

# LOS ANGELES POLICE COMMISSION

## BOARD OF POLICE COMMISSIONERS

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EXECUTIVE OFFICE  
POLICE ADMINISTRATION BUILDING  
100 WEST FIRST STREET, SUITE 134  
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE  
(213) 236-1410 FAX  
(213) 236-1440 TDD

June 21, 2024

BPC #24-118

The Honorable Karen Bass  
Mayor, City of Los Angeles  
City Hall, Room 303  
Los Angeles, CA 90012

The Honorable City Council  
City of Los Angeles, Room 395  
c/o City Clerk's Office

Dear Honorable Members:

RE: 2023 PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT PROGRAM FROM  
THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES.

At the regular meeting of the Board of Police Commissioners held Tuesday, June 18, 2024, the Board APPROVED the Department's report relative to the above matter.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink, appearing to read "Rebecca Munoz", is written over the printed name.

REBECCA MUNOZ  
Commission Executive Assistant

Attachment

c: Chief of Police

27-118

INTRADEPARTMENTAL CORRESPONDENCE

Reviewed:

DSibley  
Executive Director

6/12/24  
Date

June 14, 2024  
1.14

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

**SUBJECT:** TRANSMITTAL OF THE APPLICATION AND GRANT AWARD  
ACCEPTANCE FOR THE 2023 PAUL COVERDELL FORENSIC SCIENCE  
IMPROVEMENT PROGRAM FROM THE CALIFORNIA GOVERNOR'S  
OFFICE OF EMERGENCY SERVICES

**RECOMMENDED ACTIONS**

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE this report;
2. That the Board TRANSMIT the attached grant application and award, pursuant to Administrative Code Section 14.6(a), to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst, and to the City Clerk for Committee and City Council consideration; and,
3. That the Board REQUEST the Mayor and City Council to:
  - A. AUTHORIZE the Chief of Police or his designee to retroactively APPLY for and subsequently ACCEPT the grant award of \$163,342 for the 2023 Paul Coverdell Forensic Science Improvement Program (Coverdell Program) from the California Governor's Office of Emergency Services (Cal OES), for the period of April 1, 2024 through June 30, 2025;
  - B. AUTHORIZE the Chief of Police or his designee to negotiate and execute the grant award agreement, subject to the review of the City Attorney as to form and legality;
  - C. AUTHORIZE the Controller to set up a grant receivable and appropriate \$163,342 to an appropriation account to be determined within Fund No. 339, Department No. 70, for the receipt and disbursement of the Cal OES 2023 Coverdell Program grant funds;
  - D. AUTHORIZE the Los Angeles Police Department (LAPD) to spend up to the grant amount of \$163,342 in accordance with the grant award agreement;
  - E. AUTHORIZE the LAPD to submit grant reimbursement requests to the grantor and deposit grant receipts into Fund No. 339, Department No. 70;
  - F. AUTHORIZE the Controller to increase appropriation on an as needed basis for the Cal OES 2023 Paul Coverdell Program as follows:

<u>From:</u>	<u>Fund/Dept</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
	339/70	To be Determined	2023 Coverdell Program	\$5,330
<u>To:</u>	<u>Fund/Dept</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
	100/70	001090	Civilian Overtime	\$5,075
	339/70	To be Determined	Related Costs	\$255

- G. INSTRUCT the City Clerk to place the following action relative to the Cal OES FY 2023 Coverdell Program on the City Council agenda on July 1, 2024, or the first meeting day thereafter:

Authorize the Controller to transfer \$63,012 as follows:

<u>From:</u>	<u>Fund/Dept</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
	339/70	To be Determined	2023 Coverdell Program	\$63,012
<u>To:</u>	<u>Fund/Dept</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
	100/70	001090	Civilian Overtime	\$60,000
	339/70	To be Determined	Related Costs	\$3,012

- H. AUTHORIZE the LAPD to prepare Controller's instructions for any technical adjustments, subject to the approval of the CAO, and AUTHORIZE and INSTRUCT the Controller to implement the instructions.

## DISCUSSION

The California Governor's Office of Emergency Services has allocated \$163,342 of the 2023 Coverdell Program grant funding to the LAPD. The goal of the program is to improve the quality, timeliness, and efficiency of forensic science services. This grant will be used to fund equipment, overtime, and associated fringe benefits to complete backlogged and incomplete cases within the Forensic Science Division (FSD). The overtime will allow analysts to respond to crime scenes on an emergency basis, and train new firearm analysts and field responders within the FSD from April 1, 2024 through June 30, 2025.

The grant award will provide \$95,000 for the purchase of a comparison microscope, \$60,314 in overtime for the Firearms Analysis Unit, \$4,761 in overtime for the Field Investigative Unit, and \$3,267 for associated fringe benefits to be used to improve the overall efficiency, quality and timeliness within FSD. No matching funds are required for this grant.

The Honorable Board of Police Commissioners

Page 3

1.14

If you have any questions, please contact Barbra Montesquieu, Senior Management Analyst, Officer in Charge, Grants Section, Office of Constitutional Policing and Policy at (213) 486-0380.

Respectfully,



DOMINIC H. CHOI  
Chief of Police

Attachments

**BOARD OF  
POLICE COMMISSIONERS**  
Approved *June 18, 2024*  
Secretary *Rebecca Muntz*

May 28, 2024

Kristina Takeshita  
Laboratory Director  
Los Angeles, City of - Police Department  
1800 Paseo Rancho Castilla  
Los Angeles, CA 90032-4210

Subject: **Grant Subaward Application Approval**  
Paul Coverdell Forensic Science Improvement Program  
Grant Subaward #: CQ23 20 7250

Dear Kristina Takeshita:

The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$163,342, subject to enactment of applicable State Budget Act. A copy of your approved Grant Subaward is enclosed for your records.

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

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

Please contact your Program Specialist Elizabeth Wilder, at [Elizabeth.Wilder@caloes.ca.gov](mailto:Elizabeth.Wilder@caloes.ca.gov) with questions.

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file  
Program Specialist

JG Cal OES # 037-44000-04 FIPS # 037-44000 VS# Subaward # CQ23 207250 MS J

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

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

1. Subrecipient: City of Los Angeles 1a. UEI#: ZRXCMNNSUEJ1

2. Implementing Agency: City of - Los Angeles Police Department 2a. UEI#: ZRXCMNNSUEJ1 JG

3. Implementing Agency Address: 100 West First Street Los Angeles 90012-4112  
(Street) (City) (Zip+4)

4. Location of Project: Los Angeles Police Department (City) (County) (Zip+4)

5. Disaster/Program Title: CQ - Paul Coverdell Forensic Science Improvement Program 8. Performance/Budget Period: 4/1/2024 to 06/30/2025  
(Start Date) (End Date) w J

Indirect Cost Rate: Select N/A Federally Approved ICR (if applicable): %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	FSIA		\$163,342					\$163,342
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$163,342	\$163,342				\$163,342

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

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

15. **Official Authorized to Sign for Subrecipient:**

Name: Michel R. Moore Title: Chief of Police

Payment Mailing Address: 100 West First Street City: Los Angeles Zip Code+4: 90012-4112

Signature: [Signature] Date: 12/13/23

16. Federal Employer ID Number: 956000735

**(FOR Cal OES USE ONLY)**

I hereby certify, under my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Mary Rucker 5/24/2024 Eric Swanson 5/24/2024  
(Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)

ENY: 2023-24 Chapter: 12 SL: 18623  
Item: 0690-102-0890 Pgm: 0385  
FAIN #: 15PBJA-23-GG-00938-COVE 10/01/23-09/30/25  
Fund: Federal Trust AL#: 16.742  
Program: Paul Coverdell Forensic Science Improvement Program  
Match Req.: None  
Project ID: OES23FSIA000012  
SC: 2023-18623 Amount: \$163,342

DS  
JH

DS  
GO

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

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

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

**2. Federal Awarding Agency Section:**

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

**3. Project Description Section:**

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

**4. Research & Development Section:**

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



## Grant Subaward Contact Information

Grant Subaward #: CQ23 20 7250

Subrecipient: City of Los Angeles, Police Department- *CA*

1. **Grant Subaward Director:**

Name: Kristina Takeshita Title: Laboratory Director  
Telephone #: (323) 415-8112 Email Address: V8485@lapd.online  
Address/City/ Zip Code (9-digit): 1800 Paseo Rancho Castilla, Los Angeles, CA 90032-4210

2. **Financial Officer:**

Name: Barbra Montesquieu Title: Sr. Management Analyst II  
Telephone #: (213) 486-0380 Email Address: N3371@lapd.online  
Address/City/ Zip Code (9-digit): 100 West First Street, Suite 1061, Los Angeles, CA 90012-4112

3. **Programmatic Point of Contact:**

Name: Allison Manfreda Title: Assistant Laboratory Director  
Telephone #: 323.415.8114 Email Address: N3179@lapd.online  
Address/City/ Zip Code (9-digit): 1800 Paseo Rancho Castilla, Los Angeles, CA 90032-4210

4. **Financial Point of Contact:**

Name: Monique Jones Title: Management Analyst  
Telephone #: (213) 486-0380 Email Address: V8926@lapd.online  
Address/City/ Zip Code (9-digit): 100 West First Street, Suite 1061, Los Angeles, CA 90012-4112

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

Name: Michel R. Moore Title: Chief of Police  
Telephone #: (213) 486-0150 Email Address: grants@lapd.online  
Address/City/ Zip Code (9-digit): 100 West First Street, Suite 1061, Los Angeles, CA 90012-4112

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

Name: Michel R. Moore Title: Chief of Police  
Telephone #: (213) 846-0150 Email Address: grants@lapd.online  
Address/City/ Zip Code (9-digit): 100 West First Street, Suite 1061, Los Angeles, CA 90012-4112

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

Name: Paul Krekorian Title: City Council President  
Telephone #: (213) 473-7002 Email Address: councilmember.Krekorian@lacity.org  
Address/City/ Zip Code (9-digit): 200 North Spring Street, Room 435, Los Angeles, CA 90012-4112





**Cal OES**

GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

## Grant Subaward Signature Authorization

Grant Subaward #: CQ23 20 7250

Subrecipient: City of Los Angeles

Implementing Agency: City of - Los Angeles Police Department

JG

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

### Grant Subaward Director:

Printed Name: Kristina Takeshita

Signature: *Kristina Takeshita*

Date: 12/11/23

### Financial Officer:

Printed Name: Barbra Montesquieu

Signature: *Barbra Montesquieu*

Date: 12/18/23

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

Signature: *Allison Manfreda*

Printed Name: Allison Manfreda

Signature: *Supria Rosner*

Printed Name: Supria Rosner

Signature: *Crystal Wysong*

Printed Name: Crystal Wysong

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Signature: *Stella Laracas*

Printed Name: Stella Laracas

Signature: *Monique Jones*

Printed Name: Monique Jones

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: City of Los Angeles

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT (ca) PROGRAM	ca23 20 7250	04/1/2024 - 03/31/2025
2			
3			
4			
5			
6			

JG

I, Michel R. Moore

(Official Designee; same person as

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

### I. **Proof of Authority – SRH 1.055**

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

### II. **Civil Rights Compliance – SRH Section 2.020**

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

### III. **Equal Employment Opportunity – SRH Section 2.025**

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



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

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

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

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

**VI. Lobbying – SRH Sections 2.040 and 4.105**

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

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

**CERTIFICATION**

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.

Official Designee's Signature: 

Official Designee's Typed Name: Michel R. Moore

Official Designee's Title: Chief of Police

Date Executed: 12/13/23 

**AUTHORIZED BY:**

I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.

☒ City Financial Officer

☐ County Financial Officer

☐ City Manager

☐ County Manager

☐ Governing Board Chair

Signature: 

Typed Name: Matthew W. Szabo

Title: City Administrative Officer

Date Executed: 12/2/2023



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

Subrecipient: City of Los Angeles

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	Paul Coverdell Forensic Science Improvement	CQ23 20 7250	04/1/2024 - <del>03/31</del> /2025
2.			06/30
3.			
4.			
5.			
6.			

JG

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**10. Grant Monitoring Guidelines, Protocols, and Procedures**

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



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

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

## **12. Determination of Suitability to Interact with Participating Minors**

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

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

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

## **13. Compliance with DOJ Grants Financial Guide**

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

## **14. Encouragement of Policies to Ban Text Messaging while Driving**

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



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

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

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

## **16. Potential Imposition of Additional Requirements**

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

## **17. Employment Eligibility Verification for Hiring under the Grant Subaward**

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

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

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

b. Monitoring

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

c. Allowable costs

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

d. Rules of construction

1) Staff involved in the hiring process

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

2) Employment eligibility confirmation with E-Verify

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

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

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

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

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

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

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

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

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

1) Subrecipients represent that:

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

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

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

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

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

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

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

## **20. OJP Training Guiding Principles**

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

## **21. All Grant Subawards must have Specific Federal Authorization**

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

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

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

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

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

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

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

### **23. Restrictions on "Lobbying"**

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

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

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

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

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

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

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

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

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

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

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

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

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

With respect to this Grant Subaward, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the Grant Subaward recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (A Grant Subaward recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this Grant Subaward may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this Grant Subaward is made.

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

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

## **29. Use of Funds for Forensic Genealogy Testing**

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

## **30. Information and/or Data Requests**

Subrecipients (and any Second-Tier Subrecipients) agree to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

## **31. Published Written and Web-based Materials**

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

## **32. Press Releases**

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



### **33. Copyright; Data rights**

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

Subrecipients (and any Second-Tier Subrecipients) acknowledge that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under a Grant Subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data – General).

It is the responsibility of the Subrecipient (and any Second-Tier Subrecipient) to ensure that the provisions of this condition are included in any Grant Subawards (and any Second-Tier Subrecipient) under this award.

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

### **34. Generally Accepted Laboratory Practices**

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

#### **a. External Investigations**

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

portion of the grant amount.

**b. Accreditation**

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

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

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

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

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

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

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

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

### **36. Forensic Science or Medical Examiner Services Fees**

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

### **37. External Investigations**

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

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

### **38. Subrecipient Integrity and Performance Matters**

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

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

### **39. Gross Income**

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

Subrecipients (and any Second-Tier Subrecipients) understand and agree that program income earned during the Grant Subaward Performance Period may be expended only for permissible uses of funds specifically identified in the Request for Application for the Paul Coverdell Forensic Science Improvement Grants Program. The Subrecipient further understands and agrees that program income earned during the Grant Subaward Performance Period may not be used to supplant State or local government funds, but instead may be used only to increase the amount of funds that would, in the absence of Federal funds or program income, be available from State or local government sources for the permissible uses of funds listed in the

Request for Application.

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

#### **40. Federal, State and Local Environmental Laws and Regulations**

Subrecipients (and any Second-Tier Subrecipients) agree to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this Grant Subaward.

##### **a. Environmental Assessment (EA)**

The activities the Subrecipient (and any Second-Tier Subrecipient) has proposed to conduct under this Grant Subaward fall within the scope of a BJA Programmatic EA that complies with the National Environmental Policy Act (NEPA). These activities have been determined not to have a significant impact on the quality of the human environment.

##### **b. Modifications**

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

#### **41. Unmanned Aircraft Systems**

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

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

**42. Federal Funding Accounting and Transparency Act (FFATA)**

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

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

**CERTIFICATION**

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: 

Official Designee's Typed Name: Michel R. Moore

Official Designee's Title: Chief of Police

Date Executed: 12-13-23



**Grant Subaward Budget Pages**

Single Fund Source

Subrecipient: City of Los Angeles, Police Dept		Grant Subaward #: CQ23 20 7250
A. Personnel Costs - Line-item description and calculation		Total Amount FSIA23 Allocated
<b>Overtime - Firearm Analysis Unit (Civilian Staff) *NON-OPIOID-RELATED*</b>		<b>\$60,314</b>
Cash overtime to complete backlogged and incomplete cases and/or to complete NIBIN tasks, to respond to crime scenes on an emergency basis, and to train new firearm analysts. 4 hours per case x \$102.227/hour = \$408.908 per case \$408.908 per case x 147.5 cases = \$60,314		
<b>Overtime - Field Investigation Unit (Civilian Staff) *NON-OPIOID-RELATED*</b>		<b>\$4,761</b>
Cash overtime to complete emergency crime scene response, book evidence, complete reports, and train new field responders.  \$102.227/hour * 46.57 hours = \$4,761		
<b>Fringe Benefits</b>		<b>\$3,267</b>
@ 5.02% for civilian personnel FAU: \$60,314 x 0.0502 = \$3,028 FIU: \$4,761 x 0.0502 = \$239		
<b>PERSONNEL COSTS CATEGORY TOTAL</b>		<b>\$68,342</b>

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GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

**Grant Subaward Budget Pages**

Single Fund Source

Subrecipient: City of Los Angeles, <del>Police Dept</del>		Grant Subaward #: CQ23 20 7250	
B. Operating Costs - Line-item description and calculation		FSIA23	Total Amount Allocated
\$0			
OPERATING COSTS CATEGORY TOTAL			\$0

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OF EMERGENCY SERVICES

**Grant Subaward Budget Pages**

Single Fund Source

Subrecipient: City of Los Angeles, Police Dept		Grant Subaward #: CQ23 20 7250	
C. Equipment Costs - Line-item description and calculation		FSIA23	Total Amount Allocated
<b>Firearm Analysis Unit</b>			<b>\$95,000</b>
(1) Comparison Microscope <b>*NON-OPIOID RELATED*</b>			
Costs includes hardware, software, peripherals and accessories, tax, shipping & handling			
\$95,000 per unit x 1 unit = \$95,000			
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>			<b>\$95,000</b>
<b>Total Project Cost</b> (Must match the Grant Subaward Face Sheet)			<b>\$163,342</b>

Budget Summary Report

CQ23 Paul Coverdell Forensic Science Improvement Program			Subaward#: CQ23 20 7250		
Los Angeles, City of			Subaward Period: 04/01/24 - 06/30/25		
Paul Coverdell Forensic Science Improvement Program			Latest Request:		

A Personnel Services - Salaries/Employee Benefits						
F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23FSIA	68,342	0	68,342	0	68,342
Total A Personnel Services - Salaries/Employee Benefits		68,342	0	68,342	0	68,342

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

C. Equipment						
F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23FSIA	95,000	0	95,000	0	95,000
Total C. Equipment		95,000	0	95,000	0	95,000

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

Budget Summary Report

CQ23 Paul Coverdell Forensic Science Improvement Program			Subaward#: CQ23 20 7250		
Los Angeles, City of			Subaward Period: 04/01/24 - 06/30/25		
Paul Coverdell Forensic Science Improvement Program			Latest Request:		
			Budget Amount	Paid/Expended	Balance
Total Local Match:			0	0	0
Total Funded:			163,342	0	163,342
Total Project Cost:			163,342	0	163,342



## Grant Subaward Budget Narrative

Grant Subaward #: CQ 23 20 7250

Subrecipient: City of Los Angeles, ~~Police Department~~

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### Budget Narrative

The City of Los Angeles (City) - Los Angeles Police Department's (LAPD) Forensic Science Division (FSD) proposes to use the California Governor's Office of Emergency Services' 2023 Paul Coverdell Forensic Science Improvement (CQ) Program grant funds on personnel costs and equipment to support the following objectives: (1) improve the quality and timeliness of the forensic science services provided to the City of Los Angeles (City) by the Firearm Analysis Unit (FAU) and Field Investigation Unit (FIU); and (2) reduce the number of incomplete and/or backlogged cases in the FAU. The total funding requested is **\$163,342**.

The 2023 CQ grant program will be administered by the current FSD organizational and operational structure and supported by the LAPD Grants Section, who will coordinate all grant purchases and reporting requirements.

The grant funds will support direct services. The proposed expenditures under this grant will be solely used by the respective FSD units to support the objectives of the grant program. There will be no shared cost allocation. All personnel allocations will be used to support the objectives of the grant program.

## **Grant Subaward Budget Narrative**

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Subcontractors may be utilized in FSD but will not be subject to these grant funds.

No unusual expenditures are anticipated. All salary adjustments have been included in the Personnel budget allocations.

### **Personnel: \$68,342**

#### **1. Overtime (\$63,342) – Firearm Analysis Unit (FAU)**

Due to the number of new personnel who need to be trained, along with calls for emergency crime scene response, FAU personnel work overtime to manage the number of incomplete and/or backlogged cases. Since City funds are extremely limited for overtime, FAU staff are typically compensated with 1.5 hours of time-off for every overtime hour worked. This is counterproductive when trying to reduce a backlog and complete cases within a timely manner. Providing cash overtime will enable the FAU personnel to work the needed extra hours without being required to take time-off.

The FSD plans to allocate **\$60,314** of the 2023 CQ Program funds for overtime hours, plus **\$3,028** in fringe and related costs for overtime, for FAU personnel to work on casework analysis, NIBIN tasks, field activities during emergency crime scene response, and training activities for both trainers and trainees. These

## Grant Subaward Budget Narrative

Grant Subaward #: CQ 23 20 7250

Subrecipient: City of Los Angeles, ~~Police Department~~

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additional work hours will improve the quality and timeliness of FAU services and reduce the number of incomplete requests in the FAU.

Casework: The grant funds will provide cash overtime to Criminalists, Firearm Examiners, and Laboratory Technicians in the FAU to work on cases, reducing the number of incomplete requests for analysis and pending NIBIN requests by approximately 147 cases.

On average, a FAU request (including analysis and NIBIN tasks) takes 4 work hours to complete. The average hourly rate for a senior FAU analyst is \$68.14 and the average overtime rate is \$102.21 per hour. The overtime calculation is:

$$4 \text{ hours per case} \times \$102.227/\text{hour} = \$408.908 \text{ per case}$$

$$\$408.908 \text{ per case} \times 147.5 \text{ cases} = \$60,314$$

The projected 147 cases completed on overtime may be decreased by the funds used to pay for emergency crime scene response and training activities.

The City will be using the federally approved CAP41 Rate of 5.02% for civilian overtime and includes Medicare, unemployment, and worker's compensation costs related to overtime.  $\$60,314 \times 5.02\% = \$3,028$ .



## Grant Subaward Budget Narrative

Grant Subaward #: CQ 23 20 7250

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Crime Scene Response: As needed, the grant funds may be used to provide cash overtime for emergency crime scene responses, making analysts more available to perform analysis during regular work hours.

Training: As needed, the grant funds may be used to provide cash overtime to new trainees and trainers to expedite training activities and the development of fully trained FAU analysts. The FAU forensic analysts are either Criminalists, Firearm Examiners, or Laboratory Technicians, and duties include microscopic analysis and comparison of bullets and cartridge cases, gun processing and test-firing, imaging and correlation of cartridge cases into NIBIN, firearms-related field investigations, and general processing of firearms evidence. *Criminalists* assigned to the FAU are required to possess a bachelor's degree in a natural or physical science, *Firearm Examiners* are required to possess a bachelor's degree, and *Laboratory Technicians* are trained to perform NIBIN tasks. All staff need training and must demonstrate their qualifications to perform scientific and technical work by successfully completing a series of competency examinations as well as annual proficiency tests.

### 2. Overtime (\$5,000) – Field Investigation Unit (FIU)

## Grant Subaward Budget Narrative

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JG

Due to a notable increase in emergency crime scene response and the continued training of new staff to ensure operational resiliency, the FIU personnel work overtime to ensure sufficient staffing at field responses, the timely follow-up to book evidence and complete reports, and staff complete training in advanced techniques (including bullet path analysis). Since City funds available are extremely limited, FIU staff are typically compensated with 1.5 hours time-off for every overtime hour worked. This is counterproductive when trying to ensure sufficient staffing at emergency crime scenes and the follow-up activities are completed in a timely manner. Providing cash overtime will enable the analysts to work the needed extra hours without being required to take time-off.

The FSD plans to allocate **\$4,761** of the 2023 CQ Program funds for overtime hours, plus **\$239** in fringe and related costs for overtime, for FIU personnel to respond to emergency crime scenes, book evidence, complete reports, and perform training activities as needed. These additional work hours will improve the quality and timeliness of FIU services and reduce the number of incomplete requests.

Casework: The grant funds will provide cash overtime to Criminalists, Laboratory Technicians, and the Photographer in the FIU to respond to crime scenes, complete follow-up tasks, and perform training activities as needed.



## Grant Subaward Budget Narrative

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The grant funds will provide approximately 46.6 hours of overtime. The average hourly rate for a senior FIU analyst is \$68.14 and the average overtime rate is \$102.227 per hour. The overtime calculation is:

$$\$102.227/\text{hour} \times 46.57 \text{ hours} = \$4,761$$

The City will be using the federally approved CAP41 Rate of 5.02% for civilian overtime and includes Medicare, unemployment, and worker's compensation costs related to overtime.  $\$4,761 \times 5.02\% = \$239$ .

### **Equipment: \$95,000**

#### **1. One (1) Comparison Microscope – Firearm Analysis Unit (FAU)**

The FSD plans to purchase of one (1) comparison microscope to increase equipment capacity and the quality and timeliness of forensic service in the FAU. The FAU utilizes comparison microscopes to compare microscopic toolmarks on fired and unfired ammunition components (cartridge cases, shotshells, and bullets) in order to make a determination of common origin or the identification or elimination of a specific firearm in an incident. Twenty-four staff (analysts and trainees) must share nine comparison microscopes, many of which are decades old or inoperable due to aging parts. The FAU needs additional comparison



## Grant Subaward Budget Narrative

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microscopes to replace antiquated equipment and maintain efficiency in the unit. It is requested that the CQ program will fund one unit.

The estimated cost for a comparison microscope with accessories is:

**1 unit + accessories x \$95,000 = \$95,000.**



## **Grant Subaward Programmatic Narrative**

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Subrecipient: City of Los Angeles

### **Project Narrative**

#### **1. INTRODUCTION**

The Los Angeles Police Department's (LAPD) Forensic Science Division (FSD) provides forensic science services for the City of Los Angeles (City). The FSD Laboratory conducts a full array of evidence analysis and crime scene processing services for crimes being investigated by the LAPD as well as local, County, State, and Federal agencies on a limited basis. The FSD Laboratory has maintained continuous accreditation since 1998 and currently remains in good standing with the American National Standards Institute (ANSI) National Accreditation Board (ANAB). In March 2023, ANAB performed a full accreditation assessment and renewed the FSD Laboratory's accreditation in the Field of Forensic Testing and Calibration, encompassing the following disciplines: Biology, Crime Scene Investigation, Document Examination, Firearms and Toolmarks, Fire Debris and Explosives, Footwear/Tire, Gunshot Residue, Materials (Trace), Seized Drugs, and Toxicology.

The FSD Laboratory is comprised of seven units: Field Investigation Unit (FIU), Firearm Analysis Unit (FAU), Narcotics Analysis Unit (NAU), Serology/DNA Unit (SDU), Trace Analysis Unit (TAU, which now includes Questioned Documents services), Toxicology Unit (TOX), and a Quality Assurance Unit (QA). The FSD has authorization for 201

## Grant Subaward Programmatic Narrative

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positions but is currently staffed with 189 employees and is working to fill the 12 vacancies. The FSD Laboratory serves a department of 9,000 police officers and a city of approximately four million people. From 2019 to 2021, the City experienced significant increases in violent crime and weapons arrests. Although some progress has been observed, overall violent crimes and weapons arrests remain high and pose a significant challenge for the City. These crime trends are shown in Table 1.

**Table 1 City of Los Angeles Crime Trend**

CRIME	2019	2020	2021	2022	2023 (As of 11/11/23)
Homicides	258	355	397	347	284
Total Violent Crimes	28,939	28,359	30,078	27,625	26,200
Total Part I Crimes	124,108	114,833	120,168	116,272	116,682
Weapon Arrests	3,231	3,565	5,441	4,146	3,865



## **Grant Subaward Programmatic Narrative**

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### **2. PLAN**

The City is seeking **\$163,342** in grant funding under the California Governor's Office of Emergency Services' 2023 Paul Coverdell Forensic Science Improvement (CQ) Program to implement the LAPD 2023 CQ Program with the goal of improving the quality and timeliness of forensic services in the FAU and FIU.

#### **Plan for Improving the Quality and Timeliness of Forensic Science**

The proposed program intends to improve the quality and timeliness of LAPD FSD's analyses of firearms and field response by providing overtime hours for casework and training and by adding vital equipment to its operations.

The following actions will be taken:

#### **A. *Improve quality, timeliness, efficiency, and reduce the number of incomplete/or backlogged cases in the Firearm Analysis Unit***

The LAPD plans to reduce the number of incomplete and backlogged cases in the FAU by providing additional work hours for training activities, casework, and emergency crime scene response by FAU staff.

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The FAU performs examinations and comparisons of microscopic markings on fired cartridge cases and bullets, serial number restorations, renders firearms safe, conducts scientific investigations at shooting scenes, and provides expert testimony in court. Additionally, the FAU is responsible for entering firearms and shooting evidence into the National Integrated Ballistic Information Network (NIBIN), a national database managed by the Bureau of Alcohol, Tobacco, Firearms and Explosives, to compare digital images of fired cartridge cases and bullets found at crime scenes or test-fired from confiscated weapons. Since 2015, the LAPD has been especially focused on reducing gun crime and expanding the use of NIBIN to provide comprehensive entry of evidence items from LAPD's 21 geographical divisions. This effort resulted in significant annual increases through 2021 in the NIBIN volume processed by FAU, in the number of investigative leads ("Cold Hits") generated, and in comparison analysis requests to confirm the Cold Hits. However, since 2021, a decrease in these areas has been observed and likely linked to a general reduction in LAPD's sworn work force resulting in fewer violent crime and firearm-related charges going to trial. The most recent workload trends in FAU are presented in Table 2.

## Grant Subaward Programmatic Narrative

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**Table 2 FAU Workload 2018-2023**

	2018	2019	2020	2021	2022	YTD (as of 11/11/23)
<b>NIBIN Guns</b>	4,765	4,836	5,439	7,985	7,307	6,559
<b>NIBIN Evidence</b>	1,134	1,289	2,054	1,058 <sup>▲</sup>	1,185	1,012
<b>NIBIN Cold Hits</b>	646	789	1,020	1,152	1,290	1,022
<b>Comparison Requests</b>	287	259	312	372	304	274
<b>Total Casework Requests*</b>	697	654	704	795	693	662

\* **Total Casework Requests** = Microscopic Comparison, Type & Caliber, Test Fire for Function, Render Firearm Safe, Distance Determination (clothing), and crime scene responses which include Bullet Path Analysis and Evidence Collection

▲ In January 2021, ATF assumed responsibility for some of LAPD's NIBIN evidence resulting in a reduction in **NIBIN Evidence** processed by FSD FAU.

Although recent reductions are noted, the FAU workload is anticipated to increase as LAPD continues to recruit, hire, and increase investigative personnel, and increasing NIBIN entry remains a strategic goal of the LAPD. The FAU acquired additional NIBIN equipment in October 2023, continues to train staff to support NIBIN operations, and in December 2023, will begin receiving and processing additional cartridge case evidence as the LAPD aims to achieve comprehensive entry throughout the 21 geographical areas by June 2024.



## **Grant Subaward Programmatic Narrative**

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### *a. Overtime Hours for Casework, NIBIN Tasks, Training, and Emergency Crime*

#### *Scene Response*

The FAU has historically maintained the largest backlog in the FSD Laboratory since early 2000's and just recently (within the past year) has managed to eliminate the backlog and generally maintain a real-time status of completing requests within the 90-day expectation for the laboratory. The perpetual backlog was due to the general increases in requests for service, insufficient number of fully trained firearm analysts, and a lengthy multi-year training program. In response, LAPD hired 18 new criminalists for FAU over the past few years and re-assigned other laboratory staff to the unit. Currently, the FAU is actively training 12 Criminalists and a Laboratory Technician in various FAU analyses. On average, new employees need approximately 4,200 training hours in the various aspects of firearm analysis including microscopic comparisons, crime scene response, and tasks to support NIBIN. The training program in FAU is administered by FAU's senior staff (including case-carrying examiners, technical leads, and supervisors). Due to this demand, senior staff are less available to complete their regular assignments which include casework, organizing and developing training modules, updating training manuals, and other projects. Alternately, when there is an increase in



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case load and crime scene demands, training schedules are impacted – this is especially true with the increases in NIBIN entries where newer trainees are often redirected to complete NIBIN tasks. Through the 2023 CQ Program, additional hours will be provided for casework and NIBIN tasks, emergency crime scene response, and training activities.

Previous Coverdell funds were used to provide overtime for these activities and have greatly benefited the FAU. In 2020, the FAU managed to eliminate a decades-old backlog due to the assistance of Coverdell Program funding, but the demand for FAU services continued to increase and the FAU is – once-again – experiencing a backlog. The current FAU workload is presented in Table 3.

**Table 3      FAU Workload as of 11/29/2023**

	Request Age <= 90 days		Request Age >90 days		
	Assigned	Unassigned	Assigned	Unassigned	TOTAL
Microscopic Comparison	35	4	0	2	41
Other Analysis	59	5	7	0	71
NIBIN requests	128	0	0	0	128
<b>TOTAL</b>	<b>222</b>	<b>9</b>	<b>7</b>	<b>2</b>	<b>240</b>



## Grant Subaward Programmatic Narrative

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The FSD Laboratory considers "backlog" to include all cases not completed within 90 days. The FAU backlog has fluctuated since 2020 and is presently at nine requests, two of which are unassigned.

With four Supervising Criminalists, four technical leads, and eight senior examiners (six Criminalists and two Firearm Examiners), the FAU is balancing requests for technical analyses while also focusing on training 12 new Criminalists and a Laboratory Technician in the various firearm analyses. The trainees are often redirected to assist five Police Officers with the daily NIBIN tasks, which further limit their formal training efforts. Additional FAU trainees are anticipated to join the unit before this grant period begins, further adding to the need for overtime funds.

To reduce and/or minimize the backlog, FAU personnel work overtime to manage the caseload, respond to field calls, support an increasing NIBIN operations, and perform training activities. Since City funds for overtime are unavailable, examiners are compensated with 1.5 hours' time-off instead of cash for every overtime hour worked, which is counterproductive when trying to reduce a backlog.



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Under the 2023 CQ Program, FAU is seeking **\$60,314** in overtime funds, plus **\$3,028** in fringe and related costs for overtime, to manage the FAU workload, respond to emergency crime scenes, complete NIBIN tasks, and perform training activities. The FAU personnel are anticipated to work on 147 cases, while also continuing to train new staff and respond to crime scenes. However, the actual number of cases completed under the 2023 LAPD Coverdell Program may decrease when funds are needed for other vital activities such as emergency crime scene work or training activities, which include organizing, developing, and updating training manuals, and conducting new analyst training. Nonetheless, the completion of these activities will significantly increase the FAU's overall efficiency.

### *b. Equipment*

The 24 analysts in FAU (including trainee staff, senior criminalists, and firearm examiners) perform all technical analyses, including firearm examinations. Due to regular attrition, promotions, and a lengthy training program, only twelve of the 24 analysts are fully trained and able to perform all comparison-based analyses while also serving as instructors for the trainees. Of the twelve, four analysts serve as technical leads and perform limited casework and the other eight analysts complete most of the formal requests for analyses, including all microscopic

## **Grant Subaward Programmatic Narrative**

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comparison-based analyses. The other 12 analysts are in training to become fully-competent in the array of firearm-based analyses and are limited in performing work for the modules they have completed.

The FAU has a three-year training plan for developing new criminalists into full firearm examiners. The training starts with competency in NIBIN tasks, field response, firearm examination, and ultimately culminates with three modules of comparison training: (1) Ammunition Component Analysis - Type and Caliber, (2) Ammunition Component Analysis - Ammunition Comparison (Cartridge/Cartridge Case), and (3) Ammunition Component Analysis - Ammunition Comparison (Fired Bullet/Fragment).

The comparison microscope is an essential instrument in FAU, allowing for the comparison of fired and unfired ammunition components (cartridge cases, shotshells, and bullets) in order to make determination of common origin or the identification or elimination of a specific firearm in an incident. The 24 analysts must share nine comparison microscopes (including several that are decades old and others that are frequently inoperable due to aging parts) – a situation that is counter-productive for both casework and training goals.



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Besides the limited instruments available to support the personnel, the FAU has been further impacted by the rise in violent crime, the unprecedented volume of firearms seized that require NIBIN processing, and the rise in NIBIN Cold Hits that require microscopic confirmation. All staff must be redirected to handle casework and, as a result, the three-year training program has been taking longer to complete, thus hindering the full expansion in capacity.

Under the 2023 CQ Program, LAPD is seeking **\$95,000** to purchase a new comparison microscope to increase equipment capacity and improve the quality and timeliness of forensic testing in FAU.

### ***B. Improve timeliness and efficiency of Field Investigations***

The Field Investigation Unit (FIU) performs scientific field investigations at crime scenes, including evidence assessment, chemical and manual enhancement of latent or microscopic items, bullet path analysis at shooting events, evidence collection and booking, and creating detailed to-scale crime scene diagrams. Currently, the FIU is composed of 12 dedicated staff with one supervisor, nine field responders (one technical lead and eight criminalists), one laboratory technician, and one forensic photographer. The FIU supervisor also manages the training,

## Grant Subaward Programmatic Narrative

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proficiency, and scheduling for the entire cadre of 35 field-competent personnel, many who are assigned to other units in the laboratory.

The FIU workload has notably increased in 2023 as presented below in Table 4.

Continuing to rapidly respond to crime scenes while also ensuring new staff are trained, evidence is booked, and reports are completed in a timely manner has been challenging without access to overtime funds.

**Table 4 FIU Workload and Turnaround Times (TAT) 2020-2023**

	2020	2021	2022	2023 (as of 11/11/23)
# of field responses	370	284	316	363
# of field hours	1,754	1,512	1,714	1,841

a. Overtime Hours for Casework, Training, and Emergency Crime Scene Response

To reduce and/or minimize the backlog and ensure sufficient staffing at crime scenes, FIU personnel work overtime to respond to emergency crime scenes, book evidence, complete reports, and train in new techniques (including bullet path analysis). Since City funds for overtime are unavailable, field responders are compensated with 1.5 hours time-off instead of cash for every overtime hour



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worked, which is counterproductive when trying to reduce a backlog or ensure sufficient staff are available every day for emergency crime scene response.

Under the 2023 CQ Program, LAPD is seeking **\$4,761** in overtime funds, plus **\$239** in fringe and related costs for overtime, to improve the quality and timeliness of forensic testing in FIU. Overtime funds will be used to respond to emergency crime scenes, book evidence, complete reports, and perform training activities as needed. These additional work hours will improve the quality and timeliness of FIU services and reduce the number of incomplete requests.

### **How the Program Will be Used to Benefit the Community**

The grant funds will allow for more accurate analysis and expeditious testing. This improved quality and timeliness will assist LAPD Detectives in solving cases in a timely manner and thereby serving and gaining trust from the community.

### **Plan for Maintaining Accreditation**

Accreditation is the result of an extensive commitment of resources by the management and personnel of the entire laboratory. Accreditation demonstrates to our customers – including law enforcement agencies, the judicial system, and public – that the laboratory continues to meet established



## **Grant Subaward Programmatic Narrative**

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quality requirements. The FSD is committed to good professional practices and to provide the highest-level quality of service to the criminal justice system. The Quality Assurance Unit (QA) is responsible for administering and monitoring the quality system of the laboratory, which includes training. This ensures that all staff performing casework successfully complete training programs that are thorough and thoroughly documented and all work performed meets established accreditation requirements.

### **Plan for Training Forensic Staff**

The FSD is committed to use available funds to complete training programs for each analyst so they can perform more casework activities.

### **How the Objectives of the Program Will be Met**

The LAPD will provide fiscal and administrative oversight over the 2023 CQ Program. The FSD has successfully managed the Coverdell Program grant awards for over 18 years. The FSD management, headed by Ms. Kristina Takeshita, CQ Program Project Director and FSD Laboratory Director, will ensure that all program objectives will be met. The LAPD's Grants Section has extensive experience in managing and overseeing federal, state, and local grant projects.



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LAPD Grants Section consists of a Grant Manager and six Grant Analysts to oversee and report on over 30 active grants ranging from \$100,000 to \$9,000,000. The Grants Section will be responsible for all grant-related purchases as well as adhering to and submitting all grant requirements.

### **How the Turnaround Time and Backlog of Cases will Improve for the Disciplines Identified in the Program**

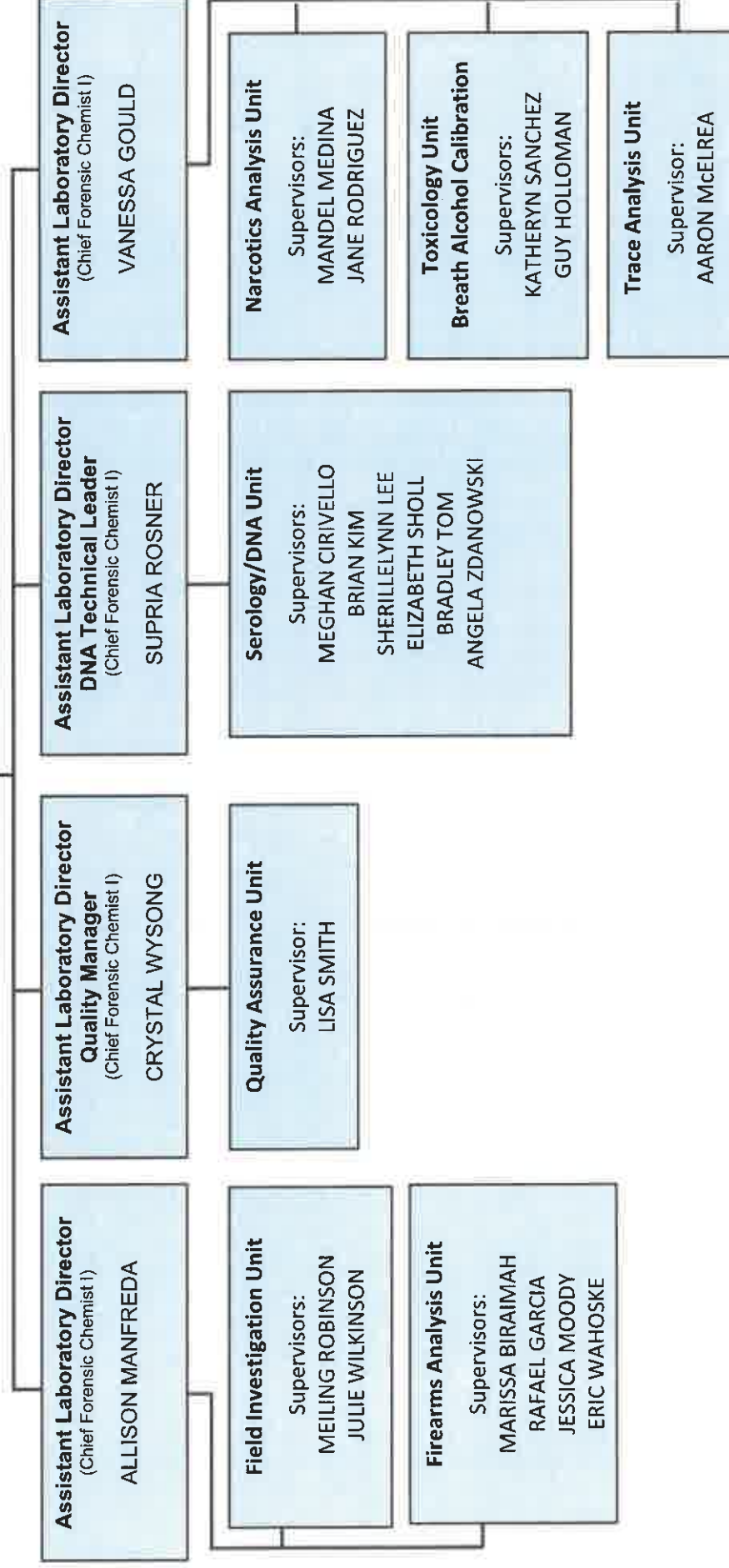
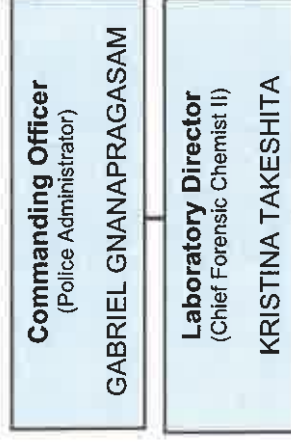
The grant funds will allow for more accurate analysis and expeditious testing. Acquiring additional equipment and the availability of overtime funds will directly support the improvement of turnaround times and help ensure backlogs do not occur.

As of DP 11, 2023 (October 21, 2023 - November 19, 2023)

[illegible]



# Los Angeles Police Department Forensic Science Division



## 2023 CALIFORNIA COVERDELL PROGRAM

### Certification as to External Investigations

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

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

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

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

I have read and reviewed the section entitled "Eligibility" in the FY 2023-24 in California Paul Coverdell Program announcement.

I acknowledge that a false statement in this certification, or in the application that it supports, may be subject to criminal prosecution under 18 U.S.C. § 1001.

I also acknowledge that the Office of Justice Programs and/or Cal OES Grant Subawards, including certifications provided in connection with such Grant Subawards, are subject to review by the Office of Justice Programs, Department of Justice, Office of the Inspector General, and Cal OES.

  
\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
City of Los Angeles

\_\_\_\_\_  
Name of Applicant Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
LAPD Professional Standards Bureau

\_\_\_\_\_  
Name of External Investigative  
Agency

\_\_\_\_\_  
Michael Rimkunis

\_\_\_\_\_  
Contact at External Investigative  
Agency

\_\_\_\_\_  
Deputy Chief

\_\_\_\_\_  
Title

\_\_\_\_\_  
(213) 996-2772

\_\_\_\_\_  
Phone #



## 2023 CALIFORNIA COVERDELL PROGRAM BASELINE DATA SHEET

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

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

1. Identify the number of qualifying staff related to CQ23 FSIA funds.

173

2. What are the project disciplines for the CQ23 Grant Subaward program?

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

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

☒ Controlled Substances/Drug Chemistry

☐ Toxicology/Forensic Alcohol

☐ Trace

☒ Firearms

☐ Questioned Documents

☐ Biology/DNA

☐ Fire Evidence

☒ Crime Scene

☐ Latent Prints

☐ Digital Media

☐ Pathology

☒ NIBIN

☐ Impression Evidence

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

6/1/23 - 11/30/23

Discipline	Turn-Around-Time	Back Log 11/30/23
Controlled Substances/Drug Chemistry	10 days	0
Toxicology/Forensic Alcohol		
Trace		
Firearms	44 days	9
Questioned Documents		
Biology/DNA		
Fire Evidence		
Crime Scene	26 days	0
Latent Prints		
Digital Media		
Pathology		
NIBIN	5 days	0
Impression Evidence		

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

Signature: 

Date: 11/30/23



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

<b>Subrecipient:</b> City of Los Angeles	<b>UEI #</b> ZRXCMMNSUEJ1	<b>FIPS #:</b> 037-44000
<b>Grant Disaster/Program Title:</b> Paul Coverdell Forensic Improvement Program		
<b>Performance Period:</b> 04/01/24 to 06/30/25	<b>Subaward Amount Requested:</b> \$ 163,342	
<b>Type of Non-Federal Entity</b> (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

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

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years <input checked="" type="checkbox"/>
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	3-5 years <input checked="" type="checkbox"/>
3. How many grants does your organization currently receive?	>10 grants <input checked="" type="checkbox"/>
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 35,000,000
5. Are individual staff members assigned to work on multiple grants?	Yes <input checked="" type="checkbox"/>
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes <input checked="" type="checkbox"/>
7. How often does your organization have a financial audit?	Annual <input checked="" type="checkbox"/>
8. Has your organization received any audit findings in the last three years?	Yes <input checked="" type="checkbox"/>
9. Do you have a written plan to charge costs to grants?	Yes <input checked="" type="checkbox"/>
10. Do you have written procurement policies?	Yes <input checked="" type="checkbox"/>
11. Do you get multiple quotes or bids when buying items or services?	Always <input checked="" type="checkbox"/>
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years <input checked="" type="checkbox"/>
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes <input checked="" type="checkbox"/>

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

**Signature: (Authorized Agent)**

**Date:**

**Print Name and Title:**

Michel R. Moore, Chief of Police

**Phone Number:**

(213) 486-0150

Cal OES Staff Only: SUBAWARD # CQ23 20 7250



**Cal OES**

GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

## Grant Subaward Service Area Information

Grant Subaward #: CQ23 20 7250

Subrecipient: City of Los Angeles, ~~Police Department~~

JG

1. County or Counties Served:

Los Angeles

County where principal office is located: Los Angeles

2. U.S. Congressional District(s) Served:

25 28 29 30 33 34\* 37 40 43 44

U.S. Congressional District where principal office is located: 34

3. State Assembly District(s) Served:

38 39 43 45 46 50 51\* 53 54 59 62 64 66 70

State Assembly District where principal office is located: 51

4. State Senate District(s) Served:

18 24\* 25 26 27 30 33 35

State Senate District where principal office is located: 24

5. Population of Service Area: 3.8 million