

3CC-1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: December 5, 2006 Consent Regular
 Ordinance Public Hearing

Department:
Submitted By: Palm Beach County Sheriff's Office
Submitted For: Palm Beach County Sheriff's Office

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: (A) Accept National Institute of Justice "DNA Backlog Reduction Program" grant in the amount of \$118,830; **(B) Accept** amendment to extend the grant period from October 1, 2006 to September 30, 2007; **(C) Accept** amendment to remove Special Condition #15 of the original award which prohibited the recipient to obligate, expend, or draw down any funds under this cooperative agreement, and **(D) Approve** budget amendment for \$118,830 increasing the Sheriff's Grant Fund (1152).

Summary: The National Institute of Justice (NIJ) Forensic Casework DNA Backlog Reduction Program under the President's DNA Initiative provides funds to hire additional full time laboratory employees. The grant is for a period of five years, however, a restriction on the use of the funds impacted the first year. An amendment has been executed which removes that restriction, and funding is being recognized. The grant is renewable annually for four (4) additional years subject to appropriation of the President's Initiative Program. The NIJ funds may be used for a maximum of 75% of the approved salary and benefits for each newly hired staff member. The Sheriff's Office will fund the remaining cost of the two full time forensic laboratory employees in FY 2007. No additional County funds are required. Countywide

Background and Policy Issues: Over the past few years there has been a steep gap between the number of cases submitted to the Sheriff's Serology/DNA Section for DNA analysis and the number actually analyzed (46%). In 2003, 742 cases were submitted to the PBSO DNA laboratory. This number jumped to 1,735 cases in 2004, and thereafter projected to increase by more than 25%. To address the issues of a burdened DNA program, the Section sought to identify and eliminate ineffective, laborious and time consuming tasks while preparing for future technologies. The Serology/DNA Section has been awarded more than \$2.5 million in grants in the past seven years for this purpose. These funds have been very useful in the purchase of instruments and chemical reagents, and in sending cases to a private vendor. However, there still exists a critical need to conduct the front-end screening of evidence for biological stains, which may take hours, days, or even weeks. A remedy to the amount of physical evidence that must be screened and stored has been to hire laboratory personnel. In addition, the Evidence Section will return evidence to outside agencies in a more timely fashion, freeing up internal storage space. The Catalog of Federal Domestic Assistance (CFDA) number is 016.560 and the grant number is 2005-DN-BX-K099.

Attachments:

1. Budget Amendment
2. Award Letter
3. Application
4. Grant Adjustment Notices 1 through 4

RECOMMENDED BY:


DEPARTMENT DIRECTOR

11/13/06
DATE

APPROVED BY:


ASST. COUNTY ADMINISTRATOR

11/28/06
DATE

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2007	2008	2009	2010	2011	2012
Capital Expenditures						
Operating Costs	158,440					
External Revenues	(118,830)					
Program Income (County)						
In-Kind Match (County)						
Net Fiscal Impact	\$39,610					
# Additional FTE Positions (Cumulative)	2					
Is Item Included in Current Budget:	YES _____	NO _____	X _____			
Budget Account No.:	Fund _____	Agency _____	Org _____	Object _____		
	Reporting Category _____					

B. Recommended Sources of Funds / Summary of Fiscal Impact:

The DNA grant is funded through the Florida Department of Law Enforcement, and will pay up to 75% of costs. A 20% match in the amount of \$39,610 is being provided by the Sheriff's Office.

DNA Backlog Reduction Program	
Grant funded	\$ 118,830
PBSO funded	\$ <u>39,610</u>
Total	<u>\$ 158,440</u>

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

<p><i>[Signature]</i> 11/20/06 OFMB</p>	<p><i>[Signature]</i> 11-20-06 117506</p>	<p><i>[Signature]</i> 11/21/06 Contract Administration E. Evans 11/21/06</p>
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B. Legal Sufficiency:

[Signature]
 11/27/06
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

07-

0260

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

FUND 1152 SHERIFF'S GRANTS FUND

BGRV 420 112006*126
BGET 420 112006*492

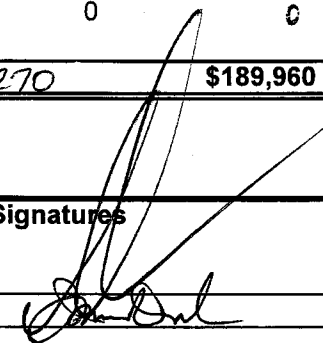
Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 11/06/06	REMAINING BALANCE
Revenues								
DNA Backlog Reduction Program FY07								
160-2085-3128	Federal Grant - Other Public Safety	0	0	118,830	0	118,830		
TOTAL RECEIPTS AND BALANCES		<u>\$310,270</u>	<u>\$189,960</u>	<u>\$118,830</u>	<u>\$0</u>	<u>\$308,790</u>		
Expenditures								
DNA Backlog Reduction Program FY07								
160-2085-9498	Transfer to Sheriff Fund 1902	0	0	118,830	0	118,830		
TOTAL APPROPRIATIONS		<u>\$310,270</u>	<u>\$189,960</u>	<u>\$118,830</u>	<u>\$0</u>	<u>\$308,790</u>		

Palm Beach County Sheriff's Office
INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Signatures

Date



11-20-06

By Board of County Commissioners
At Meeting of December 5, 2006

Deputy Clerk to the
Board of County Commissioners

atw
11-20-06



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 19, 2005

Sheriff Ric Bradshaw
Palm Beach County Sheriff
3228 Gun Club Road
West Palm Beach, FL 33406-3001

Dear Sheriff Bradshaw:

On behalf of Attorney General Alberto Gonzales, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the Forensic Casework DNA Backlog Reduction Program in the amount of \$118,830 for Palm Beach County Sheriff. This funding is for the project titled "Forensic Casework DNA Backlog Reduction Program."

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Natalie Lu, Program Manager at (202) 616-5209; and
- Financial Questions, the Office of the Comptroller, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.oc@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Regina B. Schofield".

Regina B. Schofield
Assistant Attorney General

Enclosures



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

September 19, 2005

Sheriff Ric Bradshaw
Palm Beach County Sheriff
3228 Gun Club Road
West Palm Beach, FL 33406-3001

Dear Sheriff Bradshaw:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

In addition to these general prohibitions, your organization, which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

Complying with the EEOP Requirement

In accordance with Federal regulations, and Assurance No. 6 in the Standard Assurances, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the enclosed Certification Form and return it to OCR.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the enclosed Certification Form and return it to OCR.

Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with recent Department of Justice Guidance pertaining to Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website www.lep.gov.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEOP, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using direct financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. These employment provisions have been specifically incorporated into 28 C.F.R. Part 38.1(f) and 38.2(f). Consequently, in many circumstances, it would be impermissible for faith-based organizations seeking or receiving funding authorized by these statutes to have policies or practices that condition hiring and other employment-related decisions on the religion of applicants or employees. Programs subject to these nondiscrimination provisions may be found on OCR's website at <http://www.ojp.usdoj.gov/ocr/>. Questions about the regulation or the statutes that prohibit discrimination in employment may be directed to this Office.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



Department of Justice
Office of Justice Programs
National Institute of Justice

Cooperative Agreement

PAGE 1 OF 5

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Palm Beach County Sheriff 3228 Gun Club Road West Palm Beach, FL 33406-3001		4. AWARD NUMBER: 2005-DN-BX-K099	
		5. PROJECT PERIOD: FROM 10/01/2005 TO 09/30/2006 BUDGET PERIOD: FROM 10/01/2005 TO 09/30/2006	
1A. GRANTEE IRS/VENDOR NO. 596000786		6. AWARD DATE 09/19/2005	7. ACTION Initial
3. PROJECT TITLE Forensic Casework DNA Backlog Reduction Program FY 2005Palm Beach County Sheriff's Office		8. SUPPLEMENT NUMBER 00	9. PREVIOUS AWARD AMOUNT \$ 0
		10. AMOUNT OF THIS AWARD \$ 118,830	11. TOTAL AWARD \$ 118,830
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under Consolidated Appropriations Act 2005, Pub. L. No. 108-447, div. B, tit. 1, 118 Stat. 2809, 2853, 2865 (NIJ DNA Initiative)			
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Regina B. Schofield Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Ric Bradshaw Sheriff	
17. SIGNATURE OF APPROVING OFFICIAL <i>Regina B. Schofield</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B DN 60 00 00 118830		21. DN05S00116	



Department of Justice
Office of Justice Programs
**National Institute of
Justice**

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 2 OF 5

PROJECT NUMBER 2005-DN-BX-K099

AWARD DATE 09/19/2005

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. Privacy; quality assurance; CODIS

The Recipient shall ensure that each DNA analysis conducted under this award is maintained in accordance with the privacy requirements and restrictions on disclosure described in 42 U.S.C. section 14132(b)(3).

The Recipient shall ensure that all DNA analyses conducted with funding under this award are performed either (1) by a government-owned laboratory that is accredited or currently undergoes external audits not less than once every two years that demonstrate compliance with DNA Quality Assurance Standards established by the Director of the FBI, or (2) through an accredited fee-for-service vendor. Accreditation must be by a nonprofit professional association actively involved in forensic science that is nationally recognized within the forensic science community, such as the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) or the Forensic Quality Services (FQS).

The Recipient agrees that all key personnel shall meet all applicable qualifications required for their positions as outlined in the National DNA Quality Assurance Standards issued by the FBI.

The Recipient agrees to notify NIJ immediately upon any change in the accreditation or certification status of its forensic science laboratory.

The Recipient shall ensure that all eligible forensic DNA profiles obtained with funding under this award will be submitted for inclusion in CODIS, and NDIS when applicable.



Department of Justice
Office of Justice Programs
National Institute of
Justice

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 3 OF 5

PROJECT NUMBER 2005-DN-BX-K099

AWARD DATE 09/19/2005

SPECIAL CONDITIONS

6. (A) No research; nonsupplanting of State or local funds

The Recipient shall ensure that none of the funds provided under this award are used for research or statistical projects or activities as defined by 28 CFR Part 22 or for research as defined by 28 CFR Part 46. Any questions concerning this provision should be directed to the NIJ Program Manager for the award.

The Recipient shall ensure that Federal funds made available through this award will not supplant State or local funds, but instead will be used to increase the amount of funds that would, in the absence of Federal funds, be available from State or local sources for activities funded through this award.

The Recipient agrees to notify NIJ immediately if the Recipient receives new State or local funding for any of the purposes included in the approved application for this award.

(B) Changes in caseload estimates

The Recipient agrees to notify NIJ immediately upon any significant reduction in the Recipient's estimate of the number of forensic cases (offenses of forcible rape, murder and non-negligent manslaughter, and kidnapping) that will be analyzed within twelve months using the funds provided under this fiscal year 2005 award, above and beyond those that will be analyzed using funds from other sources.

7. (A) Quarterly performance metric reports

The Recipient agrees to submit quarterly performance metric reports. These reports will be submitted within 45 days after the end of the calendar quarter. The reports shall be submitted on-line through the Office of Justice Programs Grants Management System. The reports should contain information regarding the number of cases analyzed and uploaded into CODIS, and NDIS when applicable, during the designated quarter.

(B) Final Report – DNA Forensic Casework

The Recipient shall submit a report within 120 days of the end of the award period that, at a minimum, (1) includes a summary and assessment of the program carried out with the funds made available under this fiscal year 2005 award, (2) cites the number of additional forensic cases that were analyzed and the reduction in the casework DNA analysis backlog as a result of the fiscal year 2005 award, and (3) cites the number of additional casework DNA profiles uploaded to CODIS, and NDIS when applicable, as a result of the fiscal year 2005 award. The Recipient shall ensure that all data and information necessary for the report are collected throughout the award period.

8. The recipient agrees to submit quarterly financial reports on Standard Form SF 269A. These reports will be submitted within 45 days after the end of the calendar quarter, and a final report is due 120 days following the end of the award period. The reports can be filed on line-through the Internet at: <https://grants.ojp.usdoj.gov/>.

9. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted online through the Office for Justice Programs Grants Management System.



Department of Justice
Office of Justice Programs
National Institute of
Justice

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 4 OF 5

PROJECT NUMBER 2005-DN-BX-K099

AWARD DATE 09/19/2005

SPECIAL CONDITIONS

10. Due to the substantial Federal involvement contemplated in completion of this project, the National Institute of Justice (NIJ) has elected to enter into a Cooperative Agreement rather than a Grant. This decision is based on NIJ's ongoing responsibility to assist and coordinate projects that deal with DNA analysis and capacity enhancement. NIJ will provide input and re-direction to the program, as needed, in consultation with the Recipient, and will actively monitor the project by methods including but not limited to ongoing contact with the Recipient. In meeting programmatic responsibilities, NIJ and the Recipient will be guided by the following principles: Responsibility for the day-to-day operations of this project rests with the Recipient in implementation of the Recipient's approved proposal, the Recipient's budget (as approved by OJP and NIJ), and the terms and conditions specified in this award. Responsibility for general oversight and redirection of the project, if necessary, rests with NIJ. In addition to its programmatic reporting requirements, the Recipient agrees to provide necessary information as requested by OJP and NIJ. These information requests may include, but are not limited to specific submissions related to: performance, including measurement of project outputs/outcomes; meeting performance specifications; developmental decision points; changes in project scope or personnel; budget modifications and/or coordination of related projects.
11. The recipient agrees 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.
12. The Recipient agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award. Environmental Assessment (EA): The Recipient agrees and understands that funded activities may require the preparation of an environmental assessment (EA) as defined by the Council on Environmental Quality's Regulations for implementing the Procedural Provisions of the National Environmental Policy Act (NEPA), found at 40 CFR Part 1500. An EA is a concise public document that briefly provides sufficient analysis for determining whether to prepare an environmental impact statement (EIS) or a finding of no significant impact for the proposed activity. If in completing an EA for a proposed activity, potential adverse environmental impacts are identified, the EA will serve as a vehicle for developing either alternative approaches or mitigation measures for avoiding or reducing the identified adverse environmental impacts. Modifications: Throughout the term of this award, the Recipient agrees that for any activity that is the subject of a completed Environmental Assessment (EA), it will inform NIJ of (1) any change(s) that it is considering making to the previously assessed activity; (2) any changed circumstances, such as a change in the project site's conditions; or (3) any significant new information. The Recipient will not implement a proposed change until NIJ, with the assistance of the Recipient, has determined whether the proposed change will require additional review under NEPA. Likewise, in the case of new circumstances or information arising, NIJ, with the assistance of the Recipient, will determine if any additional environmental impact analysis is necessary. The approval will not be unreasonably withheld as long as any requested modification(s) is consistent with eligible program purposes and found acceptable under an NIJ conducted environmental impact review process.
13. To assist in information sharing, the grantee shall provide the grant manager with a copy of all interim and final reports and proposed publications (including those prepared for conferences and other presentation) resulting from this agreement. Submission of such materials prior to or simultaneous with their public release aids NIJ in responding to any inquiries that may arise. Any publications (written, visual, or sound) - excluding press releases and newsletters - whether published at the grantee's or government's expense, shall contain the following statement: This project was supported by Award No. _____ awarded by the National Institute of Justice, Office of Justice Programs, US Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice.

NIJ defines publications as any planned, written, visual or sound material substantively based on the project, formally prepared by the grant recipient for dissemination to the public.



Department of Justice
Office of Justice Programs
**National Institute of
Justice**

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 5 OF 5

PROJECT NUMBER 2005-DN-BX-K099

AWARD DATE 09/19/2005

SPECIAL CONDITIONS

14. Recipient acknowledges that the Office of Justice Programs reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: (1) the copyright in any work developed under an award or subaward; and (2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support.

Recipient acknowledges that the Office of Justice Programs has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under an award; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

15. The Recipient agrees not to obligate, expend, or draw down any funds under this cooperative agreement, unless prior written approval has been granted, until any funds remaining under any previous award from NIJ for DNA backlog reduction (no-suspect and/or forensic casework) either have been expended by the Recipient for authorized purposes or deobligated by NIJ and OJP.
16. Pursuant to 28 C.F.R. Part 18, OJP may suspend or terminate funding under this award, at any time before the completion of the project funded by this award, for the recipient's failure to comply with these special conditions or with the projects goals, plans and methodology set forth in the approved application. The recipient will be unable to draw down funds until OJP determines that the recipient is in compliance.
17. NEPA special condition text - The recipient agrees not to obligate, expend, or draw down any funds until the program office has verified that the recipient has submitted all necessary documentation required to comply with the Department of Justice Procedures for Implementing the National Environmental Policy Act found at 28 CFR Part 61 and a Grant Adjustment Notice has been issued removing this condition.



Department of Justice
Office of Justice Programs
National Institute of Justice

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Cheryl Crawford Watson, NEPA Coordinator

Subject: Environmental Assessment for Palm Beach County Sheriff

The Recipient agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award. Environmental Assessment (EA): The Recipient agrees and understands that funded activities may require the preparation of an environmental assessment (EA) as defined by the Council on Environmental Quality's Regulations for implementing the Procedural Provisions of the National Environmental Policy Act (NEPA), found at 40 CFR Part 1500. An EA is a concise public document that briefly provides sufficient analysis for determining whether to prepare an environmental impact statement (EIS) or a finding of no significant impact for the proposed activity. If in completing an EA for a proposed activity, potential adverse environmental impacts are identified, the EA will serve as a vehicle for developing either alternative approaches or mitigation measures for avoiding or reducing the identified adverse environmental impacts. Modifications: Throughout the term of this award, the Recipient agrees that for any activity that is the subject of a completed Environmental Assessment (EA), it will inform NIJ of (1) any change(s) that it is considering making to the previously assessed activity; (2) any changed circumstances, such as a change in the project site's conditions; or (3) any significant new information. The Recipient will not implement a proposed change until NIJ, with the assistance of the Recipient, has determined whether the proposed change will require additional review under NEPA. Likewise, in the case of new circumstances or information arising, NIJ, with the assistance of the Recipient, will determine if any additional environmental impact analysis is necessary. The approval will not be unreasonably withheld as long as any requested modification(s) is consistent with eligible program purposes and found acceptable under an NIJ conducted environmental impact review process.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
2 x New Hire - Forensic Scientist	2 x 42222/yr each	\$84,444.00
Melanie McElroy or Equivalent - Overtime	25 hrs x 24/hr x 1.5	\$900.00
Misti Lynn or Equivalent - Overtime	45 hrs x 13/hr x 1.5	\$878.00
SUB-TOTAL		\$86,222.00

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
2 x New Hire Forensic Scientist (FRINGES 38.454%)	2 x 42222 x 0.38454	\$32,472.00
Melanie McElroy or Equivalent FICA only on OT	\$878 x 0.0765	\$69.00
Misti Lynn or Equivalent FICA only on ot	\$878 x 0.0765	\$67.00
SUB-TOTAL		\$32,608.00
Total Personnel & Fringe Benefits		\$118,830.00

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
N/A				
TOTAL				\$0.00

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
N/A		
TOTAL		\$0.00

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
PowePles-16 DNA test kit	1 x 4500 each	\$4,500.00
Quantifiler-Human test kit or equivalent	2 x 950 each	\$1,900.00
Quantifiler-Y test kit or equivalent	1 x 950 each	\$950.00
DNA IQ test kit	2 x 450 each	\$900.00
Gloves, bench coats, tips, decontamination, see next line	see next line	\$585.00
supplies, polyacrylamide and TBE	1 x 585	
	TOTAL	\$8,835.00

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
N/A		
TOTAL		\$0.00

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
N/A			
<i>Subtotal</i>			\$0.00

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
N/A			
<i>Subtotal</i>			\$0.00

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
MariBell Reinoso-Coleman , ex-prosecutor who will investigate charges and provide case filing packet to the State Attorney's Office	\$3,000.00
<i>Subtotal</i>	
\$3,000.00	
TOTAL	
\$3,000.00	

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
N/A		
TOTAL		\$0.00

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
N/A		\$0.00
N/A		
TOTAL		\$0.00

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	<u>\$86,222.00</u>
B. Fringe Benefits	<u>\$32,608.00</u>
C. Travel	<u>\$0.00</u>
D. Equipment	<u>\$0.00</u>
E. Supplies	<u>\$8,835.00</u>
F. Construction	<u>\$0.00</u>
G. Consultants/Contracts	<u>\$3,000.00</u>
H. Other	<u>\$0.00</u>
Total Direct Costs	<u>\$130,665.00</u>
I. Indirect Costs	<u>\$0.00</u>
TOTAL PROJECT COSTS	<u>\$130,665.00</u>
Federal Request	<u>\$101,437.00</u>
Non-Federal Amount	<u>\$29,228.00</u>

BUDGET NARRATIVE

Local \$29,228

Federal \$101,437

All Palm Beach County purchasing and procurement policies will be followed.

A. Personnel:

Local \$ 21,110

Federal \$ 65,112

1. New Positions

There exists a critical need to conduct the front end screening of evidence for biological stains which may take hours, days or weeks. An immediate remedy to the burgeoning amount of physical evidence that must be screened and stored is to hire laboratory personnel. In addition, the Evidence Section will return evidence to outside agencies in a more timely fashion freeing up internal storage space. As a result, the analysis of the backlog reduction cases will be conducted in-house.

The Serology/DNA laboratory is currently expanding by 5,200 square feet. The expansion has projected the potential of additional analysts. Therefore, the space required to accommodate two new analysts has already been identified. This includes a lab bench working area as well as a place to write reports and interpret casework analysis.

The necessary equipment and reagents to conduct casework analysis by two additional personnel has already been addressed.

The Sheriff of the Palm Beach County Sheriff's department has agreed to provide 25% of the cost necessary to hire two analysts for the Serology/DNA laboratory.

<u>Individual/Department</u>	<u>Title</u>	<u>Annual Rate</u>	<u>Federal Cost</u>	<u>Local Cost</u>
New Hire	Forensic Scientist	\$42,222	x 75% = 31,667	x 25% = \$10,555
New Hire	Forensic Scientist	\$42,222	x 75% = 31,667	x 25% = \$10,555

2. Overtime

The Serology/DNA Laboratory Analyst and DNA Evidence Coordinator will be responsible for researching all evidence submissions from grant qualifying cases and assigning the cases for possible biological screening

<u>Individual/Department</u>	<u>Title</u>	<u>Total Hrs/Rate</u>	<u>Federal Cost</u>
Melanie McElroy or Equivalent	Laboratory Analyst	25 hrs x \$24.00 x 1.5	\$ 900
Misti Lynn or Equivalent	DNA Evidence Coordinator	45 hrs x \$13.00 x 1.5	\$ 878

B. Fringes

Local \$ 8,118

Federal \$ 24,490

1. New Positions

Fringe Benefits provided by PBSO equal 38.454% of the above salary listed in Personnel and include retirement, FICA, health, vision, life and dental insurance.

<u>Individual/Department</u>	<u>Title</u>	<u>Annual Rate</u>	<u>38.454%</u>	<u>Federal Cost</u>	<u>Local Cost</u>
New Hire	Forensic Scientist	42,222	x38.454%=\$16,236	x75%=\$12,177	x25%=\$4,059
New Hire	Forensic Scientist	42,222	x38.454%=\$16,236	x75%=\$12,177	x25%=\$4,059

2. Overtime

Overtime benefits include FICA at 7.65% of the above salary listed in Personnel.

<u>Individual/Department</u>	<u>Title</u>	<u>Rate</u>	<u>Federal Cost</u>
Melanie McElroy or Equivalent	Laboratory Analyst	\$900 x 7.65%	\$ 69
Misti Lynn or Equivalent	DNA Evidence Coordinator	\$878 x 7.65%	\$ 67

C. Travel: Not Applicable

D. Equipment: Not Applicable

E. Supplies:

Local \$0

Federal \$8,835

Disposables and kits for in-house analysis for screening and in-house testing of cases including: PowerPlex 16 kit, DNA IQ kits Quantifiler-human and Quantifiler-Y kits and disposables such as pipette tips, bench coats, gloves, paper towels for DNA analysis in-house including polyacrylamide, and Embitec gels

PP16	\$4,500	1	\$4,500
Quantifiler-Human or equivalent	\$950	2	\$1,900
Quantifiler-Y or equivalent	\$950	1	\$950
DNA IQ	\$450	2	\$900
Gloves/bench coats/pipette tips/decontamination supplies/polyacrylamide/TBE	\$585	1	\$585
TOTAL			\$8,835

F. Construction: Not Applicable

Forensic Casework DNA Backlog Reduction Program FY05

2005-93317-FL-DN

Palm Beach County, FL

G. Consultants / Contracts:

Local \$0

Federal \$3,000

PBSO Contract Services: DNA profiles resulting in a CODIS hit or if a John Doe warrant is applicable, a contracted attorney (past prosecutor) will investigate the charges and provide the prosecutors office with a packet for filing the case.

<u>Individual/Position</u>	<u>Title</u>	<u>Total Hrs/Days</u>	<u>Rate</u>	<u>Cost</u>
MariBell Reinoso Coleman/ ex-prosecutor		40	\$75	\$3,000

H. Other Costs: Not Applicable

I. Indirect Costs: Not Applicable

Disclosure of Lobbying Activities

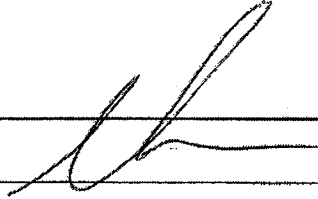
Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse side for Instructions.)

Public Reporting Burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

1. Type of Federal Action: <input checked="checked" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="checked" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="checked" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Palm Beach County Sheriff's Office 3228 Gun Club Road West Palm Beach, FL 33406 Congressional District, if known: 16 19 22 23	5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: National Institute of Justice	7. Federal Program Name/Description: Forensic Casework DNA Backlog Reduction Program FY05 Palm Beach County Sheriff's Office CFDA Number, if applicable: 16.560	
8. Federal Action Number, if known: 2005-93317-FL-DN	9. Award Amount, if known: \$ 130665	
10a. Name and Address of Lobbying Registrant (If individual, last name, first name, MI): N/A	b. Individuals Performing Services (including address if different from No. 10a.) (last name, first name, MI): N/A	

11. Information requested through this form is authorized by Sec. 319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C. 1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: 
 Print Name: Ric L. Bradshaw
 Title: Sheriff, Palm Beach County, FL
 Telephone No.: (561) 688-3021 Date: 6/22/05

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Standard Form-LLL (1/96)

**Protection of Human Subjects
Assurance Identification/IRB Certification/Declaration of Exemption
(Common Rule)**

Policy: Research activities involving human subjects may not be conducted or supported by the Departments and Agencies adopting the Common Rule (56FR28003, June 18, 1991) unless the activities are exempt from or approved in accordance with the Common Rule. See section 101(b) of the Common Rule for exemptions. Institutions submitting applications or proposals for support must submit certification of appropriate Institutional Review Board (IRB) review and approval to the Department or Agency in accordance with the Common Rule.

Institutions must have an assurance of compliance that applies to the research to be conducted and should submit certification of IRB review and approval with each application or proposal unless otherwise advised by the Department or Agency.

1. Request Type <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> CONTINUATION <input type="checkbox"/> EXEMPTION	2. Type of Mechanism <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> CONTRACT <input type="checkbox"/> FELLOWSHIP <input type="checkbox"/> COOPERATIVE AGREEMENT <input type="checkbox"/> OTHER: _____	3. Name of Federal Department or Agency and, if known, Application or Proposal Identification No. National Institute of Justice 16.560
4. Title of Application or Activity Forensic Casework DNA Backlog Red Prog FY 05 Palm Beach Cty SO		5. Name of Principal Investigator, Program Director, Fellow, or Other Cecelia A. Crouse, Ph.D.

6. Assurance Status of this Project (Respond to one of the following)

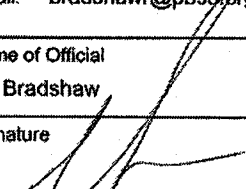
- This Assurance, on file with Department of Health and Human Services, covers this activity:
Assurance Identification No. _____, the expiration date _____ IRB Registration No. _____
- This Assurance, on file with (agency/dept) _____, covers this activity.
Assurance No. _____, the expiration date _____ IRB Registration/Identification No. _____ (if applicable)
- No assurance has been filed for this institution. This institution declares that it will provide an Assurance and Certification of IRB review and approval upon request.
- Exemption Status: Human subjects are involved, but this activity qualifies for exemption under Section 101(b), paragraph _____.

7. Certification of IRB Review (Respond to one of the following IF you have an Assurance on file)

- This activity has been reviewed and approved by the IRB in accordance with the Common Rule and any other governing regulations.
by: Full IRB Review on (date of IRB meeting) _____ or Expedited Review on (date) _____
 If less than one year approval, provide expiration date _____
- This activity contains multiple projects, some of which have not been reviewed. The IRB has granted approval on condition that all projects covered by the Common Rule will be reviewed and approved before they are initiated and that appropriate further certification will be submitted.

8. Comments

No human subjects/participants will be tested as a result of this award.

9. The official signing below certifies that the information provided above is correct and that, as required, future reviews will be performed until study closure and certification will be provided.	10. Name and Address of Institution Palm Beach County Sheriff's Office 3228 Gun Club Road West Palm Beach, FL
11. Phone No. (with area code) (561) 688-3021	15. Title Sheriff, Palm Beach County, FL
12. Fax No. (with area code) (561) 688-4234	
13. Email: bradshawr@pbso.org	
14. Name of Official Ric L. Bradshaw	17. Date 4/28/08
16. Signature 	Sponsored by HHS

Authorized for local reproduction

**PALM BEACH COUNTY
SHERIFF'S OFFICE**

RIC L. BRADSHAW, SHERIFF



Privacy Certificate

Grantee¹, Palm Beach County Sheriff's Office certifies that data *identifiable to a private person*² will not be used or revealed, except as authorized in 28 CFR Part 22, Sections 22.21 & 22.22.

Brief Description of Project (required by 28 CFR §22.23(b): The Palm Beach County Sheriff's Office Technical Services Division, DNA Laboratory (PBSO) is requesting grant monies associated with the DNA Casework DNA Backlog Reduction Program FY 2005 in order to provide two additional analysts in the laboratory for the screening and testing of sexual assault, homicide and kidnapping cases. PBSO will also be contracting out the services of an ex-prosecutor to act as a conduit from the PBSO laboratory to the State Attorney's Office for the purpose of finding a judicial end to the cases analyzed for this grant.

No data identifiable to a private person will be collected .

Grantee certifies that any private person from whom identifiable information is collected or obtained shall be notified, in accordance with 28 CFR §22.27, that such data will only be used or revealed for research or statistical purposes and that compliance with the request for information is not mandatory and participation in the project maybe terminated at any time. In addition, grantee certifies that where findings in a project cannot, by virtue of sample size or uniqueness of subject, be expected to totally conceal the identity of an individual, such individual shall be so advised.

Procedures to notify subjects that such data will only be used or revealed for research or statistical purposes and that compliance with the request for information is not mandatory and participation in the project maybe terminated at any time as required by 28 CFR §22.23(b)(4):

Not Applicable since no data identifiable to a private person will be collected.

If notification of subjects is to be waived, pursuant to 28 CFR §22.27(c), please provide a justification: Not Applicable since no data identifiable to a private person will be collected.

Grantee certifies that project plans will be designed to preserve the confidentiality of private persons to whom information relates, including where appropriate, name-stripping, coding of data, or other similar procedures.

Procedures developed to preserve the confidentiality of personally identifiable information, as required by 28 CFR §22.23(b)(7): Not Applicable

Grantee certifies that, if applicable, a log will be maintained indicating that (1) identifiable data have been transferred to persons other than employees of NIJ, BJA, BJS, OJJDP, Not Applicable since no data identifiable to a private person will be collected

OVC, OJP, or grantee/contractor/subcontractor staff; and (2) such data have been returned or that alternative arrangements have been agreed upon for future maintenance of such data, in accordance with 28 CFR §22.23(b)(6).

Justification for the collection and/or maintenance of any data in identifiable form, if applicable: Not Applicable since no data identifiable to a private person will be collected

Procedures for data storage, as required by 28 CFR §22.23(b)(5): Not Applicable since no data identifiable to a private person will be collected

Grantee certifies that all contractors, subcontractors, and consultants requiring access to identifiable data will agree, through conditions in their subcontract or consultant agreement, to comply with the requirements of 28 CFR §22.24, regarding information transfer agreements. Grantee also certifies that NIJ will be provided with copies of any and all transfer agreements before they are executed as well as the name and title of the individual(s) with the authority to transfer data.

Description of any institutional limitations or restrictions on the transfer of data in identifiable form, if applicable: Not Applicable since no data identifiable to a private person will be collected

Name and title of individual with the authority to transfer data: Not Applicable since no data identifiable to a private person will be collected

Grantee certifies that access to the data will be limited to those employees having a need for such data and that such employees shall be advised of and agree in writing to comply with the regulations in 28 CFR Part 22. Not Applicable since no data identifiable to a private person will be collected

Grantee certifies that all project personnel, including subcontractors, have been advised of and have agreed, in writing, to comply with all procedures to protect privacy and the confidentiality of personally identifiable information.

Access to data is restricted to the following individuals, as required by 28 CFR §22.23(b)(2): Not Applicable since no data identifiable to a private person will be collected

Principal Investigator(s): Not Applicable since no data identifiable to a private person will be collected

Project Staff: Not Applicable since no data identifiable to a private person will be collected

Contractors, Subcontractors, and/or Consultants: Not Applicable since no data identifiable to a private person will be collected

Grantee certifies that adequate precautions will be taken to ensure administrative and physical security of identifiable data and to preserve the confidentiality of the personally identifiable information.

Procedures to insure the physical and administrative security of data, as required by 28 CFR §22.25(b), including, if applicable, a description of those procedures used to secure a name index: Not Applicable since no data identifiable to a private person will be collected

Procedures for the final disposition of data, as required by 28 CFR §22.25: Not Applicable since no data identifiable to a private person will be collected
Name and title of individual authorized to determine the final disposition of data: Not Applicable since no data identifiable to a private person will be collected

Grantee certifies that copies of all questionnaires, informed consent forms and informed consent procedures designed for use in the project are attached to this Privacy Certificate. Not Applicable since no data identifiable to a private person will be collected


Grantee certifies that project findings and reports prepared for dissemination will not contain information which can reasonably be expected to be identifiable to a private person, except as authorized by 28 CFR §22.22. Not Applicable since no data identifiable to a private person will be collected

Grantee certifies that the procedures described above are correct and shall be carried out. Not Applicable since no data identifiable to a private person will be collected

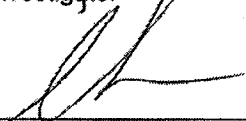
Grantee certifies that the project will be conducted in accordance with all the requirements of the Omnibus Crime Control and Safe Streets Act of 1968 as amended and the regulations contained in 28 CFR Part 22. Not Applicable since no data identifiable to a private person will be collected

Grantee certifies that NIJ shall be notified of any material change in any of the information provided in this Privacy Certificate. Not Applicable since no data identifiable to a private person will be collected

Signature(s):



Cecelia A. Crouse, Ph.D.
Principal Investigator



Ric L. Bradshaw, Sheriff
Palm Beach County, FL

JUN 22 2005

Date

6/28/02

Date

**PALM BEACH COUNTY
SHERIFF'S OFFICE**

RIC L. BRADSHAW, SHERIFF



BENJAMIN A. PERILLO
TECHNICAL SERVICES DIVISION
PHONE: (561) 688-4204

FAX: (561) 688-4234

E-MAIL: perillob@pbso.org

The Palm Beach County Sheriff's Office, Technical Services Division certifies the following:

Certifies that the Palm Beach County Sheriff's Office Technical Services Division, DNA Laboratory has implemented a comprehensive plan for expeditious analysis of forensic DNA casework in an accredited government owned laboratory, a government-owned laboratory meeting Federal Quality Assurance Standards, or through accredited fee-for-service vendors;

Certifies that each DNA analysis performed with funding under this program will be conducted pursuant to all applicable Federal privacy requirements, including those described in 42 U.S.C. § 14132(b)(3);


Certifies that all eligible forensic DNA profiles obtained with funding under this program will be submitted for inclusion in CODIS, and NDIS if applicable;

Certifies that the Palm Beach County Sheriff's Office Technical Services Division, DNA Laboratory that will receive funding under this award:
Is accredited by the American Society of Crime Laboratory Directors / Laboratory Accreditation Board (ASCLD/LAB) a nonprofit professional association actively involved in forensic science that is nationally recognized within the forensic science community;

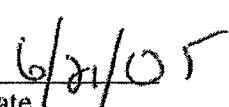
The number of forensic cases – sexual assaults, homicides, and kidnapping – currently awaiting DNA analysis that can be analyzed within 12 months using the Federal funding requested in this Fiscal Year 2005 application is 175.

Certifies that any funds remaining under any previous award from NIJ for DNA backlog reduction will be used for authorized purposes before any funds are drawn down from any award made under this Fiscal Year 2005 announcement;

Certifies the proportion of the State's total number of offenses of forcible rape, murder, and non-negligent manslaughter reported from Palm Beach County, FL to the FBI for 2003 is 7.0%.



Benjamin A. Perillo, Division Manager
Technical Services Division


Date

ABSTRACT

The United States Bureau of Justice Statistics 2002 Census of Publicly Funded Forensic Crime Laboratories reported on the forensic backlog crisis in the Nation's more than 350 publicly funded crime laboratories and showed that demands on public forensic DNA laboratories have increased dramatically over the past five years causing a tremendous strain on laboratories. The PBSO Serology/DNA Section has conducted DNA analysis for over twelve years and has experienced the pressures associated with increased casework load. Since 2000, there has been a precipitous gap between the number of cases submitted and the number analyzed (46%). In order to address the issues of a burdened DNA program, the section sought to identify and eliminate ineffective, laborious and time-consuming tasks while preparing for future technologies. The current bottleneck in the laboratory is the acceptance and screening of casework evidence, a task that may take hours, days or weeks. With the Forensic Casework DNA Backlog Reduction Program Grant funds, the PBSO will be conducting casework analysis on sexual assaults, homicides and kidnappings in-house. PBSO will not be submitting cases to an outside vendor. The goal of this grant request will be to train two new Forensic Scientists to conduct serological and touch evidence-screening techniques on submitted sexual assault, homicide, kidnapping and other qualifying grant cases. These cases then will be distributed and assigned to existing qualified DNA analysts for the generation of DNA profiles. In addition, an ex-prosecutor who has already worked as a contractor with previous backlog grants, will be aiding the State Attorney's Office in the filing of cases for a potential judicial finding.

Table Of Contents	Page #
Abstract	1
Table of Contents	2
Program Narrative	3
Program Objectives	3
Expected Results	4
Implementation Approach	5
Appendixes	12
Names and Affiliations of Key Personnel	12
Resumes of Key Persons	14
List of Previous and Current NIJ Awards	49
Milestones	51
Standard Form 424	52
Standard Assurances	53
Certification Regarding Lobbying/Drug Free Workplace	54
Geographic Areas Affected Worksheet	56

PROGRAM NARRATIVE

PROGRAM OBJECTIVES

Palm Beach County is the largest county in the state of Florida. The Evidence Custodians in the Technical Services Bureau accept casework evidence from over thirty-four law enforcement agencies within and including the county of Palm Beach and the Medical Examiners Office. An out-of-county case acceptance policy is also utilized upon approval. Currently the Serology/DNA Section has seven qualified DNA analysts including four full-time case working analysts, one CODIS Administrator (50% casework), one Technical Leader (50% casework), and one Supervisor (25% casework). The Laboratory Analyst is responsible for maintaining all QA/QC documents, conducting serological analysis on evidentiary materials including suspect and qualifying cases. The four full-time qualified DNA analysts in the laboratory each have an active caseload of approximately 30 cases. In August 2004, a Process Mapping team was contracted to provide a five-year roadmap for the DNA laboratory. As a direct result of this process, the laboratory was able to hire a DNA Evidence coordinator whose sole job is to maintain all communication records with the 34+ agencies in the county, provide a list of cases to be assigned and to make casefile folders. Nearly 2,200 cases are projected to be submitted to the Serology/DNA Section in 2005 with approximately 60% with request for preservation or analysis. Due to the lack staff, only 36% will be analyzed for DNA at the current rate. Although there are cases that will never come to a judicial finding and therefore will never be worked by the section, over 50% of the backlogged cases represent victims from our county who are waiting for DNA analysis. Approximately 20% of the backlogged cases are true qualifying cases that if DNA analysis were

conducted would most likely provide resolution to many crimes committed in Palm Beach County. Although the long term solution to this problem of not conducting DNA analysis on all necessary qualifying cases is to hire permanent DNA analysts, the temporary solution provided by this solicitation and previous solicitations will help resolve a significant portion of the qualifying cases backlog at PBSO.

The project design is already in place to fulfill the programs objectives of conducting backlogged cases in-house. The PBSO will be using previous log sheets to identify submitted cases that meet the solicitation guidelines for DNA analysis. Briefly, the qualifying cases will be catalogued through the existing LIMS system and identified as either viable or non-viable for casework analysis. Viable essentially means there is not a statute of limitations and the victim(s) is/are willing to prosecute. Non-viable means either the State Attorney's Office will not file, the case has pled, the statute of limitations has run out or the victim(s) is/are not willing to prosecute. Once these cases have been identified, they will be prioritized according to the date of the offense and if there is biological evidence. The cases will then be distributed to qualified analyst for DNA analysis, interpretation and CODIS submission.

EXPECTED RESULTS

According to the internal LIMS, PBSO currently shows that since January 2005 evidence has been turned in for analysis on:

- 1 kidnappings,
- 69 homicides,
- 11 Death Investigations

- 6 child sexual assault recorded as child abuse,
- 15 Lewd and Lascivious, and
- 112 Sexual assaults turned in for DNA.

Therefore it is projected there will be approximately 250 qualifying cases at a minimum to be investigated for this grant period.

With the addition of two Forensic Scientists, all of these cases should be able to be researched and screened for biological material, CODIS qualifying profiles submitted to CODIS and follow-up with the contracted ex-prosecutor for a potential judicial finding. The two new Forensic Scientists will also be tasked with quality control documentation in the laboratory including temperature monitoring of designated equipment, calibration of instruments such as the thermalcyclers particularly the new Eppendorf masterCyclers.

The PBSO currently is expanding the laboratory by 5,200 square feet. There will be available laboratory bench space as well as office work space for each of the two analysts.

IMPLEMENTATION APPROACH

PBSO will fulfill the objectives described within the solicitation by:

- Training of two new Forensic Scientists to
 - Identify, collate, and screen casework evidence using presumptive and confirmatory tests for blood and semen and to collect touch evidence to the end that submission of appropriate DNA profiles into CODIS will reduce the casework backlog and solve crimes.

- Help with Quality Control documentation in order to maintain compliance with accreditation standards.
- Ensure that qualifying DNA profiles are submitted to CODIS as per federal guidelines.
- Utilize the contractual services of an ex-prosecutor to carry any information regarding a case to a potential judicial finding.
- Verification that the monies granted pay for actual work conducted on the identification cases, sample testing and prosecutorial research of viable cases.
- The Laboratory Analyst maintains all quality control quality assurance documents as well as providing technical support to the Serology/DNA analysts in collaboration with the PBSO Evidence Coordinator, and the Supervisor are responsible for identifying all cases that meet the specific qualifications of the solicitation including cases in which probative biological evidence likely exists and cases that may come to an ultimate judicial conclusion.

The viable cases will be tracked and logged then the Evidence coordinator will notify agencies that they may submit the evidence to the Serology/DNA Section for testing. All cases will be analyzed in house. A report will follow each case analysis. All DNA profiles deemed acceptable by the PBSO CODIS Administrator will be entered into the Local CODIS database then uploaded to the State CODIS system. DNA profiles with a CODIS hit will be researched and investigated for a judicial ending. In addition, non-

CODIS hit DNA profiles will be researched for possible issuance of a John Doe warrant by the prosecutors office.

All law enforcement agencies in Palm Beach County have previously been contacted and they are aware of the submission policies of the laboratory. The objective is to provide services for the entire county.

Plan for the continued identification and prioritization of cases:

- a. Identifying cases from every Palm Beach County agency: Education and aid to the Palm Beach County Agencies to identify cases will be the first major portion of this grant.
- b. Cases providing probative Evidence: All cases submitted to the Evidence Custodian for any year (considering the June 7, 2005 solicitation requirement) from any agency will be investigated to determine which cases qualify for this proposal.
 1. Compiling LIMS generated list of all PBSO submitted cases
 2. Determining which cases had not been assigned to an analyst
 3. Meeting with Law Enforcement Supervisors:
 - a. Reviewed all cases (qualifying cases) determined if
 1. Statute of limitations expired
 2. Potential for judicial conclusion
- c. Cases Having Biological Evidence: Selected cases will be screened for the following information by DNA Evidence Coordinator and Laboratory Analyst:

1. Review culled detective list to verify status
2. Pulled all case files to review evidence
3. Compiled final qualifying cases:
 - a. Statute of limitations not expired
 - b. True qualifying cases
 - c. Likely to have biological evidence
- d. Cases with Available Standards: All cases with elimination standards will be identified as the case files are investigated for the questioned evidentiary biological materials.
- e. The two new Forensic Scientists provided by the grant will largely conduct screening of cases. PBSO will request the admitting agency to determine if the case has any known suspects. If the agency is not sure, the casefile property receipts will be reviewed to determine if any standards have been submitted or if any notation regarding a suspect in a related submitted case is a viable suspect. If possible, it will be important to have all of the evidence submitted in a case before the case begins in order to maintain a high level of efficiency.
- f. Ensuring Judicial Conclusion: The submitting agency representative will have previously reviewed all cases submitted. At this time in collaboration with the investigator, the CODIS Administrator and the attorney for the prosecutors office, it will be determined if a judicial conclusion is probable. Once a case has been analyzed and any appropriate DNA profile entered into CODIS, if a hit is made and

verified by the PBSO CODIS Administrator, the agency will be notified as per PBSO protocol and tracking of the case through the judicial system will be conducted. This will be accomplished primarily through the lead detective in the case. If a CODIS hit is not made, then the legality of a John Doe warrant will be ascertained through the prosecutor's office. Expert witness fees will be available for the prosecution of these "Qualifying cases-Hit cases"

g. Additional factors effecting productivity: In order to have an effective out-sourcing program and to facilitate increase productivity, PBSO will

1. Attempt to identify single source samples in cases
2. Review all "complicated cases" (many items) with the lead detective in order to narrow down the sample of interest
3. Search the local database with full profiles first followed by partial profiles that have already been searched

PBSO will use the resources of the Palm Beach County law enforcement agencies to determine if there are cases that they have not submitted but the cases most likely have biological fluids, the statute of limitations has not expired and a judicial conclusion likely may occur. There may be agencies that do not realize PBSO has a qualifying case acceptance policy. As a result, a concerted effort will be made through telephone and memo notification to request submission of qualifying cases. The lead investigator on the case will be requested to review all biological evidence in the assigned cases with one of

the two new Forensic Scientists and list the evidence with the most probative value. The States Attorney's Office will be notified of this proposal and discussions regarding how to proceed with determining the judicial process once a hit or John Doe warrants may be necessary.

1. Collaboration with the Florida department of Law Enforcement and the participating counties will greatly enhance the CODIS networking system within the state. The arm of the CODIS system that nationwide must be enhanced in order for the system to work effectively is the processing of qualifying casework evidence for case-to case and case-to-suspect hits. To this end, PBSO will actively participate in this program.
2. Cost effective DNA Testing: The cost of conducting analysis on each sample will be significantly lower than if outsourced mainly due to the screening and analysis in-house by the two new Forensic Scientists. The following will be general steps in the analysis process:
 - a. Liquid Bloods: will be dried on Whatman Filter paper
 - b. All sexual assault kit contents will be signed out from the PBSO Evidence Custodian and the contents preserved at -20°C in the Serology/DNA section.
 - c. Approximately 86 sexual assault cases have been identified to date.
3. Quality Results: PBSO will require quality results for all analysis. In order to assure that quality analysis has been conducted, the Supervisor of the PBSO Serology/DNA section will
 - a. Review all case data and reports

- b. Review all DNA electronic and hard copy data generated for each case
- c. Review all returned evidence for appropriate labels, seals, initials, dates and timely return

4. Laboratory requirements include:

- a. Extraction using the DNA IQ magnetic bead and robotic workstation
- b. Quantification using the real-time PCR ABI7000 instrument
- c. Amplification using PowerPlex 16 BIO
- d. Allele detection using the MiraiBio FMBIO II/III instrument
- e. PBSO Technical Services Division holds a Certificate of Accreditation from ASCLD-LAB and has successfully passed audits by the National Forensic Science and Training Center (NFSTC) for compliance with the FBI standards as outlined in the Quality Assurance Standards for Forensic DNA testing laboratories.
- f. Manual states that all proper controls are run with all gel files.

It is estimated that approximately 40-60 additional cases will be screened and/or analyzed for DNA/month with the addition of two new Forensic Scientists.

The goal of reducing the forensic DNA casework backlog will be a significant impact on the Serology/DNA section of the Palm Beach County Sheriff's Office Crime Laboratory.



Welcome, Rami Hago

Role: **NIJ - Grant Manager**

- Home
- Tools
- Process
- Reports
- Search
- Options

[Home](#) > [GAN Inbox](#) > **Removal of Special Conditions Related to Programmatic Requirements Withholding Funds**

Grant Adjustments

[Back to Search Results](#)

[Pending](#)

[All Active](#)

[Approved](#)

[Denied](#)

[Drafts](#)

[Create Grant Adjustment](#)

[Grant Adjustment Reports](#)

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information

Grantee Name:	Palm Beach County Sheriff	Project Period:	10/01/2005 - 09/30/2006	GAN Number:	001
Grantee Address:	3228 Gun Club Road West Palm Beach, FL 33406	Program Office:	NIJ	Date:	06/09/2006
Grantee DUNS Number:	182809921	Grant Manager:	Natalie Lu		
Grantee EIN:	59-6000786	Application Number(s):	2005-93317-FL-DN		
Vendor #:	596000786	Award Number:	2005-DN-BX-K099		
Project Title:	Forensic Casework DNA Backlog Reduction Program FY 2005Palm Beach County Sheriff's Office	Award Amount:	\$118,830.00		

Removal of Special Conditions Related to Programmatic Requirements Withholding Funds

Supplement 00			
	Special Condition Number	Special Condition Title	Status
<input checked="" type="checkbox"/>	Special Condition 15	Withholding of funds - previous awards - DNA casework 2005	Active
<input checked="" type="checkbox"/>	Special Condition 17	Withholding of funds	Inactive

***Required Justification for Removal**

This Grant Adjustment Notice (GAN) hereby removes Special Condition # 17, which states: NEPA special condition text - The recipient agrees not to obligate, expend, or draw down any funds until the program office has verified that the recipient has submitted all necessary documentation required to comply with the Department of Justice Procedures for Implementing the National Environmental Policy Act found at 28 CFR Part 61 and a Grant Adjustment Notice has been issued removing this condition. The Program Manager has reviewed the materials and determined Special Condition # 17 can be lifted from the award. This is a Remove Special Condition GAN for a formula award.

Attachments:

Filename:	User:	Timestamp:	Action:
93317-1.pdf	jamesa	06/09/2006 1:24 PM	
93317-2.pdf	jamesa	06/09/2006 1:24 PM	
2005-DN-BX-K099 Palm Beach County (S.C. # 17-NEPA).pdf	bryantt	06/05/2006 12:38 PM	

Actions:

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Review Audit Trail:

Description:	Role:	User:	Timestamp:	Action:
Validated	OC - Accounting Supervisor	cartera	06/09/2006 3:30 PM	View Note
Approved-Final	OC - Accounting Supervisor	cartera	06/09/2006 3:19 PM	View Note
Approved-Analyst	OC - Accounting Analyst	jamesa	06/09/2006 1:27 PM	View Note

Approved- Level 1	OCFMD - Financial Analyst	narveson	06/09/2006 10:45 AM	View Note
Submitted	PO - GAN 1st Line Supervisor	bryantt	06/05/2006 12:39 PM	View Note



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information												
Grantee Name:	Palm Beach County Sheriffs Office	Date: 09/08/2006										
Grantee Address:	3228 GUN CLUB ROAD WEST PALM BEACH, 33406	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Award Number</th> <th style="width: 40%;">GAN Number</th> </tr> </thead> <tbody> <tr> <td>2005-DA-BX-K075</td> <td>003</td> </tr> <tr> <td>2005-DN-BX-K099</td> <td>002</td> </tr> <tr> <td>2004-DN-BX-K140</td> <td>006</td> </tr> <tr> <td>2005-DN-BX-K031</td> <td>004</td> </tr> </tbody> </table>	Award Number	GAN Number	2005-DA-BX-K075	003	2005-DN-BX-K099	002	2004-DN-BX-K140	006	2005-DN-BX-K031	004
Award Number	GAN Number											
2005-DA-BX-K075	003											
2005-DN-BX-K099	002											
2004-DN-BX-K140	006											
2005-DN-BX-K031	004											
Grantee DUNS Number:	182809921											
Grantee EIN:	59-6000789											
Vendor #:	596000786											

Change Grantee Contact or Alternate Contact/Principal Investigator			
Contact			
Either New Grantee Contact Information or New Grantee Alternate Contact Information is required.			
Current Grantee Contact Information		New Grantee Contact Information	
Prefix	Mrs.	* Prefix	Mrs.
Prefix (Other)		* Prefix (Other)	
First Name	Barbara	* First Name	
Middle Initial		* Middle Initial	
Last Name	Caraballo	* Last Name	
Suffix		* Suffix	
Suffix (Other)		* Suffix (Other)	
Title	Forensic Quality Assurance Manager	* Title	
Address Line 1	3228 Gun Club Road	* Address Line 1	
Address Line 2		* Address Line 2	
City	West Palm Beach	* City	
State	Florida	* State	Florida
Zip	33406 - 3001	* Zip	-
Phone	(561) 688-4233 Ext	* Phone	Ext
Fax	(561) 688-4234	* Fax	
Email	caraballob@pbso.org	* Email	
Alternate Contact/Principal Investigator			
Current Alternate Contact Information		New Grantee Alternate Contact Information	
Prefix	Dr.	* Prefix	Dr.
Prefix (Other)		* Prefix (Other)	
First Name	Cecelia	* First Name	Cecelia
Middle Initial	A	* Middle Initial	A

Last Name	Crouse	*Last Name	Crouse
Suffix		Suffix	
Suffix (Other)		Suffix (Other)	
Title	DNA Supervisor	*Title	DNA Supervisor
Address Line 1	3228 Gun Club Road	*Address Line 1	3228 Gun Club Road
Address Line 2		Address Line 2	
City	West Palm Beach	*City	West Palm Beach
State	Florida	*State	Florida
Zip	33406 - 3001	*Zip	33406 - 3001
Phone	(561) 688-4226 Ext	*Phone	(561) 688-4226 Ext
Fax		Fax	
Email	crousec@pbso.org	*Email	crousec@pbso.org

Comments/Additional Information

Dr. Cecelia A. Crouse is the Principal Investigator of the DNA related grants. ▲

The Alternate information is identical because
GMS would not allow the grantee to add an initial ▼

Attachments:

None

Print

Audit Trail:

Description:	Role:	User:	Timestamp:
Approved-Final	PO - Grant Manager	buchanaj	09/08/2006 11:31 AM
Submitted	PO - Grant Manager	caraballob	09/01/2006 2:28 PM



Removal of Special Conditions Related to Programmatic Requirements Withholding Funds GAN



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information

Grantee Name: Palm Beach County Sheriff	Project Period: 10/01/2005 - 09/30/2007	GAN Number: 003
Grantee Address: 3228 GUN CLUB ROAD WEST PALM BEACH, 33406	Program Office: NIJ	Date: 09/14/2006
Grantee DUNS Number: 182809921	Grant Manager: Natalie Lu	
Grantee EIN: 59-6000786	Application Number(s): 2005-93317-FL-DN	
Vendor #: 596000786	Award Number: 2005-DN-BX-K099	
Project Title: Forensic Casework DNA Backlog Reduction Program FY 2005 Palm Beach County Sheriff's Office	Award Amount: \$118,830.00	

Removal of Special Conditions Related to Programmatic Requirements Withholding Funds

Supplement 00

Special Condition Number	Special Condition Title	Status
<input checked="" type="checkbox"/> Special Condition 15	Withholding of funds - previous awards - DNA casework 2005	Inactive

***Required Justification for Removal**

This GAN authorizes the removal of the following portion of Special Condition #15:

"The Recipient agrees not to obligate, expend or draw down any funds under this cooperative

Attachments:

Filename:	User:	Timestamp:
2005-DN-BX-K099_SC#15.doc	buchanaj	08/08/2006 11:42 AM
withholding fund[2].pdf	johnsonm	09/14/2006 1:57 PM

Print

Audit Trail:

Description:	Role:	User:	Timestamp:
Approved-Final	OC - Accounting Supervisor	hinesavo	09/14/2006 4:15 PM
Submitted	PO - GAN 1st Line Supervisor	buchanaj	08/08/2006 11:52 AM
Draft	PO - Grant Manager	buchanaj	08/08/2006 11:44 AM



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS



GRANT ADJUSTMENT NOTICE

Grantee Information

Grantee Name: Palm Beach County Sheriff	Project Period: 10/01/2005 - 09/30/2007	GAN Number: 004
Grantee Address: 3228 GUN CLUB ROAD WEST PALM BEACH, 33406	Program Office: NIJ	Date: 09/18/2006
Grantee DUNS Number: 182809921	Grant Manager: Natalie Lu	
Grantee EIN: 59-6000786	Application Number(s): 2005-93317-FL-DN	
Vendor #: 596000786	Award Number: 2005-DN-BX-K099	
Project Title: Forensic Casework DNA Backlog Reduction Program FY 2005 Palm Beach County Sheriff's Office	Award Amount: \$118,830.00	

Change Project Period

Current Grant Period:	Month: 11 Day: 29	New Grant Period:	Month: 23 Day: 29
Project Start Date:	10/01/2005	*New Project Start Date:	10/01/2005
Project End Date:	09/30/2006	*New Project End Date:	09/30/2007

***Required Justification for Change Project Period:**

The Palm Beach County Sheriff's Office is requesting a twelve month extension of the project period to 9/30/07. There is still a special condition in place and the funds have not been released by NIJ.

Attachments:

None

Print

Audit Trail:

Description:	Role:	User:	Timestamp:
Approved-Final	OCFMD - Financial Analyst	johnsonm	09/18/2006 4:03 PM
Submitted	PO - Grant Manager	caraballob	08/29/2006 8:52 AM