics

**BJA FY 2021 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program  
San Bernardino Sheriff's Department – Scientific Investigations Division (SBSD – SID)  
Eligibility Statements**

The San Bernardino County Sheriff's Department - Scientific Investigations Division (Crime Lab) is part of local government. The Crime Lab is a division within the Sheriff's Department which is overseen by the San Bernardino County Board of Supervisors. We are accredited by the ANSI National Accreditation Board (ANAB). We routinely participate in external audits at least every other year and continue to demonstrate compliance with the requirements of the FBI Quality Assurance Standards.

The Forensic Biology unit is responsible for examining evidential material associated with criminal investigations and provides forensic DNA casework analysis for local law enforcement agencies within the counties of San Bernardino and Riverside. Our Crime Lab is a CODIS/NDIS participant in good standing as we follow NDIS DNA Data Acceptance Standards for all profiles uploaded to NDIS. We will enter all eligible DNA profiles obtained with funding from this program into CODIS and we will upload to NDIS when applicable. All DNA analysis performed under this program will be maintained in accordance with Federal privacy requirements and applicable state laws.

## The Bureau of Justice Assistance Grants Programs Checklist

### Instructions:

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

**Applicant Name:** San Bernardino County Sheriff's Department

**Point of Contact Name:** Nancy Perez

**POC signature:** 

**Date Submitted:** 5/17/21

**Application/Grant Number:** N/A

**Grant Program:** FY21 BJA DNA Capacity Enhancement and Backlog Reduction Program

**TCG Technical Recommendation:**

**BJA Approval:**



### Bureau of Justice Assistance Grants Program Checklist

Resource	Concern	Yes or No	Comments
<b>Air Quality</b>	Does the project comply with state air quality standards for all criteria pollutants?	Yes	
	Is the project located in an area designated by the EPA as in attainment for the seven criteria pollutants?	No	Facility will not contribute further to existing air quality nonattainment issue in the Los Angeles-San Bernardino
	Would the action produce minimal emissions (100 tons per year or less for each of the seven criteria pollutants and/or does not exceed 10% of an area's total emissions)?	Yes	
	Would potential exposure to chemical emissions in a laboratory be controlled through the use of a biological hood?	Yes	
	Would the project only produce emissions that do not impede the area's conformity with the State Implementation Plan under the Clean Air Act?	Yes	

#### Significance Criteria

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

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

#### Significance Criteria

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

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

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



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

	Would the project avoid displacing existing residents or workers from their homes and communities?	Yes	
	Would the action avoid areas that have a high proportion of minority residents or residents living below the poverty level?	Yes	
	If it does occur in such an area, would the grantee ensure that low-income households are not adversely impacted by the project?	Yes	
	Would environmentally unsafe, unpleasant, or noxious conditions for nearby populations, including release of contaminants into air or water, increased levels of traffic or noise occur only during the period of construction?	Yes	
<b>Significance Criteria</b>			
<p><i>A change of more than 2 percent of the previously projected level of local employment, population, or gross domestic product would be considered a significant impact on socioeconomics. Also, if school populations decrease by more than 2 percent, revenues decrease by more than 2 percent, and if vacancy rate increases by more than 2 percent, that would constitute a significant impact.</i></p> <p><i>A significant impact on environmental justice would occur if a disproportionate amount of minority and/or low-income populations were adversely affected by the project.</i></p>			
<b>Resource</b>	<b>Concern</b>	<b>Yes or No</b>	<b>Comments</b>
<b>Noise</b>	Would project activities avoid noise impacts to sensitive receptors?	Yes	
	If noise levels during construction projects exceed existing background sounds temporarily, would the project insure that they do not exceed applicable noise standards?	Yes	
	Would operation of a newly constructed facility avoid producing noise levels that would disturb people or displace wildlife?	Yes	
<b>Significance Criteria</b>			
<p><i>Sounds levels of 65 dBA are considered annoying to most individuals, while constant or repeated exposure to sounds of 90 dBA or higher can lead to significant impacts. Noise levels are significant if they exceed ambient noise level standards determined by the federal, state, and/or local governments. An impact would be considered significant if there is sustained exposure of sensitive receptors to a DNL of greater than 65 dBA.</i></p>			

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

	Would the project avoid causing noticeable deterioration of local roadway surfaces?	Yes	
<b>Significance Criteria</b>			
<i>A significant impact to transportation would be a traffic increase which is predicted to upset the normal flow of traffic, create the need for major road repair as a result of the action, or generate traffic levels requiring the expansion of existing roadways or facilities.</i>			
<b>Resource</b>	<b>Concern</b>	<b>Yes or No</b>	<b>Comments</b>
<b>State Environmental Policy Act</b>	Would the project occur in states other than Arkansas, California, Connecticut, District of Columbia, Georgia, Guam, Hawaii, Indiana, Maryland, Massachusetts, Minnesota, Montana, Nevada, New Jersey, New York, North Carolina, Puerto Rico, South Dakota, Virginia, Washington, or Wisconsin? If so, the project would not require compliance with a state environmental policy act.	No	The San Bernardino County Sheriff's Department will comply with all State environmental laws.
<b>Intergovernmental Review and Other Federal Agency Reaction to the Project</b>	Would grantees partnering with other federal agencies, or whose project may affect another federal agency consult and coordinate with that entity and conduct intergovernmental review as necessary?	Yes	
<b>Cumulative Impacts</b>	Would cumulative impacts be less than significant for all resources affected by the project?	Yes	



JOHN McMAHON, SHERIFF-CORONER



May 11, 2021

RE: FY 2021 BJA DNA Capacity Enhancement for Backlog Reduction (CEBR) Program  
San Bernardino Sheriff's Department – Scientific Investigations Division (SBSD – SID)  
Program Income Declaration

To Whom it may concern,

The San Bernardino Sheriff's Department – Scientific Investigations Division does not employ a fee-for-service model or otherwise accept compensation from external organizations or jurisdictions to conduct DNA sample testing.

Sincerely,

A handwritten signature in black ink, appearing to read "Cathy Wojcik".

Cathy Wojcik  
Laboratory Director  
711 E. Rialto Ave.  
San Bernardino, CA

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013  
Expiration Date: 02/28/2022

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: <input type="text" value="County of San Bernardino"/> * Street 1: <input type="text" value="655 East Third Street"/> Street 2: <input type="text"/> * City: <input type="text" value="San Bernardino"/> State: <input type="text" value="CA: California"/> Zip: <input type="text" value="92415-0061"/> Congressional District, if known: <input type="text" value="CA31"/>		
<b>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</b>    		
<b>6. * Federal Department/Agency:</b> <input type="text" value="Bureau of Justice Assistance"/>		<b>7. * Federal Program Name/Description:</b> <input type="text" value="DNA Backlog Reduction Program"/> CFDA Number, if applicable: <input type="text" value="16.741"/>
<b>8. Federal Action Number, if known:</b> <input type="text"/>		<b>9. Award Amount, if known:</b> \$ <input type="text"/>
<b>10. a. Name and Address of Lobbying Registrant:</b> Prefix: <input type="text"/> * First Name: <input type="text" value="N/A"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="N/A"/> Suffix: <input type="text"/> * Street 1: <input type="text" value="N/A"/> Street 2: <input type="text"/> * City: <input type="text" value="N/A"/> State: <input type="text"/> Zip: <input type="text"/>		
<b>b. Individual Performing Services</b> (including address if different from No. 10a) Prefix: <input type="text"/> * First Name: <input type="text" value="N/A"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="N/A"/> Suffix: <input type="text"/> * Street 1: <input type="text" value="N/A"/> Street 2: <input type="text"/> * City: <input type="text" value="N/A"/> State: <input type="text"/> Zip: <input type="text"/>		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.  * Signature: <input type="text" value="Completed on submission to Grants.gov"/> * Name: Prefix: <input type="text" value="Mr."/> * First Name: <input type="text" value="John"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="McMahon"/> Suffix: <input type="text"/> Title: <input type="text" value="Sheriff-Coroner"/> Telephone No.: <input type="text" value="909-387-3671"/> Date: <input type="text" value="Completed on submission to Grants.gov"/>		
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)



## U.S. DEPARTMENT OF JUSTICE

### CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

- a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
- b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
- c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by

the Office on Violence Against Women, also may apply to an award made otherwise;

- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance--

- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C.



- §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.



## **U.S. DEPARTMENT OF JUSTICE**

### **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

#### **1. LOBBYING**

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, 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, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid 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 this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

#### **2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

(a) is 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 or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)), unless such disclosure has already been made.

### 3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

### 4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by—

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and



(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

## **5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS**

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.



JOHN McMAHON, SHERIFF-CORONER



May 11, 2021

RE: BJA FY 2021 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program  
San Bernardino Sheriff's Department – Scientific Investigations Division (SBSD – SID)  
Supplant Letter

To Whom it may concern,

Federal Funds will be used to supplement existing state and local funds for program activities and will not supplant those funds that have been appropriated for the same purpose.

Sincerely,

A handwritten signature in black ink, appearing to read "Cathy Wojcik".

Cathy Wojcik  
Laboratory Director  
711 E. Rialto Ave.  
San Bernardino, CA

## Budget Detail Worksheet

San Bernardino County Sheriff's Dept Scientific Investigations Division  
FY2021 BJA DNA Capacity for Backlog Reduction

### A. Personnel--

Computation				
Casework Position (additional)	Amount per unit	Define Unit	# units	# Individuals
<i>Criminalist</i>	\$8,080.80	month	21.0	1

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

Casework Position (Overtime)	Amount per unit	Define Unit	# units	# Individuals
<i>Criminalist</i>	\$75.00	hour	40.0	1

Cost	
\$169,696.80	Enter <b>casework</b>
\$0.00	analysts/technicians here
\$0.00	
\$0.00	
\$0.00	
<b>Subtotal</b>	\$169,696.80

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

Cost	
\$3,000.00	Enter <b>casework</b> overtime here
\$0.00	
\$0.00	
\$0.00	
<b>Subtotal</b>	\$3,000.00

**PERSONNEL TOTAL: \$172,696.80**

<b>Budget Narrative for Personnel (Do not forget to discuss the cash match your agency will be making if requesting additional personnel for the casework and/or database section. It is calculated for you on the right):</b> The SBSD-SID requests \$169,696.80 to fund a Criminalist position to assist with the backlog of sexual assault kits submitted to the lab. This Criminalist assists with a portion of the DNA analysis process. The requested funds for a Criminalist position are to be utilized over a two year period from 01/01/22 through 9/30/2023. The SBSD-SID requests \$3,000 in overtime costs to support all Criminalists at a rate of \$75.00 per hour. These Criminalists will be directly involved in case review of backlog cases, screening, sampling, analysis, and interpretation of forensic DNA cases, as well as the review and upload of any eligible CODIS profiles. The requested overtime costs would be utilized during calendar year 2023.		Casework Overtime salaries + Fringe =	\$3,167.70

### B. Fringe Benefits-



Casework Position (additional)	Amount of Personnel for basis
Employer's FICA	\$169,696.80
Retirement	\$169,696.80
Uniform Allowance	\$169,696.80
Health Insurance	\$169,696.80
Workman's Compensation	\$169,696.80
Unemployment Compensation	\$169,696.80

% of Amount of Personnel	Additional computation (optional)
1.45%	
17.07%	
0.00%	
31.61%	
4.14%	
0.00%	

Cost	
\$2,460.60	Enter casework
\$28,961.13	analysts/technicians fringe here
\$0.00	
\$53,635.73	
\$7,025.45	
\$0.00	
<b>Subtotal</b>	<b>\$92,082.91</b>

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

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

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

Casework Position (Overtime)	Amount of Personnel for basis
Employer's FICA	\$3,000.00
Retirement	\$0.00
Uniform Allowance	\$0.00
Health Insurance	\$0.00
Workman's Compensation	\$3,000.00
Unemployment Compensation	\$0.00

% of Amount of Personnel	Additional computation (optional)
1.45%	70
0.00%	
0.00%	
0.00%	
4.14%	70
0.00%	

Cost	
\$43.50	Enter casework overtime fringe
\$0.00	here
\$0.00	
\$0.00	
\$124.20	
\$0.00	
<b>Subtotal</b>	<b>\$167.70</b>

<b>FRINGE TOTAL:</b>	<b>\$92,250.61</b>
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<b>TOTAL PERSONNEL AND FRINGE:</b>	<b>\$264,947.41</b>
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**Budget Narrative for Fringe Benefits:** The SBSD-SID is requesting a Criminalist position and Criminalist Overtime that will only be assessed the FICA rate of 1.45% and workman's compensation rate of 4.14% with the total of \$92,250.61 requested for Personnel and Fringe Benefits. These funds would be utilized over a two year period.

**C. Travel--**

Purpose of Travel	Location	Item	Computation Cost	# Individuals	# Nights/Days	# Trips	Cost
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California Association of Criminalists Seminar Fall 2023 gsa estimated	TBD	Airfare	\$0.00	1	1	1	\$0.00	Enter meeting and conference travel costs in the brown shaded boxes.
	CA	Hotel (gsa & tax)	\$181.00	1	5	1	\$905.00	
	TBD	Meals	\$34.00	1	5	1	\$170.00	
		Misc (parking or mileage)	\$25.00	1	5	1	\$125.00	

STRmix Annual Workshop June 2023 gsa \$181 + 12% = \$203	San Diego,	Airfare	\$0.00				\$0.00
	CA	Hotel (gsa & tax)	\$203.00	3	5	1	\$3,045.00
	92106	Meals	\$34.00	3	5	1	\$510.00
		Parking Fee	\$15.00	3	5	1	\$225.00

34th International Symposium on Human ID Promega Sept 2023 gsa estimated	TBD	Airfare	\$480.00	1	1	1	\$480.00
	TBD	Hotel (gsa & tax)	\$249.00	1	5	1	\$1,245.00
	TBD	Meals	\$34.00	1	6	1	\$204.00
		Misc (parking, shuttle, baggage, or mileage)	\$40.00	1	6	1	\$240.00
							\$0.00

Are you within the 8% cap for travel and registration for meetings/conferences?

Travel costs:	\$7,149.00
Registration:	\$2,010.00

\$9,159.00 Travel/Registration total  
\$401,618.80 Award total

2.28%	% of award for Travel/Registration to Meetings and Conferences
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Meeting Travel Subtotal							\$7,149.00
	TBD	Airfare	\$0.00				
		Hotel	\$0.00				\$0.00
		Meals	\$0.00				\$0.00
		Car rental (5 days)	\$0.00				\$0.00
		Misc. (airport parking)	\$0.00				\$0.00
Non-meeting travel Subtotal							\$0
TRAVEL TOTAL:							\$7,149.00

**Budget Narrative for Travel:** Funds are requested to support continuing education as required by our accredited status and the FBI quality assurance guidelines. Travel expenses in this category will fund 3 different opportunities to attend DNA meeting/conferences, workshops and training. Attendance provides continuing education opportunities such as DNA workshops, DNA presentations regarding research, validations and current trends, and also access to product vendors' promotions of new DNA equipment and instrumentation. The DNA meeting/conferences include California Association of Criminalists Fall Seminar, the STRmix users workshop and the International Symposium on Human Identification. All travel requests for lodging will meet allowed GSA per diem rates for the designated location with local and state lodging taxes. We are requesting funding for travel to in-person meetings and feel that the interactions with other members of the forensic DNA community and the ability for discussion on new techniques as well as the ability to interact with vendors and view new technology and products is invaluable to the lab and our efforts to continue to streamline our DNA analysis process. The registration and training workshop fees are present in the Other category. The total for travel and registration comes to \$7149.00 which is 2.28% of the award total request. The requested funds for travel expenses will be utilized over a one year period to fund training occurring in 2023.



D. Equipment--

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

Budget Narrative for Equipment -

E. Supplies--

Forensic Casework Supply Items	Cost per unit	Define Unit	# Units	Vendor	Cost
<b>2022 Supplies</b>					\$0.00
EZ1 Extraction Kit	\$550.00	per kit	10	Qiagen	\$5,500.00
DNA Quantitation Kit	\$820.00	per kit	20	Qiagen	\$16,400.00
STR kit	\$4,550.00	per kit	8	Life Technologies	\$36,400.00
Bulk plate (pack of 500)	\$2,750.00	each	1	Life Technologies	\$2,750.00
3500 Performance Optimized Polymer	\$340.00	per bottle	2	Life Technologies	\$680.00
3500 Anode Buffer	\$150.00	box	2	Life Technologies	\$300.00
3500 Cathode Buffer	\$190.00	box	2	Life Technologies	\$380.00
3500 Conditioning Reagent	\$50.00	pouch	5	Life Technologies	\$250.00
					\$0.00
Miscellaneous Supplies (septa, tips, tubes)	\$232.39	misc	1	Various Vendors	\$232.39
					\$0.00
					\$0.00
<b>2023 Supplies</b>					\$0.00
EZ1 Extraction Kit	\$550.00	per kit	23	Qiagen	\$12,650.00
DNA Quantitation Kit	\$820.00	per kit	8	Qiagen	\$6,560.00
STR Kit	\$4,550.00	per kit	4	Life Technologies	\$18,200.00
Bulk Plate (pack of 500)	\$2,750.00	each	1	Life Technologies	\$2,750.00
3500 Performance Optimized Polymer	\$340.00	per bottle	3	Life Technologies	\$1,020.00
3500 Anode Buffer	\$150.00	box	2	Life Technologies	\$300.00
3500 Cathode Buffer	\$190.00	box	2	Life Technologies	\$380.00

How many cases should I work?
Casework supplies:
Overtime for casework:
1 case per \$1,000
At least this many cases have to be worked:

Capillary Array	\$1,700.00	each	1	Life Technologies	\$1,700.00
Conditioning Reagent	\$50.00	pouch	5	Life Technologies	\$250.00
Casework Supply Subtotal					\$106,702.39

Validation and Training Supply Items	Cost per unit	Define Unit	# Units	Vendor	
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Val./Training					\$0.00
SUPPLY TOTAL					\$106,702.39

**Budget Narrative for Supplies** - SBSD-SID is requesting the following supplies for backlog casework: EZ1 Extraction kits, Quantitation kits, STR kits, bottles of polymer, 3500 Anode Buffers, 3500 Cathode Buffers, 3500 conditioning reagent pouches, capillary arrays, and miscellaneous supplies. With the Overtime and Supplies funds requested for casework analysis totaling \$106,762.39, our laboratory will complete at least 110 backlogged DNA cases. The requested funds for supplies would be utilized over a two year period.

**F. Construction--** Does not apply



**G. Consultants/Contracts--**

**Contracts:**

Item	Vendor	Service Provided	Cost
External DNA Audit in 2023	TBD	DNA Quality Assurance External DNA Audit Estimated Past Quote = \$8400 includes: (2) Assessors for 3 days Contractor Fees/Travel/Lodging/Perdiem/other travel costs included in estimate (will follow gsa rates for area)	\$9,000.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Contracts Subtotal	\$9,000.00
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CONSULTANTS/CONTRACTS TOTAL	\$9,000.00
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**Budget Narrative for Consultants/Contracts -** SBSD-SID is requesting funding to contract our external DNA audit in mid 2023. In the past, coordinating an external DNA audit with members of local labs is time consuming and difficult. Having a professional group of external auditors that are up to date on all requirements with established experience review our policies, procedures and actions is very important to our lab and the customers we serve.

**H. Other Costs--**

Computation				
Registration and Workshop Costs	Cost per unit	(define unit)	# Units	Cost
California Association of Criminalists, Fall, 2023-- Non-Member Registration	\$385.00	attendee	1	\$385.00
California Association of Criminalists, Fall, 2023- Workshop \$150 (2 per attendee)	\$300.00	attendee	1	\$300.00
International Symposium of Human ID Promega 2023 - Registration	\$825.00	attendee	1	\$825.00
International Symposium of Human ID Promega 2023 - 2 workshops (\$250 avg. per workshop)	\$500.00	attendee	1	\$500.00
				\$0.00


	\$0.00
	\$0.00
	\$0.00
Registration Subtotal	\$2,010.00

Computation

Item	Cost per unit	(define unit)	# Units	Vendor
Adjustable height chair for use at lab hoods	\$150.00	each	5	TBD - Competiitive Bid
Small freezers for evidence storage in lab	\$300.00	each	4	TBD - Competiitive Bid
Refridgerator/freezer combination unit for use of storage of reagents and kits in the lab	\$1,200.00	each	2	TBD - Competiitive Bid
Replacement Biohit pipettes for DNA analysis	\$330.00	each	2	TBD - Competiitive Bid
Replacement computers for 7500 instruments	\$3,400.00	each	2	TBD - Competiitive Bid

Cost
\$750.00
\$1,200.00
\$2,400.00
\$660.00
\$6,800.00
Subtotal
\$11,810.00

OTHER TOTAL	\$13,820.00
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**Budget Narrative for Other** - SBSID-SID is requesting registration fees and training workshop fees for the conferences and workshops requested in the Travel category. Request for registration and workshops to fund 2 training opportunities for 2023. We are requesting funding for five adjustable height chairs to be used in the lab while working at the lab hoods to replace aging and broken chairs. We are requesting four small freezers for use by individual analysts for evidence storage in the lab and two refridgerator/freezer combination units to be used for reagent and kit storage in the lab. These units would replace aging units within the lab. We are also requesting two replacement computers for two of our 7500 instruments which are more than five years old and are in danger of failling. These upgraded computers will allow our instruments to run more efficiently. Also requested are two pipettes to replace broken pipettes and complete a set of pipettes for DNA analysis. Pipettes are used throughout the DNA analysis process. The requested computation funds would be utilized over a two year period.

INDIRECT COST TOTAL	\$0.00
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Budget Summary-
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Budget Category	Amount
A. Personnel	\$172,696.80
B. Fringe Benefits	\$92,250.61
C. Travel	\$7,149.00
D. Equipment	\$0.00
E. Supplies	\$106,702.39
F. Construction	\$0.00
G. Consultants/Contracts	\$9,000.00
H. Other	\$13,820.00
Total Direct Costs	\$401,618.80
I. Indirect Costs	\$0.00
 TOTAL PROJECT COSTS	 \$401,618.80
 Federal Request	 \$401,618.80
Non-Federal Amount	\$0.00