



# The Police Commission

CITY AND COUNTY OF SAN FRANCISCO

July 20, 2023

Honorable Board of Supervisors  
City Hall, Room 244  
#1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

Dear Honorable Supervisors:

At the meeting of the Police Commission on Wednesday, July 19, 2023, the following resolution was adopted:

**RESOLUTION NO. 23-73**

**APPROVAL TO ADOPT A RESOLUTION URGING THE BOARD OF SUPERVISORS TO RETROACTIVELY AUTHORIZE THE POLICE DEPARTMENT TO ACCEPT AND EXPEND A GRANT IN THE AMOUNT OF \$70,549 FROM THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES FOR THE PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT PROGRAM TO TRAIN AND PROCURE EQUIPMENT FOR THE CRIMINOLOGY LABORATORY WITH THE PROJECT PERIOD BEGINNING ON APRIL 1, 2023, THROUGH JUNE 30, 2024.**

RESOLVED, that the Police Commission hereby urges the Board of Supervisors to retroactively authorize the Police Department to accept and expend a grant in the amount of \$70,549 from the California Governor's Office of Emergency Services for the Paul Coverdell Forensic Science Improvement Program to train and procure equipment for the Criminology Laboratory with the project period beginning on April 1, 2023, through June 30, 2024.

AYES: Commissioners Walker, Benedicto, Yanez, Byrne, Yee, President Elias  
EXCUSED: Vice President Carter-Oberstone

Very truly yours,

Sergeant Stacy Youngblood  
Secretary  
THE POLICE COMMISSION

CINDY ELIAS  
President

MAX CARTER-OBERSTONE  
Vice President

LARRY YEE  
Commissioner

JAMES BYRNE  
Commissioner

JESUS YAÑEZ  
Commissioner

KEVIN BENEDICTO  
Commissioner

DEBRA WALKER  
Commissioner

Sergeant Stacy Youngblood  
Secretary

1211/ks

cc: CFO Patrick Leung/Fiscal  
Grants Manager Katie Lee/Fiscal





**LONDON N. BREED**  
MAYOR

CITY AND COUNTY OF SAN FRANCISCO  
**POLICE DEPARTMENT**  
HEADQUARTERS  
1245 3<sup>RD</sup> 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:** June 9, 2023  
**SUBJECT:** Accept and Expend Resolution for Subject Grant  
**GRANT TITLE:** Paul Coverdell Forensic Science Improvement Program – FY 22

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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, 2024

**Departmental representative to receive a copy of the adopted resolution:**

**Name:** Katie Lee / Katherine Chiu      **Phone:** 415-837-7211

**Interoffice Mail Address:** SFPD Fiscal, 1245 3<sup>rd</sup> Street, 6<sup>th</sup> 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 - \$70,549]

3 **Resolution retroactively authorizing the Police Department to accept and expend**  
4 **a grant in the amount of \$70,549 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, 2023, through June 30, 2024.**

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) 2022-2023 Annual Appropriation Ordinance that approval of  
13 recurring grant funds contained in departmental budget submissions and approved in  
14 the FY2022-2023 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 June 7, 2023, the California Governor's Office of Emergency  
24 Services (Cal OES) approved SFPD's application in the amount of \$70,549 to pay for  
25



1 training and procure equipment for the Criminology Laboratory for the project period  
2 beginning on April 1, 2023, through June 30, 2024; and

3 WHEREAS, The adopted budget for FY2022-2023 is \$69,818; 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 \$70,549 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

William Scott, Chief of Police

Approved: \_\_\_\_\_

London N. Breed, Mayor

Approved: \_\_\_\_\_

Ben Rosenfield, 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 22**
2. Department: **San Francisco Police Department**
3. Contact Person: **Katie Lee / Katherine Chiu** 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: **\$70,549**
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: **4/1/23** End-Date: **6/30/24**
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)

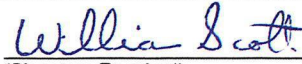
Departmental ADA Coordinator  
(Title)

Date Reviewed: 6/13/2023   
(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

William Scott  
(Name)

Chief of Police  
(Title)

Date Reviewed: 6/14/23   
(Signature Required)





**Grant Subaward Budget Pages**  
Single Fund Source

Subrecipient: City and County of SF ✓	Grant Subaward #: CQ22 18 0380 ✓
A. Personnel Costs - Line-item description and calculation	Total Amount Allocated
<b>PERSONNEL COSTS CATEGORY TOTAL</b>	



**Grant Subaward Budget Pages**  
Single Fund Source

Subrecipient: City and County of SF	Grant Subaward #: CQ22 18 0380
B. Operating Costs - Line-item description and calculation	Total Amount Allocated
<b>Firearms and Toolmarks - Non Opioid</b>	
<b>1. Association of Firearm and Toolmark Examiners (AFTE) Annual Training</b>	
3 people, May 21 - May 26, 2023, Austin, TX	
-Registration fee, 3 people x \$625	\$1,875
-Air & Baggage Fee, 3 people x \$600	\$1,800
-Lodging @ GSA rate, 3 people x \$161 x 5 nights	\$2,415
-meals @GSA rate, 3 people x \$57.60 x 5 days	\$864
-Ground Transportation, 3 people x \$200	\$600
<b>Firearms and Toolmarks, Trace/ GSR - Non Opioid</b>	
<b>2. California Criminalistics Institute (CCI) Training</b>	
- 5 people, Sacramento, CA; dates and classes to be determined	
- Lodging @ GSA rate, 5 people x \$145 x 5 nights	\$3,625
- Meals @GSA rate, 5 people x \$62.10 x 5 days	\$1,553
-Mileage, 5 people x 280 miles x 0.585/ mile	\$819
<b>Firearms and Toolmarks, Trace/ GSR - Non- Opioid</b>	
<b>3. California Association of Criminalists (CAC) Annual Training Seminar</b>	
- 3 people, location, dates and classes to be determined	
- Registration fee, 3 people x \$450	\$1,350
-Air and Baggage Fee, 3 people x \$400	\$1,200
- Lodging @GSA rate, 3 people x \$145 x 5 nights	\$2,175
- Meals @GSA rate, 3 people x \$62.10 x 5 days	\$932
- Ground Transportation, 3 people x \$200	\$600
Supplies	
<b>Firearms and Toolmarks, Trace/GSR - Backlog Reduction - Non -Opioid</b>	
<b>4. Windows Docking Station</b>	
\$260 each x 6	\$1,560
<b>Firearms and Toolmarks, Trace/ GSR - Backlog Reduction - Non- Opioid</b>	
<b>5. Windows Tablet</b>	



**Grant Subaward Budget Pages**  
Single Fund Source

<b>Subrecipient: City and County of SF</b>		<b>Grant Subaward #: CQ22 18 0380</b>
<b>B. Operating Costs</b> - Line-item description and calculation		<b>Total Amount Allocated</b>
\$3,660 each x 6		\$21,960
<b>OPERATING COSTS CATEGORY TOTAL</b>		<b>\$43,328</b> ✓



**Grant Subaward Budget Pages**  
Single Fund Source

Subrecipient: City and County of SF	Grant Subaward #: CQ22 18 0380
C. Equipment Costs - Line-item description and calculation	Total Amount Allocated
<b>Firearm and Toolmark - Backlog Reduction - Non-Opioid</b>	
<b>1. Microscope Cameras</b>	
\$7,124 each x 3	\$21,372
<b>Trace/GSR - Backlog Reduction - Non-Opioid</b>	
<b>2. GSR calibration Standard</b>	
\$5,849 each x 1	\$5,849
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>	<b>\$27,221</b> ✓
<b>Total Project Cost</b> (Must match the Grant Subaward Face Sheet)	<b>\$70,549</b> ✓

*RW*



(Cal OES Use Only)

Cal OES #		FIPS #		VS#		Subaward #	
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
GRANT SUBAWARD FACE SHEET**

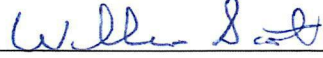
The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

1. **Subrecipient:** City and County of San Francisco **1a. UEI#:** 000120802983
2. **Implementing Agency:** San Francisco Police Department **2a. UEI#:** 000120802983
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:** 4/1/23 **to** 6/30/24  
(Start Date) (End Date)
7. **Indirect Cost Rate:** Select **Federally Approved ICR (if applicable):** \_\_\_\_\_ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	Select	Select		\$70,549					\$70,549
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>		\$70,549	\$70,549				\$70,549

**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:  Date: 12/1/22
- 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

### Information and Instructions

Key personnel are the official points of contact for the Grant Subaward, including the individuals identified on this form (per Subrecipient Handbook (SRH) Section 3.005).

Complete all sections of this form using the instructions below. Each individual must have a unique email address specific to them.

This form must be submitted as part of the Grant Subaward Application and with a Grant Subaward Modification (Cal OES Form 2-223) if changes are requested during the Grant Subaward performance period.

1. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Grant Subaward Director** (per SRH Section 3.010).
2. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Financial Officer** (per SRH Section 3.020).
3. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Programmatic Point of Contact** (per SRH Section 3.015).
4. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Financial Point of Contact** (per SRH Section 3.025).
5. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the Implementing Agency (per SRH Section 1.020).
6. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Official Designee** (per SRH Section 3.030) as stated in Section 15 of the Grant Subaward Face Sheet (Cal OES Form 2-101).
7. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Chair** of the **Governing Body** of the Subrecipient, if applicable. This must be direct contact information.





## Grant Subaward Contact Information

Grant Subaward #: \_\_\_\_\_

Subrecipient: City and County of San Francisco, 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: Patrick Leung Title: Chief Financial Officer

Telephone #: 415-837-7213 Email Address: patrick.n.leung@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: Shamann Walton Title: President, San Francisco Board of Supervisors

Telephone #: 415-554-7670 Email Address: Shamann.Walton@sfgov.org

Address/City/ Zip Code (9-digit): 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4603



## Grant Subaward Signature Authorization

### Information and Instructions

This form identifies the signatures for the Grant Subaward Director (see Subrecipient Handbook (SRH) Section 3.010) and Financial Officer (see SRH Section 3.020) and allows Subrecipients to designate up to five additional signers for each. **The Grant Subaward Director and Financial Officer are authorizing the additional person(s) identified to sign on their behalf on all Grant Subaward-related matters.**

Complete all sections of the form. **No single individual may be authorized to sign for both the Grant Subaward Director and Financial Officer.** The individuals identified as the Grant Subaward Director and Financial Officer must match the individuals identified on the Grant Subaward Contact Information (Cal OES Form 2-102). **The Grant Subaward Director and Financial Officer must sign this form.**

This form must be submitted as part of the Grant Subaward Application and with a Grant Subaward Modification (Cal OES Form 2-223) if changes are requested during the Grant Subaward performance period.





### Grant Subaward Signature Authorization

Grant Subaward #: \_\_\_\_\_

Subrecipient: City and County of San Francisco

Implementing Agency: 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: 12/02/2022

**Financial Officer:**

Printed Name: Patrick Leung

Signature: 

Date: 12/02/2022

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

Signature: 

Printed Name: Tasha Smith

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

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

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

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

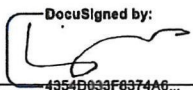
Signature: \_\_\_\_\_

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

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

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

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

Signature: 

Printed Name: Li Wu

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

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

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

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

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

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

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

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



## Grant Subaward Certification of Assurance of Compliance Information and Instructions

The Certification of Assurance of Compliance is a binding affirmation that the Subrecipient will comply with the requirements and restrictions outlined in the Subrecipient Handbook, including but not limited to:

- Proof of Authority,
- State and federal civil rights laws,
- Equal Employment Opportunity,
- Drug-Free Workplace,
- California Environmental Quality Act, and
- Lobbying.

**The Official Designee (see SRH Section 3.030) and the individual granting that authority (i.e., City/County Financial Officer, City/County Manager, or Governing Board Chair) must sign this form.** For State agencies, only the Official Designee must sign this form.

Complete all sections of this form and then submit:

- As part of the Grant Subaward Application,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new fund source is being added to the Grant Subaward, (applicable Certification of Assurance of Compliance would be needed), or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the Official Designee or Board Chair changes and the Resolution identifies them by name



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: City and County of San Francisco

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	CQ - Paul Coverdell Forensic Science Improvement Program		4/1/23 - 6/30/24
2			
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6			

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.





**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

**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.**

<b>CERTIFICATION</b>	
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>12/1/2022</u>
<b>AUTHORIZED BY:</b>	
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>[Signature]</u>
Typed Name:	<u>Ben Rosenfield</u>
Title:	<u>Controller</u>
Date Executed:	<u>12/6/22</u>





## Federal Fund Grant Subaward Assurances

### Information and Instructions

This document is a binding affirmation that, in addition to the requirements and restrictions outlined in the Subrecipient Handbook, Subrecipients will comply with the assurances required by the federal program/fund source.

**The Official Designee (see SRH Section 3.030) must sign this form.**

Complete all sections of this form and then submit:

- As part of the Grant Subaward Application,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new federal fund source is being added to the Grant Subaward, and/or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the assurances are received by Cal OES after the execution of the applicable Grant Subaward. Cal OES will notify Subrecipients when this is required.



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

Subrecipient: City and County of San Francisco

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	CQ - Paul Coverdell Forensic Science Improvement Program		4/1/23 - 6/30/24
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 CFR 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 2021 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2021 award.

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

### **3. Record Retention and Access**

All grant records must be retained for seven years from the end of the Grant Subaward performance period. If the Subrecipient's source documentation records are retained in a database system, it must cover the entire performance period and be retrievable. If an audit, investigation, review, litigation, or any other action occurs during the Subrecipient's seven year retention period, the Subrecipient shall retain the records until the resolution of such process, or until the end of the seven year period, whichever is longer.

### **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 CFR 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.

### **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.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to Subrecipient organizations (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.

**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. 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 in the program solicitation or 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.

#### **11. 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 web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>.

#### **12. 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.

#### **13. 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.

#### **14. 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, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.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 appropriation's or law restriction, Subrecipients are to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

#### **15. 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.

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

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

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

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

b. Monitoring

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

c. Allowable costs

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

d. Rules of construction

1) Staff involved in the hiring process

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

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment

eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

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

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

#### **17. 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.

## **18. 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.

#### **19. OJP Training Guiding Principles**

Subrecipients (and any Second-Tier Subrecipients) agree that they will adhere to the OJP Training Guiding Principle for Grantee and Subgrantees (available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>) for all training or training materials developed or delivered with these funds.

#### **20. 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 web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

#### **21. 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 web site 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).



## **22. 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.

## **23. 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 web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

## **24. 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 web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

## **25. 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 should also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

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

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

## **27. 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.

## **28. 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 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. 15PBJA-22-GG-01941-COVE, 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."

## **29. 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.

## **30. 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 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 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 Subaward under this Subaward.

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 recipient's obligations to the Government under this Subaward. If a proposed Subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the Subrecipient shall promptly bring such refusal to the attention of the Cal OES Program Specialist for the Subaward and not proceed with the agreement in question without further authorization from Cal OES.

## **31. 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 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 Subaward it makes under this award, it will require in a legally-binding and enforceable writing, such as the Subaward documentation (for example, Subaward terms and conditions), that its Subrecipient: (1) if accredited, must continue to demonstrate such accreditation as a condition of receiving or using the Subaward funds; or (2) if not accredited, must use the 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. Subaward funds may not be used under this 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 Subaward.



### **32. Use of Funds; No Research**

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

To ensure compliance with the Government Performance and Results Act (Pub. L. No. 103-62) and the GPRA Modernization Act of 2010 (Pub. L. No. 111-352), program performance under this Subaward is measured by the following: (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 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 Subaward. Subrecipients (and any Second-Tier Subrecipients) are required to collect and report data relevant to these measures.

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

Subrecipients (and any Second-Tier Subrecipients) understand and agree that, throughout the Subaward 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.

### **34. 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 12-month period of the award; (2) information on the referrals of such allegations (e.g., the government entity or entities to which referred, the date of referral); (3) the outcome of such referrals (if known as of the date of 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 award period, 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.

### **35. 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 web site 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.

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

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 award 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 award period. The Subrecipient further understands and agrees that any program income earned during the award period that is not obligated and expended within one hundred twenty (120) days of the end of the award period must be returned to Cal OES.

### **37. 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 Subaward.

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

The activities the Subrecipient (and any Second-Tier Subrecipient) has proposed to conduct under this 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 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.

**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: 12/1/2022





**Grant Subaward Budget Pages**  
Single Fund Source

Subrecipient: City and County of SF	Grant Subaward #: CQ22 18 0380
A. Personnel Costs - Line-item description and calculation	Total Amount Allocated
<b>PERSONNEL COSTS CATEGORY TOTAL</b>	



**Grant Subaward Budget Pages**  
Single Fund Source

Subrecipient: City and County of SF	Grant Subaward #: CQ22 18 0380
B. Operating Costs - Line-item description and calculation	Total Amount Allocated
<b>1. Association of Firearm and Toolmark Examiners (AFTE) Annual Training</b>	
3 people, May 21 - May 26, 2023, Austin, TX	
-Registration fee, 3 people x \$625	\$1,875
-Air & Baggage Fee, 3 people x \$600	\$1,800
-Lodging @ GSA rate, 3 people x \$161 x 5 nights	\$2,415
-meals @GSA rate, 3 people x \$57.60 x 5 days	\$864
-Ground Transportation, 3 people x \$200	\$600
<b>2. California Criminalistics Institute (CCI) Training</b>	
- 5 people, Sacramento, CA; dates and classes to be determined	
- Lodging @ GSA rate, 5 people x \$145 x 5 nights	\$3,625
- Meals @GSA rate, 5 people x \$62.10 x 5 days	\$1,553
-Mileage, 5 people x 280 miles x 0.585/ mile	\$819
<b>3. California Association of Criminalists (CAC) Annual Training Seminar</b>	
- 3 people, location, dates and classes to be determined	
- Registration fee, 3 people x \$450	\$1,350
-Air and Baggage Fee, 3 people x \$400	\$1,200
- Lodging @GSA rate, 3 people x \$145 x 5 nights	\$2,175
- Meals @GSA rate, 3 people x \$62.10 x 5 days	\$932
- Ground Transportation, 3 people x \$200	\$600
Supplies	
<b>4. Windows Docking Station</b>	
\$260 each x 6	\$1,560
<b>5. Windows Tablet</b>	
\$3,660 each x 6	\$21,960
<b>OPERATING COSTS CATEGORY TOTAL</b>	<b>\$43,328</b>



**Grant Subaward Budget Pages**  
Single Fund Source

Subrecipient: City and County of SF	Grant Subaward #: CQ22 18 0380
C. Equipment Costs - Line-item description and calculation	Total Amount Allocated
<b>1. Microscope Cameras</b> \$7,124 each x 3	\$21,372
<b>2. GSR calibration Standard</b> \$5,849 each x 1	\$5,849
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>	<b>\$27,221</b>
<b>Total Project Cost</b> (Must match the Grant Subaward Face Sheet)	<b>\$70,549</b>



## Grant Subaward Budget Narrative

Grant Subaward #: CQ22 18 0380

Subrecipient: City and County of San Francisco

The San Francisco Police Department Crime Lab has a backlog in Firearm and toolmark cases and is working to reestablish controlled substances testing that will be addressed using Coverdell grant funds.

Nineteen thousand eight hundred and eight dollars (\$19,808) will be spent on continuing education and training for AFTE meeting, California Criminalistics Institute (CCI) training, and California Association of Criminalists (CAC) meeting in the areas of general criminalistics, trace and impression evidence analysis, distance determination and serial number restorations, instrumental analysis and interpretation.

Twenty-one thousand nine hundred and sixty dollars (\$21,960) will be spent on the purchase of six (6) windows tablets with keyboard and docking station for the photo and electronic note documentation of firearms and gunshot residue evidence and examinations.

One thousand five hundred and sixty dollars (\$1,560) will be spent toward the purchase of six (6) Windows docking stations to accompany the windows tablets for network connectivity and lab domain usage.





## Grant Subaward Budget Narrative

Grant Subaward #: CQ22 18 0380

Subrecipient: City and County of San Francisco

Twenty-one thousand three hundred and seventy-two dollars (\$21,372) will be spent toward the purchase of three (3) microscope cameras for the examination and documentation of firearm and toolmark related evidence.

Five thousand eight hundred and forty-nine dollars (\$5,849) will be spent toward the purchase of a Gunshot Residue Analysis Calibration Standard to maintain the GSR analytical instrumentation and ensure accurate and reliable results are generated in testing.



## Grant Subaward Programmatic Narrative

Grant Subaward #: CQ22 18 0380

Subrecipient: City and County of San Francisco

Coverdell grant funds will be utilized for five purposes:

- 1) Continuing education and training for staff to meet accreditation requirements.
- 2) Purchase of 6 windows tablets for the digital capture and note taking for Firearms and Gun Shot Residue examinations.
- 3) Purchase of 3 microscope cameras for the documentation of the analysis of firearms casework.
- 4) Purchase of 6 windows docking stations to accompany the 6 Windows tablets for network connectivity and lab domain usage.
- 5) Purchase of 1 Gun Shot Residue Calibration Standard.

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 in the process of resuming Controlled Substances Analysis. Coverdell funds will be used to support staff by providing funding for continuing education opportunities in the disciplines in which the laboratory provides services. The Association of Firearm and Toolmark Examiners (AFTE), the California Criminalistics Institute (CCI), and the California Association of Criminalists (CAC) provide discipline specific training in which attendance at these meetings and trainings



## Grant Subaward Programmatic Narrative

Grant Subaward #: CQ22 18 0380

Subrecipient: City and County of San Francisco

will ensure continuing education requirements for accreditation are met in all disciplines.

Prior to firearms examination and NIBIN entry of cartridge casings, all received casings to the laboratory are sampled for trace DNA. The firearms section of the crime lab is responsible for the technical review of the notes and work product generated during this process. This procedure requires the photo and electronic note documentation of these tasks as they are essential to the workflow process of evidence going into the firearms section. Coverdell funds will be used to purchase Windows tablets equipped with keyboards and docking stations to provide a seamless transition of electronic documentation of the evidence from this process to the Firearms Examination Section.

The GSR section of the SFPD Crime Lab operates with a paperless workflow in which all notes are captured digitally. Coverdell funds will be used toward the purchase of windows tablets for this section to be used as a single source device that is capable of both photographing evidence and recording case notes, eliminating the necessity and time required when using a standalone camera and desktop workstation computer.

The comparative analysis required in the firearm and toolmark section is highly dependent on the use of comparison microscopes equipped with photo



## Grant Subaward Programmatic Narrative

Grant Subaward #: CQ22 18 0380

Subrecipient: City and County of San Francisco

documentation capabilities. The unit needs replacement cameras for this purpose, as their current cameras are at the end of their life. Coverdell funds will be used to purchase this needed equipment to allow for continued casework and analysis in this section.

The GSR Section evaluates evidence for trace particles found in gunshot residue. Specialized equipment is used for this purpose. Coverdell funds will be used to purchase a GSR Calibration standard that will be used to perform quality control checks for the Laboratory's SEM/EDX instruments to ensure they are functioning properly while performing automated analysis of GSR casework samples.

Additionally, this standard will be used for method validation/verification projects if needed due to parameter adjustments in the future.



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

<b>Subrecipient:</b> City and County of San Francisco	<b>UEI #</b> 120802983	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b> CQ - Paul Coverdell Forensic Science Improvement Program		
<b>Performance Period:</b> 04/01/23	to 06/30/24	<b>Subaward Amount Requested:</b> \$ 70,549
<b>Type of Non-Federal Entity</b> (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

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

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	<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:**

**Print Name and Title:**

Patrick Leung, Chief Financial Officer

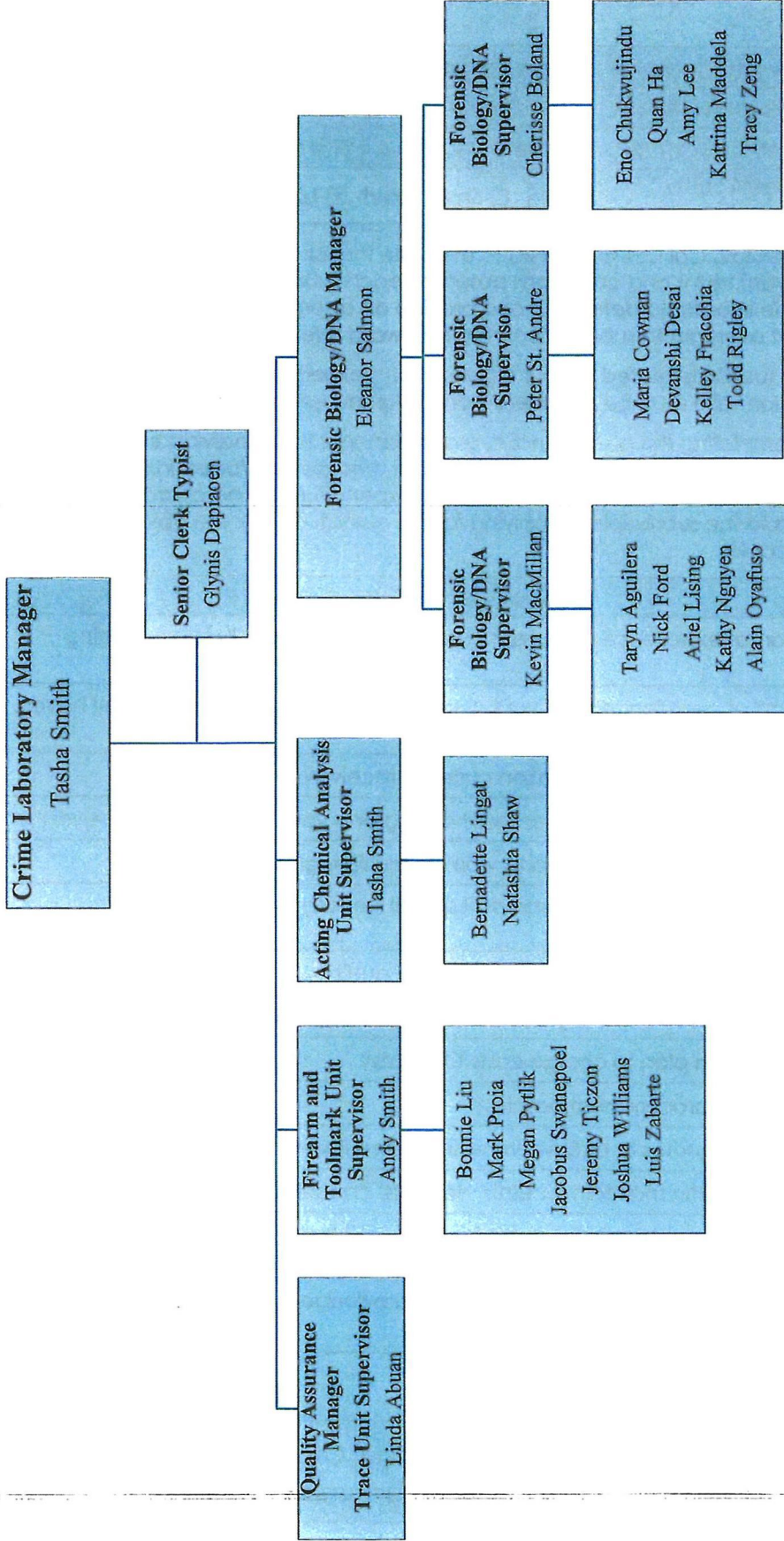
**Phone Number:**

415-837-7213

~~Cal OES Staff Only: SUBAWARD #~~



# San Francisco Police Department Criminalistics Laboratory Organizational Chart



Technical Leaders:

Forensic Biology/DNA  
Firearm/Toolmark  
GSR & Impression Evidence

Eleanor Salmon  
Andy Smith  
Linda Abuan

Special Assignments:

CODIS Administrator  
CODIS Administrator Alternate  
CODIS Team

Maria Cownan  
Peter St. Andre  
Alain Oyafuso  
Nick Ford  
Devanshi Desai  
Tracy Zeng

Health and Safety Officer  
Health and Safety Committee

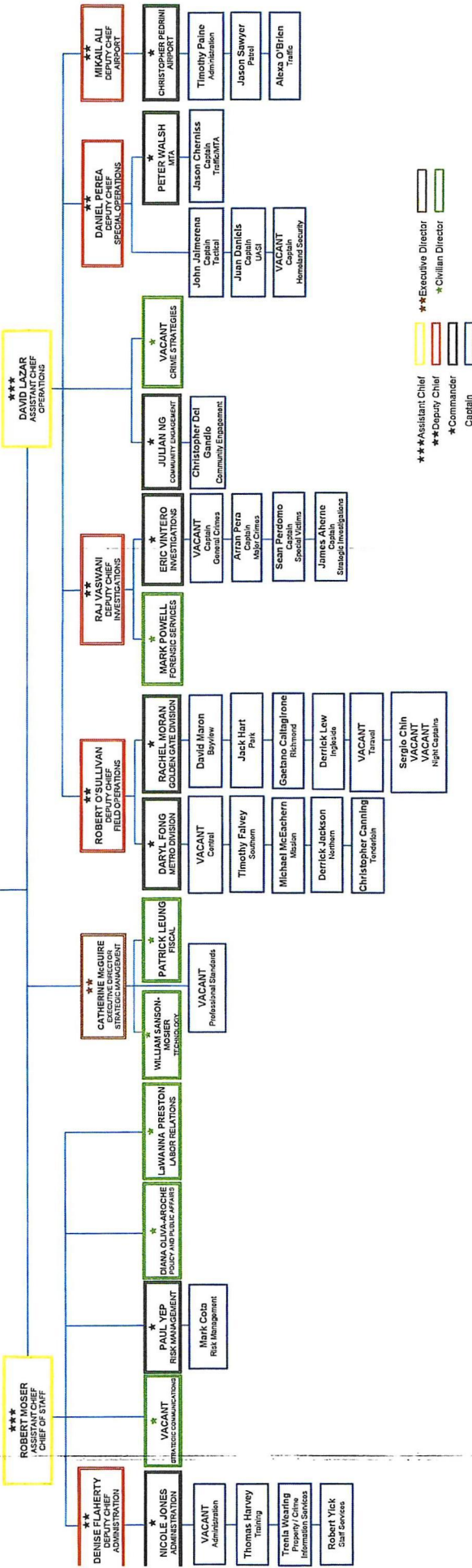
Linda Abuan  
Bernadette Lingat  
Joshua Williams  
Eno Chukwujindu



# SAN FRANCISCO POLICE DEPARTMENT



**William Scott**  
CHIEF OF POLICE



- \*\*\* Assistant Chief
- \*\*\* Deputy Chief
- \*\*\* Commander
- \*\*\* Captain
- \*\*\* Executive Director
- \*\*\* Civilian Director





## Grant Subaward Service Area Information

### Information and Instructions

This form identifies the areas served by the Grant Subaward. Complete all sections of the form using the directions below. This form must be submitted as part of the Grant Subaward Application.

1. **County or Counties Served:** Enter the name or names of the counties served by the Grant Subaward and the county where the principal office for the Grant Subaward is located.
2. **U.S Congressional District(s) Served:** Enter the number(s) of the U.S. Congressional District(s) served by the Grant Subaward and the U.S. Congressional District number for where the principal office for the Grant Subaward is located.
3. **State Assembly District(s) Served:** Enter the number(s) of the State Assembly District(s) served by the Grant Subaward and the number for where the principal office for the Grant Subaward is located.
4. **State Senate District(s) Served:** Enter the number(s) of the State Senate District(s) served by the Grant Subaward and the number for where the principal office for the Grant Subaward is located.
5. **Population of Service Area:** Enter the total population of the area served by the Grant Subaward.



## Grant Subaward Service Area Information

Grant Subaward #: \_\_\_\_\_

Subrecipient: City and County of San Francisco, 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: 815,201



## **Out-of-State Travel Request**

### Information and Instructions

Out-of-state travel is restricted and only allowed in exceptional situations. Subrecipients must receive Cal OES approval prior to incurring expenses for out-of-state travel (see Subrecipient Handbook Section 4.070). Subrecipients may request approval to travel out of state by submitting this form.

Complete all sections of the form, including a strong justification and required attachments. The Grant Subaward Director, or their designee identified on the Signature Authorization (Cal OES Form 2-103), must sign this form.

This form can be submitted as part of the Grant Subaward Application and/or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

### Out-of-State Travel Request

Grant Subaward #: \_\_\_\_\_

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

Traveler(s): Gerald A. Smith, Jacobus Swanepoel, and Joshua Williams

Travel Dates: 05/21/2023 to 05/26/2023 Destination: Austin, TX

Purpose of Trip: Association of Firearm & 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*  
Grant Subaward Director Signature

12/2/22  
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 #: \_\_\_\_\_

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

### ESTIMATED COSTS FOR ALL TRAVELERS

Airfare:  $\frac{3}{\text{Travelers}} \times \$\frac{600}{\text{airfare}} = \$\frac{1800}{\text{airfare}}$

Rental Car: \_\_\_\_\_ x \$ \_\_\_\_\_ x \_\_\_\_\_ = \$0  
Car daily rate days

Mileage: \$ \_\_\_\_\_ /mile x \_\_\_\_\_ = \$0  
Mileage rate miles

Parking: \_\_\_\_\_ = \$0

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): \_\_\_\_\_ = \$600

Lodging:  $\frac{3}{\text{Travelers}} \times \$\frac{161}{\text{daily rate}} \times \frac{5}{\text{days}} = \$\frac{2415}{\text{daily rate}}$

Per Diem: \_\_\_\_\_ x \$ \_\_\_\_\_ x \_\_\_\_\_ = \$0  
Travelers daily rate days

Other Costs: Description: Cost: = \$1875

Registration fee \_\_\_\_\_ 1875

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL COST NOT TO EXCEED:** = \$6,690

## **2022 CALIFORNIA COVERDELL PROGRAM**

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

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

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

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

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

I have personally read and reviewed the section entitled "Eligibility" in the FY 2021 program announcement for the California Coverdell Program. I acknowledge that a false statement in this certification or in the application that it supports may be subject to criminal prosecution, under 18 U.S.C. §1001. I also acknowledge that the Office of Justice Programs and/or Cal OES Grant Subawards, including certifications provided in connection with such Grants Subawards, are subject to review by the Office of Justice Programs, Department of Justice, Office of the Inspector General, and Cal OES.

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

William Scott

Signature of Certifying Official

SFPD Internal Affairs Division

Name of External Investigative Agency

Chief of Police

Title of Certifying Official

Angela Wilhelm

Contact at External Investigative Agency

San Francisco Police Department

Name of Applicant Agency

Lieutenant

Title

12/1/2022

Date

415-837-7151

Phone #

## 2022 CALIFORNIA COVERDELL PROGRAM

### BASELINE DATA SHEET

The data presented on this document will establish the baseline for the 2022 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 CQ21 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 CQ22 FSIA funds. 31

2. What are the project disciplines for the CQ22 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"/> Crime Scene         |
| <input type="checkbox"/> Toxicology/Forensic Alcohol          | <input type="checkbox"/> Latent Prints       |
| <input checked="" type="checkbox"/> Trace                     | <input type="checkbox"/> Digital Media       |
| <input checked="" type="checkbox"/> Firearms                  | <input type="checkbox"/> Pathology           |
| <input type="checkbox"/> Questioned Documents                 | <input type="checkbox"/> NIBIN               |
| <input type="checkbox"/> Biology/DNA                          | <input type="checkbox"/> Impression Evidence |
| <input type="checkbox"/> Fire Evidence                        |  |



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

Discipline	Turn-Around Time	Back Log
Controlled Substances/Drug Chemistry		
Toxicology/Forensic Alcohol		
Trace	448	61
Firearms	129	191
Questioned Documents		
Biology/DNA		
Fire Evidence		
Crime Scene		
Latent Prints		
Digital Media		
Pathology		
NIBIN		
Impression Evidence		

As of 11/28/22, TAT is YTD

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

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



Date: 11/28/22



Jun 07, 2023

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 #: CQ22 18 0380

Dear Mark Powell:

The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$70,549, subject to enactment of applicable State Budget Act. A copy of your approved Grant Subaward is enclosed for your records.

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

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

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

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file Program  
Specialist

RW

(Cal OES Use Only)

Cal OES #	075-00000-04	FIPS #	075-00000	VS#		Subaward #	CQ2218932
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
GRANT SUBAWARD FACE SHEET**

KL MR

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

- Subrecipient: City and County of San Francisco 1a. UEI#: 000120802983-SRZKDWN293MW2 MR
- Implementing Agency: San Francisco Police Department City and County of San Francisco Police Department 2a. UEI#: 000120802983-SRZKDWN293MW2 MR
- Implementing Agency Address: 1245 3rd Street, Rm 6100 San Francisco 94158-2134  
(Street) (City) (Zip+4)
- Location of Project: 1995 Evans Ave San Francisco 94124-1105  
(City) (County) (Zip+4)
- Disaster/Program Title: CQ - Paul Coverdell Forensic Science Improvement Program 6. Performance/Budget Period: 4/1/23 to 6/30/24  
(Start Date) (End Date) ✓
- Indirect Cost Rate: Select N/A Federally Approved ICR (if applicable): \_\_\_\_\_ %

Item Number	Grant Year 2022	Fund Source FSIA	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	Select	Select		\$70,549					\$70,549
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>		\$70,549	\$70,549				\$70,549

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: 12/1/22

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 of this expenditure stated above.

Mary Rucker 6/6/2023  
(Cal OES Fiscal Officer) (Date)

Heather Carlson 6/6/2023  
(Cal OES Director or Designee) (Date)

DS  
JH

ENY: 2022-23 Chapter: 43 SL: 18622  
Item: 0690-102-0890 Pgm: 0385  
FAIN #: 15PBJA-22-GG-01941-COVE 10/01/22-09/30/24  
Fund: Federal Trust AL#: 16.742  
Program: Paul Coverdell Forensic Science Improvement Program  
Match Req.: None  
Project ID: OES22FSIA000012  
SC: 2022-18622 Amount: \$ 70,549

L#768969

received on: 12/6/22

