



LONDON N. BREED
MAYOR

CITY AND COUNTY OF SAN FRANCISCO
POLICE DEPARTMENT
HEADQUARTERS
1245 3RD Street
San Francisco, California 94158



WILLIAM SCOTT
CHIEF OF POLICE

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: San Francisco Police Department
DATE: May 29, 2024
SUBJECT: Accept and Expend Resolution for Subject Grant
GRANT TITLE: Paul Coverdell Forensic Science Improvement Program – FY 23

Attached please find the original* and 1 copy of each of the following:

- 01** - Proposed grant resolution; original* signed by Department, Mayor, Controller
- 02** - Grant information form, including disability checklist
- 03** - Grant budget
- 04** - Grant application
- 05** - Grant award letter from funding agency
- Ethics Form 126 (if applicable)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain):

Special Timeline Requirements: Grant end date is June 30, 2025

Departmental representative to receive a copy of the adopted resolution:

Name: **Kimmie Wu / Robert Ashpole** Phone: **415-837-7211**

Interoffice Mail Address: **SFPD Fiscal, 1245 3rd Street, 6th Floor**

Certified copy required Yes No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

FILE NO.

RESOLUTION NO.

1 [Accept and Expend Grant - Retroactive - California Governor's Office of Emergency
2 Services - Paul Coverdell Forensic Science Improvement Program - \$72,275]

3 **Resolution retroactively authorizing the Police Department to accept and expend**
4 **a grant in the amount of \$72,275 from the California Governor's Office of**
5 **Emergency Services for the Paul Coverdell Forensic Science Improvement**
6 **Program to train and procure equipment for the Criminology Laboratory with the**
7 **project period beginning on April 1, 2024, through June 30, 2025.**

8
9 WHEREAS, The Administrative Code requires City departments to obtain Board
10 of Supervisors' approval to accept or expend any grant funds; and

11 WHEREAS, The Board of Supervisors provided in the administrative provisions
12 of the Fiscal Year (FY) 2023-2024 Annual Appropriation Ordinance that approval of
13 recurring grant funds contained in departmental budget submissions and approved in
14 the FY2023-2024 budget are deemed to meet the requirements of the Administrative
15 Code regarding grant approvals; and

16 WHEREAS, The California Governor's Office of Emergency Services that
17 provides grant funds to the Police Department requires documentation of the Board's
18 approval of their specific grant funds (Paul Coverdell Forensic Science Improvement
19 Program Grant); and

20 WHEREAS, The Police Department (SFPD) applied for funding from the
21 California Governor's Office of Emergency Services (Cal OES) for the Criminology
22 Laboratory; and

23 WHEREAS, On May 24, 2024, the California Governor's Office of Emergency
24 Services (Cal OES) approved SFPD's application in the amount of \$72,275 to pay for
25

1 training and procure equipment for the Criminology Laboratory for the project period
2 beginning on April 1, 2024, through June 30, 2025; and

3 WHEREAS, The adopted budget for FY2023-2024 is \$70,549; and

4 WHEREAS, The grant does not require an Annual Salary Ordinance
5 Amendment; and

6 WHEREAS, The SFPD proposes to maximize use of available grant funds on
7 program expenditures by not including indirect costs in the grant budget; now, therefore,
8 be it

9 RESOLVED, That the Board of Supervisors retroactively authorizes SFPD to
10 accept and expend the grant of \$72,275 from the California Governor's Office of
11 Emergency Services (Cal OES); and, be it

12 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion
13 of indirect costs in the grant budget; and, be it

14 FURTHER RESOLVED, That the Board of Supervisors authorizes the Chief of
15 Police, or his designee, to enter into the agreement on behalf of the City and County of
16 San Francisco, as well as execute extensions and amendments for this grant.

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Recommended:

William Scott, Chief of Police

Approved: _____

London N. Breed, Mayor

Approved: _____

Greg Wagner, Controller

FILE NO.

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Recommended:

William Scott

William Scott, Chief of Police

Approved: _____

London N. Breed, Mayor

Approved: _____

Greg Wagner, Controller

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Paul Coverdell Forensic Science Improvement Program – FY 23**
2. Department: **San Francisco Police Department**
3. Contact Person: **Kimmie Wu / Robert Ashpole** Telephone: **415-837-7211**
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$72,275**
6. a. Matching Funds Required: **\$0**
b. Source(s) of matching funds (if applicable):
7. a. Grant Source Agency: **OJP Bureau Justice Assistance (BJA)**
b. Grant Pass-Through Agency (if applicable): **California Governor's Office of Emergency Services (Cal OES)**
8. Proposed Grant Project Summary: **Funds will be used to pay for training and procure equipment for the Criminology Laboratory.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: **4/1/24** End-Date: **6/30/25**
10. a. Amount budgeted for contractual services: **\$0**
b. Will contractual services be put out to bid?
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?
d. Is this likely to be a one-time or ongoing request for contracting out?
11. a. Does the budget include indirect costs?
 Yes No
b. 1. If yes, how much? \$
b. 2. How was the amount calculated?
c. 1. If no, why are indirect costs not included?
 Not allowed by granting agency To maximize use of grant funds on direct services
 Other (please explain):
c. 2. If no indirect costs are included, what would have been the indirect costs? **\$0**
12. Any other significant grant requirements or comments: **No.**

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

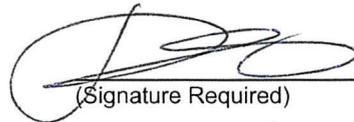
Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Penny Si
(Name)

Departmental ADA Coordinator
(Title)

Date Reviewed: 6/25/2024


(Signature Required)

Department Head or Designee Approval of Grant Information Form:

William Scott
(Name)

Chief of Police
(Title)

Date Reviewed: 6/26/24


(Signature Required)



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco	Grant Subaward #: CQ23 19 0380
A. Personnel Costs - Line-item description and calculation	Total Amount Allocated
PERSONNEL COSTS CATEGORY TOTAL	

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Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco	Grant Subaward #: CQ23 19 0380
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B. Operating Costs - Line-item description and calculation	Total Amount Allocated
1. Robert F. Borkenstein Alcohol and Highway Safety Course	
1 person, December 8 -13, 2024, Bloomington, IN	
- Registration fee, 1 person x \$1,800	\$1,800
- Air and Baggage Fee, 1 person x \$600	\$600
- Lodging @ GSA rate, 1 person x \$133 x 6 nights	\$798
- Meals @GSA rate, 1 person x \$55.85 x 7 days	\$391
-Ground Transportation, 1 person x \$200	\$200
2. Association of Firearm and Toolmark Examiners (AFTE) Annual Training	
2 people, May 26 - 31, 2024, Anchorage, Alaska	
- Registration fee, 2 people x \$750	\$1,500
- Air and Baggage fee, 2 people x \$700	\$1,400
- Lodging @ GSA rate, 2 people x \$229 x 5 nights	\$2,290
- Meals @GSA rate, 2 people x \$99.67 x 6 days	\$1,196
- Ground Transportation, 2 people \$200	\$400
3. California Association of Criminalists (CAC) Annual Training Seminar	
2 people; location, dates, and classes to be determined	
- Registration fee, 2 people x \$450	\$900
- Air and Baggage fee, 2 people x \$400	\$800
- Lodging @ GSA rate, 2 people x \$189 x 5 nights	\$1,890
- Meals @GSA rate, 2 people x \$71.10 x 5 days	\$711
- Ground Transportation, 2 people x \$200	\$400
4. California Criminalistics Institute (CCI) Training	
4 people, Sacramento, CA; dates and classes to be determined	
- Lodging @ GSA rate, 4 people x \$145 x 5 nights	\$2,900



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco	Grant Subaward #: CQ23 19 0380
B. Operating Costs - Line-item description and calculation	Total Amount Allocated
- Meals @GSA rate, 4 people x \$63.25 x 6 days	\$1,518
- Ground Transportation, 4 people \$200	\$800
5. Center for Forensic Science Research and Education (CFSRE) Forensic Criminalistics Board Certification Preparation Course	
2 people, Online, On-Demand Course	
- Registration fee, 2 people x \$1,500	\$3,000
6. Shooting, Hunting, Outdoor Trade (SHOT) Show 2025	
2 people, January 21-24, 2025, Las Vegas, NV	
- Registration Fee, 2 people x \$225	\$450
- Air & Baggage Fee, 2 people x \$400	\$800
- Lodging @ GSA rate, 2 people x \$152 x 3 nights	\$912
- Meals @GSA rate, 2 people x \$60.25 x 4 days	\$482
- Ground Transportation, 2 people x \$200	\$400
7. Association of Forensic Quality Assurance Managers (AFQAM) Meeting	
1 person, virtual attendance, date to be determined	
- Registration fee, 1 person x \$300	\$300
8. American Chemical Society (ACS) Annual Fall Conference	
2 people, August 18 - 22, 2024, Denver, CO	
- Registration fee, 2 people x \$799	\$1,598
- Air and Baggage Fee, 2 people x \$400	\$800
- Lodging @GSA rate, 2 people x \$201 x 5 nights	\$2,010
- Meals @GSA rate, 2 people x \$72.42 x 6 days	\$869
- Ground transportation, 2 people x \$200	\$400



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco		Grant Subaward #: CQ23 19 0380
B. Operating Costs - Line-item description and calculation		Total Amount Allocated
Supplies:		
9. Hood Filters \$1,132 each x 6		\$6,792
10. Desktop Computer \$2,134 each x 7		\$14,938
11. Pipettes \$769 each x 8		\$6,152
12. Forensic Textbooks		\$1,092
OPERATING COSTS CATEGORY TOTAL		\$61,489

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Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco		Grant Subaward #: CQ23 19 0380
C. Equipment Costs - Line-item description and calculation		Total Amount Allocated
1. Microscope Cameras \$5,393 each x 2		\$10,786
EQUIPMENT COSTS CATEGORY TOTAL		\$10,786
Total Project Cost (Must match the Grant Subaward Face Sheet)		\$72,275

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Cal OES #	FIPS #	VS#	Subaward #
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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 and County of San Francisco **1a. UEI#:** SRZKDW293M2
- 2. Implementing Agency:** City and County of San Francisco, Police Department **2a. UEI#:** SRZKDW293M2
- 3. Implementing Agency Address:** 1245 3rd Street, Rm 6100 San Francisco 94158-2134
(Street) (City) (Zip+4)
- 4. Location of Project:** 1995 Evans Ave San Francisco 94124-1105
(City) (County) (Zip+4)
- 5. Disaster/Program Title:** CQ - Paul Coverdell Forensic Science Improvement Program **6. Performance/
Budget Period:** 4/1/24 to 3/31/25
(Start Date) (End Date)
- 7. Indirect Cost Rate:** N/A **Federally Approved ICR (if applicable):** _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	FSIA		\$72,275					\$72,275
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$72,275	\$72,275				\$72,275

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: William Scott Title: Chief of Police

Payment Mailing Address: 1245 3rd Street, 6th Floor - Accounting City: San Francisco Zip Code+4: 94158-2134

Signature: *William Scott* Date: 12/07/2023

16. Federal Employer ID Number: 946000417

(FOR Cal OES USE ONLY)

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

(Cal OES Fiscal Officer)

(Date)

(Cal OES Director or Designee)

(Date)



Grant Subaward Contact Information

Grant Subaward #: _____

Subrecipient: City and County of San Francisco, Police Department

1. **Grant Subaward Director:**

Name: Mark Powell Title: Forensic Services Director

Telephone #: 415-671-3141 Email Address: mark.powell@sfgov.org

Address/City/ Zip Code (9-digit): 1995 Evans Ave, San Francisco, CA 94124-1105

2. **Financial Officer:**

Name: Catherine McGuire Title: Executive Director of Strategic Management

Telephone #: 415-837-7209 Email Address: catherine.mcguire@sfgov.org

Address/City/ Zip Code (9-digit): 1245 3rd Street, 6th Floor, San Francisco, CA 94158-2134

3. **Programmatic Point of Contact:**

Name: Tasha Smith Title: Crime Lab Director

Telephone #: 415-671-3273 Email Address: tasha.smith@sfgov.org

Address/City/ Zip Code (9-digit): 1995 Evans Ave, San Francisco, CA 94124-1105

4. **Financial Point of Contact:**

Name: Fannie Yeung Title: Grants Analyst

Telephone #: 415-837-7212 Email Address: fannie.yeung@sfgov.org

Address/City/ Zip Code (9-digit): 1245 3rd Street, 6th Floor, San Francisco, CA 94158-2134

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: William Scott Title: Chief of Police

Telephone #: 415-837-7000 Email Address: sfpdchief@sfgov.org

Address/City/ Zip Code (9-digit): 1245 3rd Street, 6th Floor, San Francisco, CA 94158-2134

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

Name: William Scott Title: Chief of Police

Telephone #: 415-837-7000 Email Address: sfpdchief@sfgov.org

Address/City/ Zip Code (9-digit): 1245 3rd Street, 6th Floor, San Francisco, CA 94158-2134

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

Name: Aaron Peskin Title: President, San Francisco Board of Supervisors

Telephone #: 415-554-7450 Email Address: Aaron.Peskin@sfgov.org

Address/City/ Zip Code (9-digit): 1 Dr. Carlton B. Goodlett Place, Room 268, San Francisco, CA 94102-4603



Grant Subaward Signature Authorization

Grant Subaward #: _____

Subrecipient: City and County of San Francisco

Implementing Agency: City and County of San Francisco, Police Department

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

Grant Subaward Director:

Printed Name: Mark Powell

Signature: *M Powell*

Date: 12/7/23

Financial Officer:

Printed Name: Catherine McGuire

Signature: *Catherine McGuire*

Date: 12/7/2023

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

Signature: *Tasha Smith*

Printed Name: Tasha Smith

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

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

Signature: *Li Wu*

Printed Name: Li Wu

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: City and County of San Francisco, Police Department

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	CQ - Paul Coverdell Forensic Science Improvement Program		4/1/24 - 3/31/25
2			
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I, William Scott (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:	<u>William Scott</u>
Official Designee's Typed Name:	<u>William Scott</u>
Official Designee's Title:	<u>Chief of Police</u>
Date Executed:	<u>12/07/23</u>
AUTHORIZED BY:	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input checked="" type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	<u></u>
Typed Name:	<u>Ben Rosenfield</u>
Title:	<u>Controller</u>
Date Executed:	<u>12/21/2023</u>



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

Subrecipient: City and County of San Francisco, Police Department

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	CQ - Paul Coverdell Forensic Science Improvement Program		4/1/24 - 3/31/25
2.			
3.			
4.			
5.			
6.			

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. 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 2022 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 2022 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.

3. 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 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

4. 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.

5. 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.

6. 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."

7. 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.

8. 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").

9. 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.

10. 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.

11. 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.

12. 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.

13. Compliance with General Appropriations-law Restrictions on the use of Federal Funds (FY 2022)

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.

14. 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.

15. Employment Eligibility Verification for Hiring under the Grant Subaward

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

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the

employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
 - a) This Grant Subaward requirement for verification of employment eligibility, and
 - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

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

c. Allowable costs

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

d. Rules of construction

1) Staff involved in the hiring process

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

2) Employment eligibility confirmation with E-Verify

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

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

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

16. 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.

17. 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.

18. 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>.

19. 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>.

20. 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>.

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).

21. 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.

22. 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>.

23. 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>.

24. 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>.

25. 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.

26. 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.

27. 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."

28. 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.

29. 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.

30. 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.

31. 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.

32. 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.

33. 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.

34. 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.

35. 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.

36. 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.

37. 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.

38. Federal Funding Accounting and Transparency Act (FFATA)

Yes No

- Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year?
- If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue?
- 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: William Scott

Official Designee's Typed Name: William Scott

Official Designee's Title: Chief of Police

Date Executed: 12/07/23



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco	Grant Subaward #:
A. Personnel Costs - Line-item description and calculation	Total Amount Allocated
PERSONNEL COSTS CATEGORY TOTAL	



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco	Grant Subaward #:
---	--------------------------

B. Operating Costs - Line-item description and calculation	Total Amount Allocated
1. Robert F. Borkenstein Alcohol and Highway Safety Course	
1 person, December 8 -13, 2024, Bloomington, IN	
- Registration fee, 1 person x \$1,800	\$1,800
- Air and Baggage Fee, 1 person x \$600	\$600
- Lodging @ GSA rate, 1 person x \$133 x 6 nights	\$798
- Meals @GSA rate, 1 person x \$55.85 x 7 days	\$391
-Ground Transportation, 1 person x \$200	\$200
2. Association of Firearm and Toolmark Examiners (AFTE) Annual Training	
2 people, May 26 - 31, 2024, Anchorage, Alaska	
- Registration fee, 2 people x \$750	\$1,500
- Air and Baggage fee, 2 people x \$700	\$1,400
- Lodging @ GSA rate, 2 people x \$229 x 5 nights	\$2,290
- Meals @GSA rate, 2 people x \$99.67 x 6 days	\$1,196
- Ground Transportation, 2 people \$200	\$400
3. California Association of Criminalists (CAC) Annual Training Seminar	
2 people; location, dates, and classes to be determined	
- Registration fee, 2 people x \$450	\$900
- Air and Baggage fee, 2 people x \$400	\$800
- Lodging @ GSA rate, 2 people x \$189 x 5 nights	\$1,890
- Meals @GSA rate, 2 people x \$71.10 x 5 days	\$711
- Ground Transportation, 2 people x \$200	\$400
4. California Criminalistics Institute (CCI) Training	
4 people, Sacramento, CA; dates and classes to be determined	
- Lodging @ GSA rate, 4 people x \$145 x 5 nights	\$2,900



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco	Grant Subaward #:
B. Operating Costs - Line-item description and calculation	Total Amount Allocated
- Meals @GSA rate, 4 people x \$63.25 x 6 days	\$1,518
- Ground Transportation, 4 people \$200	\$800
5. Center for Forensic Science Research and Education (CFSRE) Forensic Criminalistics Board Certification Preparation Course	
2 people, Online, On-Demand Course	
- Registration fee, 2 people x \$1,500	\$3,000
6. Shooting, Hunting, Outdoor Trade (SHOT) Show 2025	
2 people, January 21-24, 2025, Las Vegas, NV	
- Registration Fee, 2 people x \$225	\$450
- Air & Baggage Fee, 2 people x \$400	\$800
- Lodging @ GSA rate, 2 people x \$152 x 3 nights	\$912
- Meals @GSA rate, 2 people x \$60.25 x 4 days	\$482
- Ground Transportation, 2 people x \$200	\$400
7. Association of Forensic Quality Assurance Managers (AFQAM) Meeting	
1 person, virtual attendance, date to be determined	
- Registration fee, 1 person x \$300	\$300
8. American Chemical Society (ACS) Annual Fall Conference	
2 people, August 18 - 22, 2024, Denver, CO	
- Registration fee, 2 people x \$799	\$1,598
- Air and Baggage Fee, 2 people x \$400	\$800
- Lodging @GSA rate, 2 people x \$201 x 5 nights	\$2,010
- Meals @GSA rate, 2 people x \$72.42 x 6 days	\$869
- Ground transportation, 2 people x \$200	\$400



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco		Grant Subaward #:
B. Operating Costs - Line-item description and calculation		Total Amount Allocated
Supplies:		
9. Hood Filters \$1,132 each x 6		\$6,792
10. Desktop Computer \$2,134 each x 7		\$14,938
11. Pipettes \$769 each x 8		\$6,152
12. Forensic Textbooks		\$1,092
OPERATING COSTS CATEGORY TOTAL		\$61,489



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco		Grant Subaward #:
C. Equipment Costs - Line-item description and calculation		Total Amount Allocated
1. Microscope Cameras \$5,393 each x 2		\$10,786
EQUIPMENT COSTS CATEGORY TOTAL		\$10,786
Total Project Cost (Must match the Grant Subaward Face Sheet)		\$72,275



Grant Subaward Budget Narrative

Grant Subaward #: CQ23

Subrecipient: City and County of San Francisco

The San Francisco Police Department Crime Lab has a backlog in Firearms and toolmark and Gun Shot residue cases and is working toward re-establishment and re-accreditation of Controlled Substances Analysis that will be addressed using Coverdell grant funds.

Thirty two thousand, five hundred and fifteen dollars (\$32,515) will be spent on continuing education and training for the Association of Firearm and Toolmark Examiners (AFTE), Robert F. Borkestein Alcohol and Highway Safety Training, California Association of Criminalists (CAC) training, California Criminalistics Institute (CCI) training, the Center for Forensic Science Research and Education (CFSRE), the Association of Forensic Quality Assurance Managers (AFQAM), the American Chemical Society (ACS), and the Shooting, Hunting, Outdoor Trade (SHOT) Show in the areas of general criminalistics, forensic alcohol interpretation and testimony, firearm and toolmark identification, trace and impression evidence analysis, distance determination, serial number restorations, instrumental analysis and interpretation and chemical analysis.

Six thousand seven hundred ninety -two dollars (\$6,792) will be spent on the purchase of six hood filters for casework processing.



Grant Subaward Budget Narrative

Grant Subaward #: CQ23

Subrecipient: City and Couty of San Francisco

Fourteen thousand nine hundred and thirty-eight dollars (\$14,938) will be spent on the purchase of seven desktop computers for casework processing.

Six thousand one hundred and fifty-two dollars (\$6,152) will be spent on the purchase of eight pipette repeaters for casework processing.

One thousand and ninety-two dollars (\$1,092) will be spent on recommended forensic textbooks to prepare analysts for certification examinations.

Ten thousand seven hundred and eighty-six dollars (\$10,786) will be spent on the purchase of two microscope cameras for casework processing.



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ23

Subrecipient: City and County of San Francisco

Coverdell grant funds will be utilized for six purposes:

- 1) Continuing education and training for staff to meet accreditation requirements.
- 2) Purchase of six hood filters for the proper ventilation of fumes during casework processing.
- 3) Purchase of seven desktop computers for casework processing in firearms, trace, Forensic Chemistry, and general criminalistics areas.
- 4) Purchase of two microscope cameras for documentation during casework processing.
- 5) Purchase of eight pipette repeaters for use in casework processing requiring the use of accurate and precisely measured volumes.
- 6) Purchase discipline specific forensic textbooks for certification testing preparation.

The SFPD Crime Lab offers forensic services in Firearm and Toolmark Identification, Gun Shot Residue Analysis, DNA and Kinship Analysis, Forensic Breath Alcohol Analysis and is in the process of resuming Controlled Substances (seized drugs) Analysis. Coverdell funds will be used to support staff by providing funding for continuing education opportunities in the disciplines in which the laboratory



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ23

Subrecipient: City and County of San Francisco

provides services. The Association of Firearm and Toolmark Examiners (AFTE), Robert F. Borkenstein Alcohol and Highway Safety Training, the California Criminalistics Institute (CCI), the California Association of Criminalists (CAC), the Center for Forensic Science Research and Education (CFSRE), the Association of Forensic Quality Assurance Managers (AFQAM), the American Chemical Society (ACS), and the Shooting, Hunting, Outdoor Trade (SHOT) Show provide discipline specific training in which attendance at these meetings and trainings will ensure continuing education requirements for accreditation are met in all disciplines.

The laboratory is equipped with both bench top and large industrial chemical fume hoods throughout the building. The bench top hoods allow for continued casework processing in additional areas of the laboratory. The bench top hoods are equipped with changeable filters allowing for continued safe and proper ventilation during the various steps of casework processing. Additionally, desktop computers will be purchased to assist analysts as they process casework in the disciplines in which the laboratory provides services.

The Forensic Chemistry Section Seized Drug Analysis Unit will train and utilize different validated techniques in the analysis of seized drug evidence. To that



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ23

Subrecipient: City and County of San Francisco

end one of those techniques includes the utilization of microcrystalline testing. The laboratory is equipped with polarized light microscope that will be used for this purpose, but they need the applicable camera accessory that would allow for the photo documentation of crystal forms. This photo documentation will be required to be in compliance with accreditation requirements of reviewable data.

Accurate and reliable measurements are a pivotal and necessary aspect of the delicate and precise work that is performed within the analytical disciplines of the Crime Lab. Preparation of reagents, solvent dilutions, and testing materials used in casework are dependent on such accurate measurements in all disciplines. The purchase of repeater pipettes will be used for this purpose throughout the laboratory.

Discipline specific certification is encouraged by our leadership team and department. To further encourage and support analysts who wish to seek and be successful in obtaining their discipline specific certifications, Coverdell funds will be utilized to purchase recommended forensic textbooks to prepare analysts for certification examinations.

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

Subrecipient: City and County of San Francisco	UEI # SRZKDOWN293M2	FIPS #:
Grant Disaster/Program Title: CQ - Paul Coverdell Forensic Science Improvement Program		
Performance Period: 04/01/24	to 03/31/25	Subaward Amount Requested: \$ 72,275
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

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.

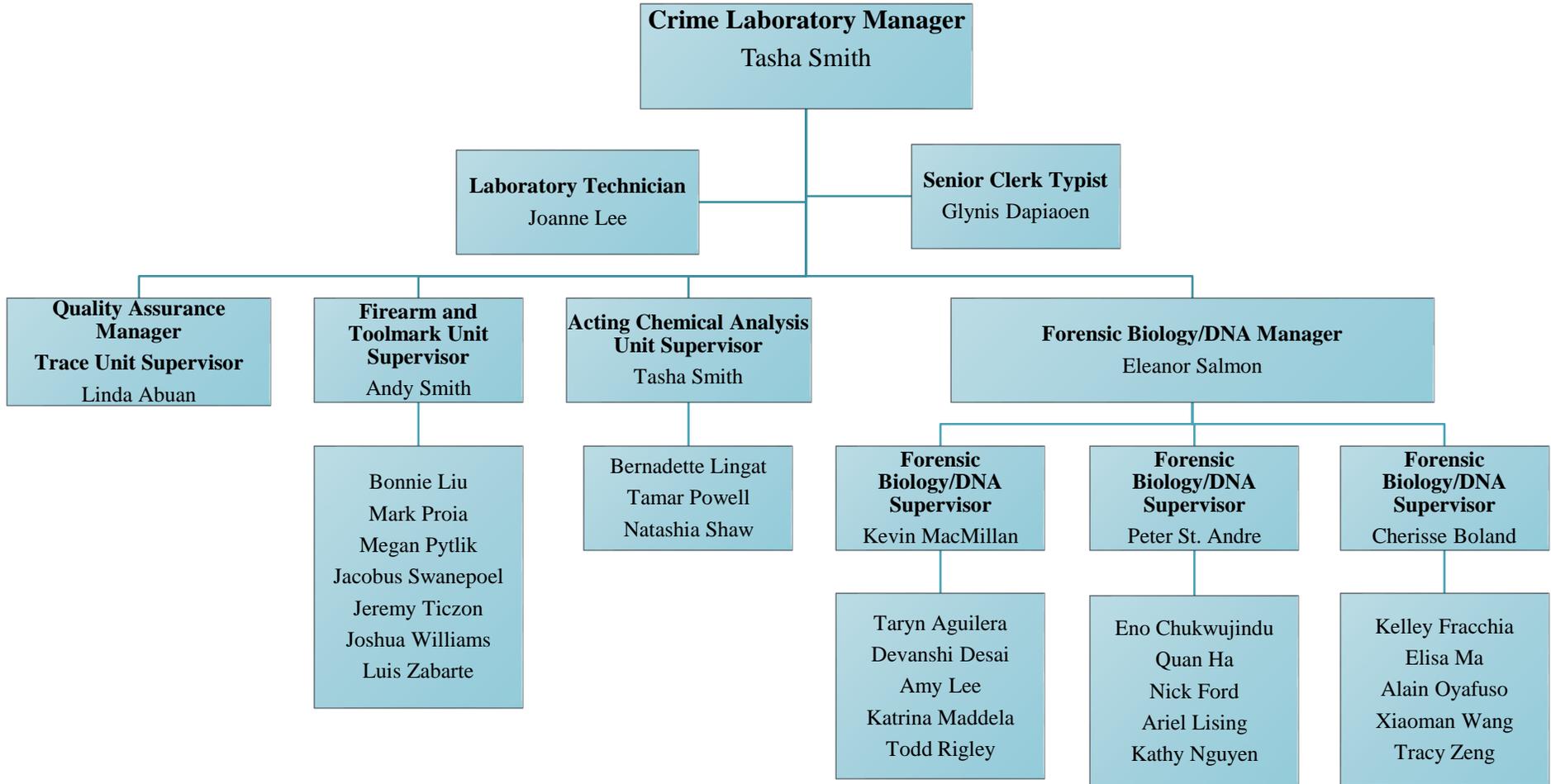
Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	<3 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grant
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 8,000,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

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

Signature: (Authorized Agent) 	Date: 12/7/23
Print Name and Title: Catherine McGuire, Executive Director of Strategic Management	Phone Number: 415-837-7209
Cal OES Staff Only: SUBAWARD #	

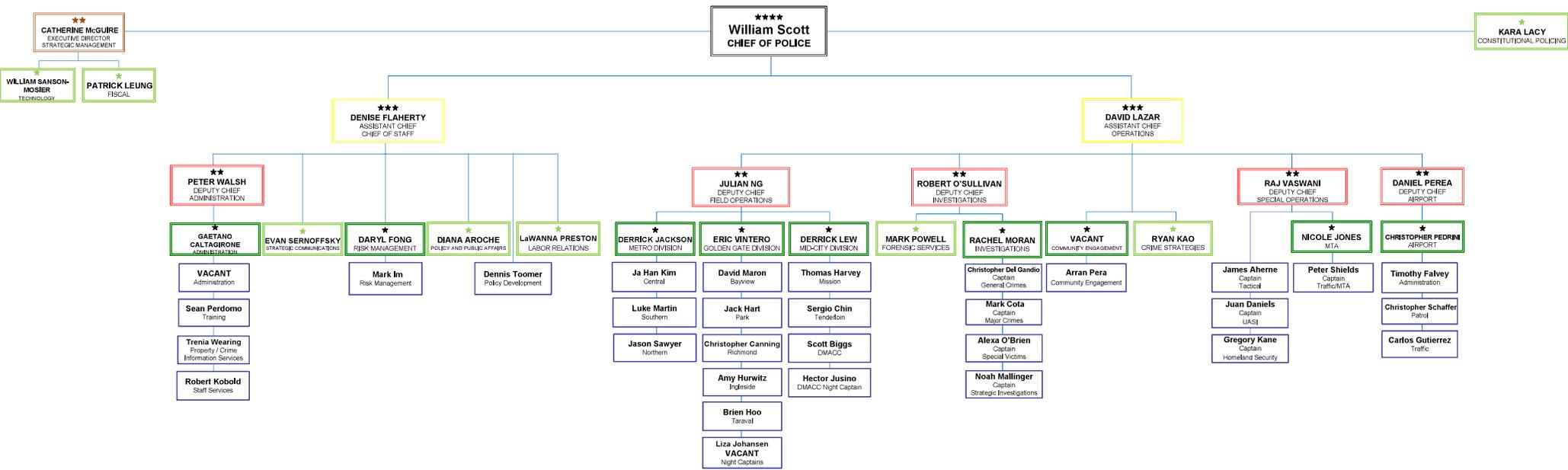


San Francisco Police Department Criminalistics Laboratory Organizational Chart





SAN FRANCISCO POLICE DEPARTMENT



★★★Assistant Chief ★★Executive Director
 ★★Deputy Chief ★Civilians Director
 ★Commander
 Captain



Grant Subaward Service Area Information

Grant Subaward #: _____

Subrecipient: City and County of San Francisco, Police Department

1. County or Counties Served:
San Francisco

County where principal office is located: San Francisco

2. U.S. Congressional District(s) Served:
12th and 14th

U.S. Congressional District where principal office is located: 12th

3. State Assembly District(s) Served:
17th and 19th

State Assembly District where principal office is located: 17th

4. State Senate District(s) Served:
11th

State Senate District where principal office is located: 11th

5. Population of Service Area: 715,717



Out-of-State Travel Request

Grant Subaward #: CQ23

Subrecipient: City and County of San Francisco, Police Department

Traveler(s): 2 people, to be determined

Travel Dates: 08/18/2024 to 08/22/2024 Destination: Denver, Co

Purpose of Trip: to attend the American Chemical Society Fall Conference

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

Justification:

The American Chemical Society (ACS) is a valuable conference to attend for those in the Forensic Chemistry discipline. This conference offers a forum for the exchange of new, innovative, and cutting edge research and techniques in the area of Chemistry and its analytical applications. This conference and expo provides access to a network of Chemistry professionals and vendors who specialize in the techniques, applications, and instrumentation commonly used in the Forensic Chemistry section in the analysis of Seized Drugs, Trace Evidence Examination, and Forensic Breath Alcohol Analysis.

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

<u>Mark Powell</u>	<u>Mark Powell</u>	<small>Digitally signed by Mark Powell Date: 2023.12.06 14:33:24 -08'00'</small>	<u>12/06/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature		Date

Cal OES Approval

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Program Specialist Signature	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Unit Chief Signature	Date



Out-of-State Travel Request Cost Worksheet

Grant Subaward #: CQ23

Subrecipient: City and County of San Francisco, Police Department

ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: $\frac{2}{\text{Travelers}} \times \frac{\$400}{\text{airfare}} = \$800$

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

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

Parking: = \$0

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): = \$400

Lodging: $\frac{2}{\text{Travelers}} \times \frac{\$201}{\text{daily rate}} \times \frac{5}{\text{days}} = \2010

Per Diem: $\frac{2}{\text{Travelers}} \times \frac{\$72.42}{\text{daily rate}} \times \frac{6}{\text{days}} = \869.04

Other Costs: Description: Cost: = \$1598

Registration and workshop fees
2 people x \$799 1598

TOTAL COST NOT TO EXCEED: = \$5,677



Out-of-State Travel Request

Grant Subaward #: CQ23

Subrecipient: City and County of San Francisco, Police Department

Traveler(s): 2 people, to be determined

Travel Dates: 05/26/2024 to 05/31/2024 Destination: Anchorage, Alaska

Purpose of Trip: Association of Firearm and Toolmark Examiners Training

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

Justification:

Continuing education is vital in maintaining an awareness of the current technological advances within one's forensic specialty. For the forensic discipline of Firearms and Toolmarks there is only 1 opportunity per year to receive extended and professional educational training. The Association of Firearm and Toolmark Examiners (AFTE) annual training seminar is that opportunity. Given that this is just a yearly conference the AFTE changes the conference location each year. This conference is the best opportunity for an examiner to receive their required continuing education credits and to maintain certification for those that require it. Finally, the benefits to the examiner and the knowledge he/she brings back from attending this conference in person are tremendous.

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

Mark Powell
Grant Subaward Director Name

Mark Powell Digitally signed by Mark Powell
Date: 2023.12.06 14:30:40 -08'00'
Grant Subaward Director Signature

12/06/2023
Date

Cal OES Approval

Approved

Denied

Program Specialist Signature

Date

Approved

Denied

Unit Chief Signature

Date



Out-of-State Travel Request Cost Worksheet

Grant Subaward #: CQ23

Subrecipient: City and County of San Francisco, Police Department

ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: $\frac{2}{\text{Travelers}} \times \frac{\$700}{\text{airfare}} = \$1400$

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

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

Parking: = \$0

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): = \$400

Lodging: $\frac{2}{\text{Travelers}} \times \frac{\$229}{\text{daily rate}} \times \frac{5}{\text{days}} = \2290

Per Diem: $\frac{2}{\text{Travelers}} \times \frac{\$99.67}{\text{daily rate}} \times \frac{6}{\text{days}} = \1196.04

Other Costs: Description: Cost: = \$1500

Registration and workshop fees
2 people x \$ 750 1500

TOTAL COST NOT TO EXCEED: = \$6,786

AFTE 2024 Annual Training Seminar

Registration includes access to the Welcome Reception, Technical Session (Monday-Thursday), access to the Exhibitor Area, Poster Session, Bring Your Own Slides Event, and one ticket to the AFTE Banquet.

Event Begins Sunday 05/26/2024 in Anchorage



Welcome to the AFTE 2024 Annual Training Seminar

Registration Type	Price
Early Registration rates will be valid through February 15, 2024	
Early Member	\$575.00
Early Non-Member	\$625.00
Early Daily Member	\$175.00

Early Daily Non-Member	\$200.00
Late registration prices begin February 16, 2024	
Member	\$700.00
Non-Member	\$750.00
Daily Member	\$225.00
Daily Non-Member	\$250.00

If mailing in a check for your registration, please send the check made payable to:

HelmsBriscoe ResourceOne
Attn: Christy Andrews
7643 Gate Parkway
Ste 104-316
Jacksonville, FL 32256





Out-of-State Travel Request

Grant Subaward #: CQ23

Subrecipient: City and County of San Francisco, Police Department

Traveler(s): TBD - 1 person

Travel Dates: 12/08/2024 to 12/13/2024 Destination: Bloomington, Indiana

Purpose of Trip: Robert F. Borkenstein Alcohol and Highway Safety Course

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

Justification:

The Robert F. Borkenstein Course on Alcohol and Highway Safety is a week-long course on breath alcohol testing and interpretation with a primary emphasis on alcohol chemistry pharmacology and physiology in relation to traffic safety. This course covers the basic alcohol chemistry and physiology, principles of measurement of alcohol in blood and breath, and the presentation of alcohol information in the courtroom. This course provides Criminalists with expert training from world renowned and published researchers and contributors to the science of forensic alcohol analysis and interpretation. This is the only course of this magnitude offered.

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

Mark Powell
Grant Subaward Director Name

Mark Powell Digitally signed by Mark Powell
Date: 2023.12.06 14:32:48 -08'00'
Grant Subaward Director Signature

12/06/2023
Date

Cal OES Approval

Approved

Denied

Program Specialist Signature

Date

Approved

Denied

Unit Chief Signature

Date



Out-of-State Travel Request Cost Worksheet

Grant Subaward #: CQ23

Subrecipient: City and County of San Francisco, Police Department

ESTIMATED COSTS FOR ALL TRAVELERS

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

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

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

Parking: = \$0

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): = \$200

Lodging: $\frac{1}{\text{Travelers}} \times \frac{\$133}{\text{daily rate}} \times \frac{6}{\text{days}} = \798

Per Diem: $\frac{1}{\text{Travelers}} \times \frac{\$55.85}{\text{daily rate}} \times \frac{7}{\text{days}} = \390.95

Other Costs: Description: Cost: = \$1800

Registration and workshop fees 1 person x \$1800	1800
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TOTAL COST NOT TO EXCEED: = \$3,789

Robert F. Borkestein Courses

Alcohol Course

Alcohol and Highway Safety Course Description

The Indiana University Alcohol Borkestein Course is typically a one-week expert-level program of on-campus instruction and interaction, on medico-legal alcohol topics.

The primary emphasis of the program is on alcohol chemistry pharmacology and physiology in relation to traffic safety, covering basic alcohol chemistry and physiology, principles of measurement of alcohol in blood and breath, and presentation of alcohol information in the courtroom. The program is presented twice annually (May and December) on the Indiana University main campus in Bloomington, IN as an activity of the Robert F. Borkestein Center for Studies of Law in Action in the IU Department of Criminal Justice.

The Course currently consists of 18 elements presented by ten visiting faculty members and the Course Manager over six days. Faculty presentations and other Course elements include lectures, question and answer, panel discussion with faculty-registrants, and tutorial sessions led by individual faculty members. The program also includes an initial Course orientation, welcoming faculty/student dinner, and a wine and cheese reception courtesy of the Criminal Justice Department.

This course, which was originated by Robert F. Borkestein in the 1950's, was primarily intended for professionals who administer or perform blood or breath tests to determine blood alcohol content. Enrollment in the course is limited to those technical and scientific personnel who manufacture, operate or maintain instruments, perform tests or manage blood or breath alcohol programs, or who provide expert testimony in alcohol litigation or hearings.

Neither the Center nor the course receives financial support from Indiana University. Both are entirely funded by the revenues generated from course enrollments. Please contact the Center administrator for questions about additional courses for other groups outside our current enrollment.

Upcoming Courses

In-Person:

- December 3-8

Register Now <<https://indianauniv.ungerboeck.com/prod/emc00/register.aspx?aat=LBpfIFLofke2XDdIBGvN29BGKIUMQOpCXEqyLeIGU%3d>>

- **2024**

May 12-17

December 8-13

In Person Course Features

Information is provided to Course participants mainly through:

- An extensive electronic Course notebook, with additional resource materials provided on-line
- Formal lectures and informal discussions
- PowerPoint presentations
- Questions-and-answers sessions
- Panel discussions

There are also after-hours social events, scheduled free-time, refreshment breaks. The Course Manager is present on-site throughout the Course to assist any registrant as needed, to maintain adherence to the schedule, to introduce faculty, and to coordinate the presentations as well as gather input for the daily review tests. Of particular value are the frequent, informal interactions among the registrants (approximately 60) and among registrants, faculty, and the Course managers. The Course schedule is closely adhered to. However, there is time for social events and relaxation on and off-campus. Housing is on-campus in the first-class hotel operated within the Indiana Memorial Union – the world's first and largest student union complex, with a complete physical fitness center and many other splendid facilities. An Indiana University certificate of satisfactory completion of the Course is conferred by the Center on each registrant who meets the Course requirements, and is presented at the end of the Course. AACCC Accent credits are also now available for the course (30 hours).

Course Contents

The Borkenstein Course begins with a brief orientation to the Course, Indiana University, and Bloomington by retired IU Criminal Justice Professor and Center Director Kip Schlegel; Center Executive Director Dr. Barry Logan; and Borkenstein Course Manager Randy Beaty.

***Special Note**

The mission of this course as envisioned by our Founder is to educate individuals involved in the implementation of scientific programs of testing and calibration for blood and breath alcohol

programs. There is a policy restricting attorney registration in the program. Attorneys can refer to other programs designed exclusively for the defense bar, such as the National College for DUI Defense (<https://ncdd.com> <<https://www.ncdd.com/>>), or the Chemistry and the Law section of the American Chemical Society (<https://www.chemistryandthelaw.org> <<https://www.chemistryandthelaw.org/>>) that provide excellent training programs more suited to the defense bar.



Out-of-State Travel Request

Grant Subaward #: CQ23

Subrecipient: City and County of San Francisco, Police Department

Traveler(s): 2 people, to be determined

Travel Dates: 01/21/2025 to 01/24/2025 Destination: Las Vegas, NV

Purpose of Trip: to attend the SHOT Show

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

Justification:

The Shooting Hunting Outdoor Trade Show (SHOT Show) is a valuable conference to attend. All of the new firearms and ammunition on the market will be displayed along with literature that will be brought back to the Firearms Unit to maintain and utilize during casework functions. This is the only meeting that occurs each year where all of the major firearm and ammunition manufacturers are in attendance therefore allowing the attendees access to the latest innovations and modifications to firearms and ammunition which will be examined, at some point, in the Firearms Unit as it relates to casework. This trade show is not hosted in California.

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

<u>Mark Powell</u>	<u>Mark Powell</u>	<small>Digitally signed by Mark Powell Date: 2023.12.06 14:33:04 -08'00'</small>	<u>12/06/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature		Date

Cal OES Approval

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Program Specialist Signature	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Unit Chief Signature	Date



Out-of-State Travel Request Cost Worksheet

Grant Subaward #: CQ23

Subrecipient: City and County of San Francisco, Police Department

ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: $\frac{2}{\text{Travelers}} \times \frac{\$400}{\text{airfare}} = \$800$

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

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

Parking: = \$0

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): = \$400

Lodging: $\frac{2}{\text{Travelers}} \times \frac{\$152}{\text{daily rate}} \times \frac{3}{\text{days}} = \912

Per Diem: $\frac{2}{\text{Travelers}} \times \frac{\$60.25}{\text{daily rate}} \times \frac{4}{\text{days}} = \482

Other Costs: Description: Cost: = \$450

Registration and workshop fees	
2 people x \$225	450

TOTAL COST NOT TO EXCEED: = \$3,044

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.

William Scott

Signature of Certifying Official

Chief of Police

Title of Certifying Official

San Francisco Police Department

Name of Applicant Agency

12/7/23

Date

SFPD Internal Affairs Division

Name of External Investigative Agency

Angela Wilhelm

Contact at External Investigative Agency

Lieutenant

Title

415-837-7151

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.

34

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

PLEASE NOTE: Toxicology and Forensic Alcohol are now ONE discipline

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

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

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

Discipline	Turn-Around-Time	Back Log
Controlled Substances/Drug Chemistry		
Toxicology/Forensic Alcohol		
Trace	332	28
Firearms	49	72
Questioned Documents		
Biology/DNA		
Fire Evidence		
Crime Scene		
Latent Prints		
Digital Media		
Pathology		
NIBIN		
Impression Evidence		

TAT is YTD as of 12/04/2023

BL is YTD as of 12/04/2023

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

 Digitally signed
by Tasha Smith
Date: 2023.12.04
16:53:29 -08'00'

Signature: _____

Date: 12/04/2023

May 28, 2024

Mark Powell
Forensic Services Director
San Francisco, City & County - Police Department
1995 Evans Avenue
San Francisco, CA 94124-1105

Subject: **Grant Subaward Application Approval**
Paul Coverdell Forensic Science Improvement Program
Grant Subaward #: CQ23 19 0380

Dear Mark Powell:

The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$72,275, subject to enactment of applicable State Budget Act. A copy of your approved Grant Subaward is enclosed for your records.

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

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

Please contact your Program Specialist Emily Garcia, at emily.garcia@caloes.ca.gov with questions.

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file
Program Specialist

Cal OES #	075-00000-04	FIPS #	075-00000	VS#		Subaward #	CQ23 19 0380
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MS TL

**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 and County of San Francisco 1a. **UEI#:** SRZKDOWN293M2
- 2. **Implementing Agency:** City and County of San Francisco, Police Department 2a. **UEI#:** SRZKDOWN293M2
- 3. **Implementing Agency Address:** 1245 3rd Street, Rm 6100 San Francisco 94158-2134
(Street) (City) (Zip+4)
- 4. **Location of Project:** 1995 Evans Ave San Francisco 94124-1105
(City) (County) (Zip+4)
- 5. **Disaster/Program Title:** CQ - Paul Coverdell Forensic Science Improvement Program 6. **Performance/Budget Period:** 4/1/24 to 6/30/25
(Start Date) (End Date)
- 7. **Indirect Cost Rate:** N/A Federally Approved ICR (if applicable): _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	FSIA		\$72,275					\$72,275
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$72,275	\$72,275				\$72,275

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: William Scott Title: Chief of Police
 Payment Mailing Address: 1245 3rd Street, 6th Floor - Accounting City: San Francisco Zip Code+4: 94158-2134
 Signature: *William Scott* Date: 12/07/2023

16. Federal Employer ID Number: 946000417

(FOR Cal OES USE ONLY)

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

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

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: \$72,275

DS
JH GO

May 28, 2024

Mark Powell
Forensic Services Director
San Francisco, City & County - Police Department
1995 Evans Avenue
San Francisco, CA 94124-1105

Subject: **Grant Subaward Application Approval**
Paul Coverdell Forensic Science Improvement Program
Grant Subaward #: CQ23 19 0380

Dear Mark Powell:

The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$72,275, subject to enactment of applicable State Budget Act. A copy of your approved Grant Subaward is enclosed for your records.

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

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

Please contact your Program Specialist Emily Garcia, at emily.garcia@caloes.ca.gov with questions.

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file
Program Specialist

Cal OES #	075-00000-04	FIPS #	075-00000	VS#		Subaward #	CQ23 19 0380
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET**

MS TL

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

- 1. **Subrecipient:** City and County of San Francisco 1a. **UEI#:** SRZKDOWN293M2
- 2. **Implementing Agency:** City and County of San Francisco, Police Department 2a. **UEI#:** SRZKDOWN293M2
- 3. **Implementing Agency Address:** 1245 3rd Street, Rm 6100 San Francisco 94158-2134
(Street) (City) (Zip+4)
- 4. **Location of Project:** 1995 Evans Ave San Francisco 94124-1105
(City) (County) (Zip+4)
- 5. **Disaster/Program Title:** CQ - Paul Coverdell Forensic Science Improvement Program 6. **Performance/Budget Period:** 4/1/24 to 6/30/25
(Start Date) (End Date)
- 7. **Indirect Cost Rate:** N/A Federally Approved ICR (if applicable): _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	FSIA		\$72,275					\$72,275
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$72,275	\$72,275				\$72,275

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: William Scott Title: Chief of Police
 Payment Mailing Address: 1245 3rd Street, 6th Floor - Accounting City: San Francisco Zip Code+4: 94158-2134
 Signature: *William Scott* Date: 12/07/2023

16. Federal Employer ID Number: 946000417

(FOR Cal OES USE ONLY)

I hereby certify on my personal knowledge that budgeted funds are available for the period of the expenditure stated above.

DocuSigned by: <u>Mary Rucker</u> <u>5/24/2024</u> (Cal OES Fiscal Officer) (Date)	DocuSigned by: <u>Eric Swanson</u> <u>5/24/2024</u> (Cal OES Director or Designee) (Date)
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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: \$72,275

DS
 JH 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:

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

3. Project Description Section:

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

4. Research & Development Section:

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



Grant Subaward Contact Information

Grant Subaward #: CQ23 19 0380

Subrecipient: City and County of San Francisco, ~~Police Department~~ TL

1. **Grant Subaward Director:**

Name: Mark Powell Title: Forensic Services Director

Telephone #: 415-671-3141 Email Address: mark.powell@sfgov.org

Address/City/ Zip Code (9-digit): 1995 Evans Ave, San Francisco, CA 94124-1105

2. **Financial Officer:**

Name: Kimmie Wu Title: Chief Financial Officer

Telephone #: 415-837-7213 Email Address: kimmie.wu@sfgov.org

Address/City/ Zip Code (9-digit): 1245 3rd Street, 6th Floor, San Francisco, CA 94158-2134

3. **Programmatic Point of Contact:**

Name: Tasha Smith Title: Crime Lab Director

Telephone #: 415-671-3273 Email Address: tasha.smith@sfgov.org

Address/City/ Zip Code (9-digit): 1995 Evans Ave, San Francisco, CA 94124-1105

4. **Financial Point of Contact:**

Name: Fannie Yeung Title: Grants Manager

Telephone #: 415-837-7212 Email Address: fannie.yeung@sfgov.org

Address/City/ Zip Code (9-digit): 1245 3rd Street, 6th Floor, San Francisco, CA 94158-2134

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: William Scott Title: Chief of Police

Telephone #: 415-837-7000 Email Address: sfpdchief@sfgov.org

Address/City/ Zip Code (9-digit): 1245 3rd Street, 6th Floor, San Francisco, CA 94158-2134

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

Name: William Scott Title: Chief of Police

Telephone #: 415-837-7000 Email Address: sfpdchief@sfgov.org

Address/City/ Zip Code (9-digit): 1245 3rd Street, 6th Floor, San Francisco, CA 94158-2134

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

Name: Aaron Peskin Title: President, San Francisco Board of Supervisors

Telephone #: 415-554-7450 Email Address: Aaron.Peskin@sfgov.org

Address/City/ Zip Code (9-digit): 1 Dr. Carlton B. Goodlett Place, Room 268, San Francisco, CA 94102-4603



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Signature Authorization

Grant Subaward #: CQ23 19 0380

Subrecipient: City and County of San Francisco

Implementing Agency: City and County of San Francisco, Police Department

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

Grant Subaward Director:

Printed Name: Mark Powell

Signature: 

Date: 04/10/2024

Financial Officer:

Printed Name: Kimmie Wu

Signature: 

Date: 4/10/2024

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

Signature: 

Printed Name: Tasha Smith

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

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

Signature: 

Printed Name: Fannie Yeung

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: City and County of San Francisco, ~~Police Department~~

TL

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	CQ - Paul Coverdell Forensic Science Improvement Program	CQ23 19 0380	4/1/24 - 3/31/25
2			06/30/2025
3			
4			
5			
6			

TL

I, William Scott (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:	<u>William Scott</u>
Official Designee's Typed Name:	<u>William Scott</u>
Official Designee's Title:	<u>Chief of Police</u>
Date Executed:	<u>12/07/23</u>
AUTHORIZED BY:	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input checked="" type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	<u>Ben Rosenfield</u>
Typed Name:	<u>Ben Rosenfield</u>
Title:	<u>Controller</u>
Date Executed:	<u>12/21/2023</u>



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

Subrecipient: City and County of San Francisco, ~~Police Department~~ TL

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	CQ - Paul Coverdell Forensic Science Improvement Program	CQ23 19 0380	4/1/24 - 3/31/25
2.			06/30/2025
3.			
4.			
5.			
6.			

TL

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 (GPR) and the GPR Modernization Act of 2010, and other applicable laws.

12. Determination of Suitability to Interact with Participating Minors

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

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

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

13. Compliance with DOJ Grants Financial Guide

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

14. Encouragement of Policies to Ban Text Messaging while Driving

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

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

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

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

16. Potential Imposition of Additional Requirements

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

17. Employment Eligibility Verification for Hiring under the Grant Subaward

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

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

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

b. Monitoring

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

c. Allowable costs

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

d. Rules of construction

1) Staff involved in the hiring process

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

2) Employment eligibility confirmation with E-Verify

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

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

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

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

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

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

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

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

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

1) Subrecipients represent that:

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

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

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

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

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

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

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

20. OJP Training Guiding Principles

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

21. All Grant Subawards must have Specific Federal Authorization

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

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

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

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

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

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

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

23. Restrictions on "Lobbying"

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

29. Use of Funds for Forensic Genealogy Testing

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

30. Information and/or Data Requests

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

31. Published Written and Web-based Materials

Subrecipients shall provide the Cal OES Program Specialist with a copy of any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and website content, resulting from this Grant Subaward at least forty-five working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. CQ23 19 0380, awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

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32. Press Releases

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

33. Copyright; Data rights

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

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

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

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

34. Generally Accepted Laboratory Practices

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

a. External Investigations

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

portion of the grant amount.

b. Accreditation

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

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

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

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

35. Use of Funds; No Research

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

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

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

36. Forensic Science or Medical Examiner Services Fees

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

37. External Investigations

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

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

38. Subrecipient Integrity and Performance Matters

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

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

39. Gross Income

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

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

Request for Application.

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

40. Federal, State and Local Environmental Laws and Regulations

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

a. Environmental Assessment (EA)

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

b. Modifications

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

41. Unmanned Aircraft Systems

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

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

42. Federal Funding Accounting and Transparency Act (FFATA)

- | Yes | No | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year? |
| <input type="checkbox"/> | <input checked="" 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 checked="" 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: William Scott

Official Designee's Typed Name: William Scott

Official Designee's Title: Chief of Police

Date Executed: 3/28/24



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco	Grant Subaward #: CQ23 19 0380
A. Personnel Costs - Line-item description and calculation	Total Amount Allocated
PERSONNEL COSTS CATEGORY TOTAL	

TL



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco	Grant Subaward #: CQ23 19 0380
---	---------------------------------------

B. Operating Costs - Line-item description and calculation	Total Amount Allocated
1. Robert F. Borkenstein Alcohol and Highway Safety Course	
1 person, December 8 -13, 2024, Bloomington, IN	
- Registration fee, 1 person x \$1,800	\$1,800
- Air and Baggage Fee, 1 person x \$600	\$600
- Lodging @ GSA rate, 1 person x \$133 x 6 nights	\$798
- Meals @GSA rate, 1 person x \$55.85 x 7 days	\$391
-Ground Transportation, 1 person x \$200	\$200
2. Association of Firearm and Toolmark Examiners (AFTE) Annual Training	
2 people, May 26 - 31, 2024, Anchorage, Alaska	
- Registration fee, 2 people x \$750	\$1,500
- Air and Baggage fee, 2 people x \$700	\$1,400
- Lodging @ GSA rate, 2 people x \$229 x 5 nights	\$2,290
- Meals @GSA rate, 2 people x \$99.67 x 6 days	\$1,196
- Ground Transportation, 2 people \$200	\$400
3. California Association of Criminalists (CAC) Annual Training Seminar	
2 people; location, dates, and classes to be determined	
- Registration fee, 2 people x \$450	\$900
- Air and Baggage fee, 2 people x \$400	\$800
- Lodging @ GSA rate, 2 people x \$189 x 5 nights	\$1,890
- Meals @GSA rate, 2 people x \$71.10 x 5 days	\$711
- Ground Transportation, 2 people x \$200	\$400
4. California Criminalistics Institute (CCI) Training	
4 people, Sacramento, CA; dates and classes to be determined	
- Lodging @ GSA rate, 4 people x \$145 x 5 nights	\$2,900



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco	Grant Subaward #: CQ23 19 0380
B. Operating Costs - Line-item description and calculation	Total Amount Allocated
- Meals @GSA rate, 4 people x \$63.25 x 6 days	\$1,518
- Ground Transportation, 4 people \$200	\$800
5. Center for Forensic Science Research and Education (CFSRE) Forensic Criminalistics Board Certification Preparation Course	
2 people, Online, On-Demand Course	
- Registration fee, 2 people x \$1,500	\$3,000
6. Shooting, Hunting, Outdoor Trade (SHOT) Show 2025	
2 people, January 21-24, 2025, Las Vegas, NV	
- Registration Fee, 2 people x \$225	\$450
- Air & Baggage Fee, 2 people x \$400	\$800
- Lodging @ GSA rate, 2 people x \$152 x 3 nights	\$912
- Meals @GSA rate, 2 people x \$60.25 x 4 days	\$482
- Ground Transportation, 2 people x \$200	\$400
7. Association of Forensic Quality Assurance Managers (AFQAM) Meeting	
1 person, virtual attendance, date to be determined	
- Registration fee, 1 person x \$300	\$300
8. American Chemical Society (ACS) Annual Fall Conference	
2 people, August 18 - 22, 2024, Denver, CO	
- Registration fee, 2 people x \$799	\$1,598
- Air and Baggage Fee, 2 people x \$400	\$800
- Lodging @GSA rate, 2 people x \$201 x 5 nights	\$2,010
- Meals @GSA rate, 2 people x \$72.42 x 6 days	\$869
- Ground transportation, 2 people x \$200	\$400



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco		Grant Subaward #: CQ23 19 0380
B. Operating Costs - Line-item description and calculation		Total Amount Allocated
Supplies:		
9. Hood Filters \$1,132 each x 6		\$6,792
10. Desktop Computer \$2,134 each x 7		\$14,938
11. Pipettes \$769 each x 8		\$6,152
12. Forensic Textbooks		\$1,092
OPERATING COSTS CATEGORY TOTAL		\$61,489

TL



Grant Subaward Budget Pages
Single Fund Source

Subrecipient: City and County of San Francisco		Grant Subaward #: CQ23 19 0380
C. Equipment Costs - Line-item description and calculation		Total Amount Allocated
1. Microscope Cameras \$5,393 each x 2		\$10,786
EQUIPMENT COSTS CATEGORY TOTAL		\$10,786
Total Project Cost (Must match the Grant Subaward Face Sheet)		\$72,275

TL

Budget Summary Report

CQ23 Paul Coverdell Forensic Science Improvement Program

Subaward#: CQ23 19 0380

San Francisco, City & County

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

Paul Coverdell Forensic Science Improvement Program

Latest Request:

A Personnel Services - Salaries/Employee Benefits

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

B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23FSIA	61,489	0	61,489	0	61,489
Total B. Operating Expenses		61,489	0	61,489	0	61,489

C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23FSIA	10,786	0	10,786	0	10,786
Total C. Equipment		10,786	0	10,786	0	10,786

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

Budget Summary Report

CQ23 Paul Coverdell Forensic Science Improvement Program

Subaward#: CQ23 19 0380

San Francisco, City & County

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

Paul Coverdell Forensic Science Improvement Program

Latest Request:

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
Total Local Match:	0	0	0	0	0
Total Funded:	72,275	0	72,275	0	72,275
Total Project Cost:	72,275	0	72,275	0	72,275



Grant Subaward Budget Narrative

Grant Subaward #: CQ2319 0380

Subrecipient: City and County of San Francisco

The San Francisco Police Department Crime Lab has a backlog in Firearms and toolmark and Gun Shot residue cases and is working toward re-establishment and re-accreditation of Controlled Substances Analysis that will be addressed using Coverdell grant funds.

Thirty two thousand, five hundred and fifteen dollars (\$32,515) will be spent on continuing education and training for the Association of Firearm and Toolmark Examiners (AFTE), Robert F. Borkestein Alcohol and Highway Safety Training, California Association of Criminalists (CAC) training, California Criminalistics Institute (CCI) training, the Center for Forensic Science Research and Education (CFSRE), the Association of Forensic Quality Assurance Managers (AFQAM), the American Chemical Society (ACS), and the Shooting, Hunting, Outdoor Trade (SHOT) Show in the areas of general criminalistics, forensic alcohol interpretation and testimony, firearm and toolmark identification, trace and impression evidence analysis, distance determination, serial number restorations, instrumental analysis and interpretation and chemical analysis.

Six thousand seven hundred ninety -two dollars (\$6,792) will be spent on the purchase of six hood filters for casework processing.



Grant Subaward Budget Narrative

Grant Subaward #: CQ2319 0380

Subrecipient: City and Couty of San Francisco

Fourteen thousand nine hundred and thirty-eight dollars (\$14,938) will be spent on the purchase of seven desktop computers for casework processing.

Six thousand one hundred and fifty-two dollars (\$6,152) will be spent on the purchase of eight pipette repeaters for casework processing.

One thousand and ninety-two dollars (\$1,092) will be spent on recommended forensic textbooks to prepare analysts for certification examinations.

Ten thousand seven hundred and eighty-six dollars (\$10,786) will be spent on the purchase of two microscope cameras for casework processing.



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ2319 0380

Subrecipient: City and County of San Francisco

Coverdell grant funds will be utilized for six purposes:

- 1) Continuing education and training for staff to meet accreditation requirements.
- 2) Purchase of six hood filters for the proper ventilation of fumes during casework processing.
- 3) Purchase of seven desktop computers for casework processing in firearms, trace, Forensic Chemistry, and general criminalistics areas.
- 4) Purchase of two microscope cameras for documentation during casework processing.
- 5) Purchase of eight pipette repeaters for use in casework processing requiring the use of accurate and precisely measured volumes.
- 6) Purchase discipline specific forensic textbooks for certification testing preparation.

The SFPD Crime Lab offers forensic services in Firearm and Toolmark Identification, Gun Shot Residue Analysis, DNA and Kinship Analysis, Forensic Breath Alcohol Analysis and is in the process of resuming Controlled Substances (seized drugs) Analysis. Coverdell funds will be used to support staff by providing funding for continuing education opportunities in the disciplines in which the laboratory



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ23 19 0380

Subrecipient: City and County of San Francisco

provides services. The Association of Firearm and Toolmark Examiners (AFTE), Robert F. Borkestein Alcohol and Highway Safety Training, the California Criminalistics Institute (CCI), the California Association of Criminalists (CAC), the Center for Forensic Science Research and Education (CFSRE), the Association of Forensic Quality Assurance Managers (AFQAM), the American Chemical Society (ACS), and the Shooting, Hunting, Outdoor Trade (SHOT) Show provide discipline specific training in which attendance at these meetings and trainings will ensure continuing education requirements for accreditation are met in all disciplines.

The laboratory is equipped with both bench top and large industrial chemical fume hoods throughout the building. The bench top hoods allow for continued casework processing in additional areas of the laboratory. The bench top hoods are equipped with changeable filters allowing for continued safe and proper ventilation during the various steps of casework processing. Additionally, desktop computers will be purchased to assist analysts as they process casework in the disciplines in which the laboratory provides services.

The Forensic Chemistry Section Seized Drug Analysis Unit will train and utilize different validated techniques in the analysis of seized drug evidence. To that



Grant Subaward Programmatic Narrative

Grant Subaward #: CQ2319 0380

Subrecipient: City and County of San Francisco

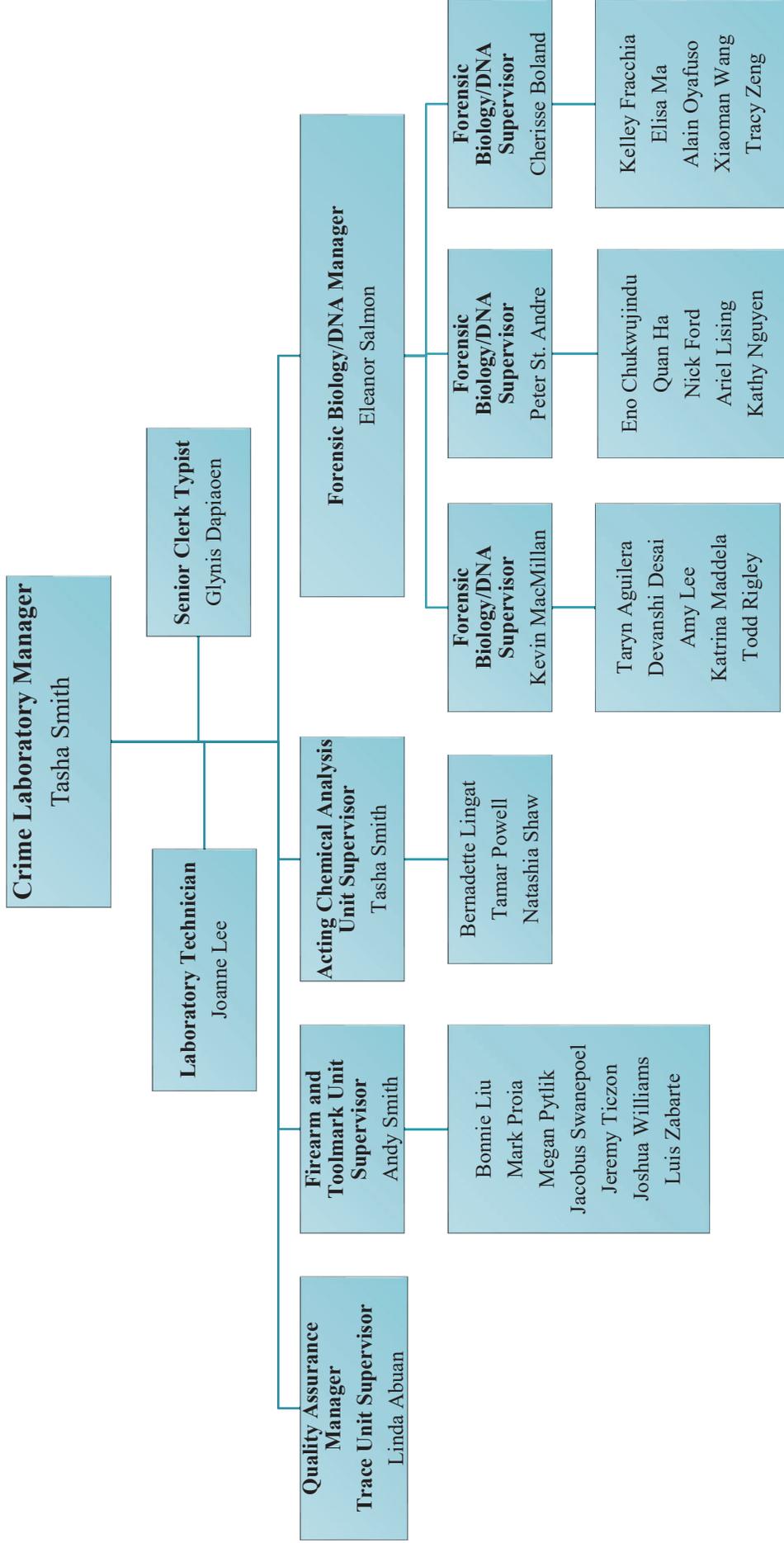
end one of those techniques includes the utilization of microcrystalline testing. The laboratory is equipped with polarized light microscope that will be used for this purpose, but they need the applicable camera accessory that would allow for the photo documentation of crystal forms. This photo documentation will be required to be in compliance with accreditation requirements of reviewable data.

Accurate and reliable measurements are a pivotal and necessary aspect of the delicate and precise work that is performed within the analytical disciplines of the Crime Lab. Preparation of reagents, solvent dilutions, and testing materials used in casework are dependent on such accurate measurements in all disciplines. The purchase of repeater pipettes will be used for this purpose throughout the laboratory.

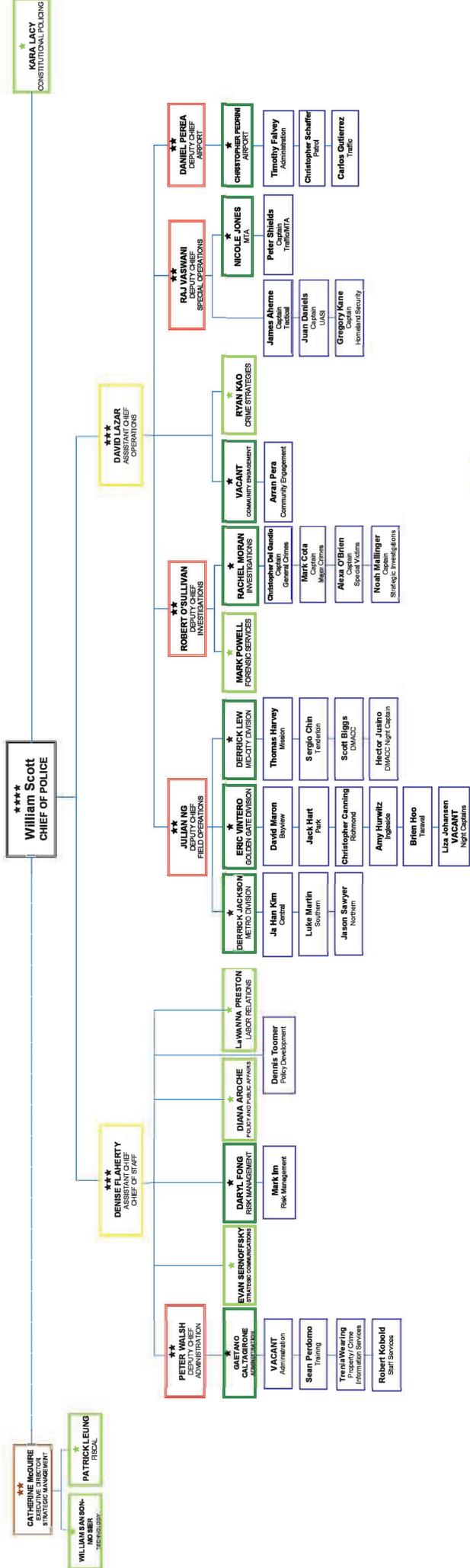
Discipline specific certification is encouraged by our leadership team and department. To further encourage and support analysts who wish to seek and be successful in obtaining their discipline specific certifications, Coverdell funds will be utilized to purchase recommended forensic textbooks to prepare analysts for certification examinations.



San Francisco Police Department Criminalistics Laboratory Organizational Chart



SAN FRANCISCO POLICE DEPARTMENT



*** Assistant Chief
 ** Deputy Chief
 * Commander
 Captain

*** Executive Director
 ** Civilian Director



Out-of-State Travel Request

Grant Subaward #: CQ23 19 0380

Subrecipient: City and County of San Francisco, ~~Police Department~~ TL

Traveler(s): 2 people, to be determined

Travel Dates: 08/18/2024 to 08/22/2024 Destination: Denver, Co

Purpose of Trip: to attend the American Chemical Society Fall Conference

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

Justification:

The American Chemical Society (ACS) is a valuable conference to attend for those in the Forensic Chemistry discipline. This conference offers a forum for the exchange of new, innovative, and cutting edge research and techniques in the area of Chemistry and its analytical applications. This conference and expo provides access to a network of Chemistry professionals and vendors who specialize in the techniques, applications, and instrumentation commonly used in the Forensic Chemistry section in the analysis of Seized Drugs, Trace Evidence Examination, and Forensic Breath Alcohol Analysis.

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

<u>Mark Powell</u>	<u>Mark Powell</u>	<small>Digitally signed by Mark Powell Date: 2023.12.06 14:33:24 -08'00'</small>	<u>12/06/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature		Date

Cal OES Approval

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u>Emily Garcia</u>	<u>05/13/2024</u>
		Program Specialist Signature	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u>Cindy Berta</u>	<u>5/14/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request Cost Worksheet

Grant Subaward #: CQ23 19 0380

Subrecipient: City and County of San Francisco, ~~Police Department~~ TL

ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: $\frac{2}{\text{Travelers}} \times \$\frac{400}{\text{airfare}} = \800

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

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

Parking: $\quad = \$0$

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): $\quad = \$400$

Lodging: $\frac{2}{\text{Travelers}} \times \$\frac{201}{\text{daily rate}} \times \frac{5}{\text{days}} = \2010

Per Diem: $\frac{2}{\text{Travelers}} \times \$\frac{72.42}{\text{daily rate}} \times \frac{6}{\text{days}} = \869.04

Other Costs:

	Description:	Cost:	
	Registration and workshop fees		= \$ 1598
	2 people x \$799	1598	

TOTAL COST NOT TO EXCEED: $\quad = \$5,677$



Out-of-State Travel Request

Grant Subaward #: CQ2319 0380

Subrecipient: City and County of San Francisco, ~~Police Department~~ TL

Traveler(s): 2 people, to be determined

Travel Dates: 05/26/2024 to 05/31/2024 Destination: Anchorage, Alaska

Purpose of Trip: Association of Firearm and Toolmark Examiners Training

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

Justification:

Continuing education is vital in maintaining an awareness of the current technological advances within one's forensic specialty. For the forensic discipline of Firearms and Toolmarks there is only 1 opportunity per year to receive extended and professional educational training. The Association of Firearm and Toolmark Examiners (AFTE) annual training seminar is that opportunity. Given that this is just a yearly conference the AFTE changes the conference location each year. This conference is the best opportunity for an examiner to receive their required continuing education credits and to maintain certification for those that require it. Finally, the benefits to the examiner and the knowledge he/she brings back from attending this conference in person are tremendous.

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

<u>Mark Powell</u>	<u>Mark Powell</u>	<small>Digitally signed by Mark Powell Date: 2023.12.06 14:30:40 -08'00'</small>	<u>12/06/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature		Date

Cal OES Approval

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u>Emily Garcia</u>	<u>05/13/2024</u>
		Program Specialist Signature	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u>Cindy Berta</u>	<u>5/14/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request Cost Worksheet

Grant Subaward #: CQ23 19 0380

Subrecipient: City and County of San Francisco, ~~Police Department~~ TL

ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: $\frac{2}{\text{Travelers}} \times \frac{\$700}{\text{airfare}} = \$1400$

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

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

Parking: = \$0

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): = \$400

Lodging: $\frac{2}{\text{Travelers}} \times \frac{\$229}{\text{daily rate}} \times \frac{5}{\text{days}} = \2290

Per Diem: $\frac{2}{\text{Travelers}} \times \frac{\$99.67}{\text{daily rate}} \times \frac{6}{\text{days}} = \1196.04

Other Costs: Description: Cost: = \$1500

Registration and workshop fees
2 people x \$ 750 1500

TOTAL COST NOT TO EXCEED: = \$6,786

AFTE 2024 Annual Training Seminar

Registration includes access to the Welcome Reception, Technical Session (Monday-Thursday), access to the Exhibitor Area, Poster Session, Bring Your Own Slides Event, and one ticket to the AFTE Banquet.

Event Begins Sunday 05/26/2024 in Anchorage



Welcome to the AFTE 2024 Annual Training Seminar

Registration Type	Price
Early Registration rates will be valid through February 15, 2024	
Early Member	\$575.00
Early Non-Member	\$625.00
Early Daily Member	\$175.00

Early Daily Non-Member	\$200.00
Late registration prices begin February 16, 2024	
Member	\$700.00
Non-Member	\$750.00
Daily Member	\$225.00
Daily Non-Member	\$250.00

If mailing in a check for your registration, please send the check made payable to:

HelmsBriscoe ResourceOne
Attn: Christy Andrews
7643 Gate Parkway
Ste 104-316
Jacksonville, FL 32256





Out-of-State Travel Request

Grant Subaward #: CQ23 19 0380

Subrecipient: City and County of San Francisco, ~~Police Department~~ TL

Traveler(s): TBD - 1 person

Travel Dates: 12/08/2024 to 12/13/2024 Destination: Bloomington, Indiana

Purpose of Trip: Robert F. Borkenstein Alcohol and Highway Safety Course

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

Justification:

The Robert F. Borkenstein Course on Alcohol and Highway Safety is a week-long course on breath alcohol testing and interpretation with a primary emphasis on alcohol chemistry pharmacology and physiology in relation to traffic safety. This course covers the basic alcohol chemistry and physiology, principles of measurement of alcohol in blood and breath, and the presentation of alcohol information in the courtroom. This course provides Criminalists with expert training from world renowned and published researchers and contributors to the science of forensic alcohol analysis and interpretation. This is the only course of this magnitude offered.

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

<u>Mark Powell</u>	<u>Mark Powell</u>	<small>Digitally signed by Mark Powell Date: 2023.12.06 14:32:48 -08'00'</small>	<u>12/06/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature		Date

Cal OES Approval

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u>Emily Garcia</u>	<u>05/13/2024</u>
		Program Specialist Signature	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u>Cindy Berta</u>	<u>5/14/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request Cost Worksheet

Grant Subaward #: CQ23 19 0380

Subrecipient: City and County of San Francisco, ~~Police Department~~ TL

ESTIMATED COSTS FOR ALL TRAVELERS

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

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

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

Parking: = \$ 0

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): = \$ 200

Lodging: $\frac{1}{\text{Travelers}} \times \$\frac{133}{\text{daily rate}} \times \frac{6}{\text{days}} = \$\frac{798}{\text{daily rate}}$

Per Diem: $\frac{1}{\text{Travelers}} \times \$\frac{55.85}{\text{daily rate}} \times \frac{7}{\text{days}} = \$\frac{390.95}{\text{daily rate}}$

Other Costs: Description: Cost: = \$ 1800

Registration and workshop fees
1 person x \$1800 1800

TOTAL COST NOT TO EXCEED: = \$ 3,789

Robert F. Borkenstein Courses

Alcohol Course

Alcohol and Highway Safety Course Description

The Indiana University Alcohol Borkenstein Course is typically a one-week expert-level program of on-campus instruction and interaction, on medico-legal alcohol topics.

The primary emphasis of the program is on alcohol chemistry pharmacology and physiology in relation to traffic safety, covering basic alcohol chemistry and physiology, principles of measurement of alcohol in blood and breath, and presentation of alcohol information in the courtroom. The program is presented twice annually (May and December) on the Indiana University main campus in Bloomington, IN as an activity of the Robert F. Borkenstein Center for Studies of Law in Action in the IU Department of Criminal Justice.

The Course currently consists of 18 elements presented by ten visiting faculty members and the Course Manager over six days. Faculty presentations and other Course elements include lectures, question and answer, panel discussion with faculty-registrants, and tutorial sessions led by individual faculty members. The program also includes an initial Course orientation, welcoming faculty/student dinner, and a wine and cheese reception courtesy of the Criminal Justice Department.

This course, which was originated by Robert F. Borkenstein in the 1950's, was primarily intended for professionals who administer or perform blood or breath tests to determine blood alcohol content. Enrollment in the course is limited to those technical and scientific personnel who manufacture, operate or maintain instruments, perform tests or manage blood or breath alcohol programs, or who provide expert testimony in alcohol litigation or hearings.

Neither the Center nor the course receives financial support from Indiana University. Both are entirely funded by the revenues generated from course enrollments. Please contact the Center administrator for questions about additional courses for other groups outside our current enrollment.

Upcoming Courses

In-Person:

- December 3-8

Register Now <<https://indianauniv.ungerboeck.com/prod/emc00/register.aspx?aat=LBpfIFLolcke2XDdIBGvN29BGKIUMQOpCXEqyLeIGU%3d>>

- **2024**

May 12-17

December 8-13

In Person Course Features

Information is provided to Course participants mainly through:

- An extensive electronic Course notebook, with additional resource materials provided on-line
- Formal lectures and informal discussions
- PowerPoint presentations
- Questions-and-answers sessions
- Panel discussions

There are also after-hours social events, scheduled free-time, refreshment breaks. The Course Manager is present on-site throughout the Course to assist any registrant as needed, to maintain adherence to the schedule, to introduce faculty, and to coordinate the presentations as well as gather input for the daily review tests. Of particular value are the frequent, informal interactions among the registrants (approximately 60) and among registrants, faculty, and the Course managers. The Course schedule is closely adhered to. However, there is time for social events and relaxation on and off-campus. Housing is on-campus in the first-class hotel operated within the Indiana Memorial Union – the world's first and largest student union complex, with a complete physical fitness center and many other splendid facilities. An Indiana University certificate of satisfactory completion of the Course is conferred by the Center on each registrant who meets the Course requirements, and is presented at the end of the Course. AACCC Accent credits are also now available for the course (30 hours).

Course Contents

The Borkestein Course begins with a brief orientation to the Course, Indiana University, and Bloomington by retired IU Criminal Justice Professor and Center Director Kip Schlegel; Center Executive Director Dr. Barry Logan; and Borkestein Course Manager Randy Beaty.

***Special Note**

The mission of this course as envisioned by our Founder is to educate individuals involved in the implementation of scientific programs of testing and calibration for blood and breath alcohol

programs. There is a policy restricting attorney registration in the program. Attorneys can refer to other programs designed exclusively for the defense bar, such as the National College for DUI Defense (<https://ncdd.com> <<https://www.ncdd.com/>>), or the Chemistry and the Law section of the American Chemical Society (<https://www.chemistryandthelaw.org> <<https://www.chemistryandthelaw.org/>>) that provide excellent training programs more suited to the defense bar.



Out-of-State Travel Request

Grant Subaward #: CQ23 19 0380

Subrecipient: City and County of San Francisco, ~~Police Department~~ TL

Traveler(s): 2 people, to be determined

Travel Dates: 01/21/2025 to 01/24/2025 Destination: Las Vegas, NV

Purpose of Trip: to attend the SHOT Show

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

Justification:

The Shooting Hunting Outdoor Trade Show (SHOT Show) is a valuable conference to attend. All of the new firearms and ammunition on the market will be displayed along with literature that will be brought back to the Firearms Unit to maintain and utilize during casework functions. This is the only meeting that occurs each year where all of the major firearm and ammunition manufacturers are in attendance therefore allowing the attendees access to the latest innovations and modifications to firearms and ammunition which will be examined, at some point, in the Firearms Unit as it relates to casework. This trade show is not hosted in California.

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

<u>Mark Powell</u>	<u>Mark Powell</u>	<small>Digitally signed by Mark Powell Date: 2023.12.06 14:33:04 -08'00'</small>	<u>12/06/2023</u>
Grant Subaward Director Name	Grant Subaward Director Signature		Date

Cal OES Approval

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u>Emily Garcia</u>	<u>05/13/2024</u>
		Program Specialist Signature	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<u>Cindy Berta</u>	<u>5/14/24</u>
		Unit Chief Signature	Date



Out-of-State Travel Request Cost Worksheet

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Subrecipient: City and County of San Francisco, ~~Police Department~~ TL

ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: $\frac{2}{\text{Travelers}} \times \$\frac{400}{\text{airfare}} = \800

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

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

Parking: $\quad = \$0$

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): $\quad = \$400$

Lodging: $\frac{2}{\text{Travelers}} \times \$\frac{152}{\text{daily rate}} \times \frac{3}{\text{days}} = \912

Per Diem: $\frac{2}{\text{Travelers}} \times \$\frac{60.25}{\text{daily rate}} \times \frac{4}{\text{days}} = \482

Other Costs:

	Description:	Cost:	
	Registration and workshop fees		= \$450
	2 people x \$225	450	

TOTAL COST NOT TO EXCEED: $\quad = \$3,044$

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.

William Scott
Signature of Certifying Official

Chief of Police
Title of Certifying Official

San Francisco Police Department
Name of Applicant Agency

12/7/23
Date

SFPD Internal Affairs Division
Name of External Investigative Agency

Angela Wilhelm
Contact at External Investigative Agency

Lieutenant
Title

415-837-7151
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.

34

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

PLEASE NOTE: Toxicology and Forensic Alcohol are now ONE discipline

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

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

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

Discipline	Turn-Around-Time	Back Log
Controlled Substances/Drug Chemistry		
Toxicology/Forensic Alcohol		
Trace	332	28
Firearms	49	72
Questioned Documents		
Biology/DNA		
Fire Evidence		
Crime Scene		
Latent Prints		
Digital Media		
Pathology		
NIBIN		
Impression Evidence		

TAT is YTD as of 12/04/2023

BL is YTD as of 12/04/2023

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

Signature:  Digitally signed
by Tasha Smith
Date: 2023.12.04
16:53:29 -08'00'

Date: 12/04/2023

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

Subrecipient: City and County of San Francisco	UEI # SRZKDOWN293M2	FIPS #: 075-00000
Grant Disaster/Program Title: CQ - Paul Coverdell Forensic Science Improvement Program		
Performance Period: 04/01/24	to 06/30/25	Subaward Amount Requested: \$ 72,275
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

7L

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?	<3 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grant
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 8,000,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

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

Signature: (Authorized Agent) 	Date: 12/7/23
Print Name and Title: William Scott, Chief of Police	Phone Number: 000 415-837-7209

TL

Cal OES Staff Only: SUBAWARD # CQ23 19 0380



Grant Subaward Service Area Information

Grant Subaward #: CQ23 19 0380

Subrecipient: City and County of San Francisco, ~~Police Department~~ TL

1. County or Counties Served:
San Francisco

County where principal office is located: San Francisco

2. U.S. Congressional District(s) Served:
12th and 14th

U.S. Congressional District where principal office is located: 12th

3. State Assembly District(s) Served:
17th and 19th

State Assembly District where principal office is located: 17th

4. State Senate District(s) Served:
11th

State Senate District where principal office is located: 11th

5. Population of Service Area: 715,717