

II. FISCAL IMPACT ANALYSIS

A. **Five Year Summary of Fiscal Impact:**

| Fiscal Years | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | | |
|--|--------------------|-------------|--------|------------|------|-------------|--------|-------------|
| Capital Expenditures | \$163,910 | | | | | | | |
| Operating Costs | \$ 41,433 | | | | | | | |
| External Revenues | ⟨ \$205,343 ⟩ | | | | | | | |
| Program Income (County) | | | | | | | | |
| In-Kind Match (County) | | | | | | | | |
| Net Fiscal Impact | 0 | | | | | | | |
| # Additional FTE Positions (Cumulative) | 0 | | | | | | | |
| Is Item Included in Current Budget: | YES | _____ | NO | _____ | X | _____ | | |
| Budget Account No.: | Fund | <u>1152</u> | Agency | <u>160</u> | Org | <u>2093</u> | Object | <u>3129</u> |
| | Reporting Category | _____ | | | | | | |

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

The DNA Capacity Enhancement Program grant is funded through the National Institute of Justice (NIJ). No County funds are required in FY 2007.

| | |
|----------------------------------|-----------|
| DNA Capacity Enhancement Program | \$205,343 |
| Total | \$205,343 |

III. REVIEW COMMENTS

A. **OFMB Fiscal and/or Contract Administration Comments:**

| | | | | |
|---|------------------------|-------------------------|---|--------------------------------|
| <p><u>Jim Omb 4-9-07</u> 4/6/07</p> | <p>OFMB 4-5-07</p> | <p><u>CJ 4-4-07</u></p> | <p><u>Jim J. J... 4-9-07</u> 4/9/07</p> | <p>Contract Administration</p> |
|---|------------------------|-------------------------|---|--------------------------------|

B. **Legal Sufficiency:**

Rz 4-10-07
Assistant County Attorney

The effective date of this Grant is 10/1/06, which is retroactive.

C. **Other Department Review:**

Department Director

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

07- 942

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

FUND 1152 SHERIFF'S GRANTS FUND

BGRV 420 040507*466
BGEX 420 040507*1451

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 | REMAINING BALANCE |
|---------------------------------|-------------------------------------|-----------------|--------------------|------------------|------------|--------------------|----------------------------|-------------------|
| Revenues | | | | | | | | |
| DNA Capacity Enhancement - K224 | | | | | | | | |
| 160-2093-3129 | Federal Grant - Other Public Safety | 0 | 0 | 205,343 | 0 | 205,343 | | |
| TOTAL FUND REVENUES | | \$36,270 | \$3,696,357 | \$205,343 | \$0 | \$3,901,700 | | |
| Expenditures | | | | | | | | |
| DNA Capacity Enhancement - K224 | | | | | | | | |
| 160-2093-9498 | Transfer to Sheriff Fund 1902 | 0 | 0 | 205,343 | 0 | 205,343 | 0 | 205,343 |
| TOTAL EXPENDITURES | | \$36,270 | \$3,696,357 | \$205,343 | \$0 | \$3,901,700 | | |

Palm Beach County Sheriff's Office

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signatures

Date

By Board of County Commissioners
At Meeting of May 1, 2007



4/3/07



4-9-07

Deputy Clerk to the Board
of County Commissioners

4/6/07

atw
4-5-07



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 1, 2006

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 NIJ FY06 DNA Capacity Enhancement Program Solicitation in the amount of \$205,343 for Palm Beach County Sheriff. This funding is for the project titled "NIJ's FY 2006 Forensic DNA Capacity Enhancement 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, Susan Narveson, Program Manager at (202) 305-4884; 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
National Institute of Justice

Cooperative Agreement

PAGE 1 OF 4

| | | | |
|---|--|--|----------------------|
| 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: 2006-DN-BX-K224 | |
| | | 5. PROJECT PERIOD: FROM 10/01/2006 TO 09/30/2007 BUDGET PERIOD: FROM 10/01/2006 TO 09/30/2007 | |
| 1A. GRANTEE IRS/VENDOR NO. 596000786 | | 6. AWARD DATE 09/01/2006 | 7. ACTION Initial |
| | | 8. SUPPLEMENT NUMBER 00 | |
| | | 9. PREVIOUS AWARD AMOUNT \$ 0 | |
| 3. PROJECT TITLE FY 2006 Forensic DNA Capacity Enhancement Program Palm Beach County Sheriff's Office | | 10. AMOUNT OF THIS AWARD \$ 205,343 | |
| | | 11. TOTAL AWARD \$ 205,343 | |
| 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 Publ. L. No. 109-108, tit. 1, 119 Stat. 2290, 2302 (DOJ Appropriations Act, 2006 - NIJ-DNA 2006) | | | |
| 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 <i>Ric Bradshaw</i> | 19A. DATE 9/12/06 |
| AGENCY USE ONLY | | | |
| 20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. REG. SUB. POMS AMOUNT X B DN 60 00 00 205343 | | 21. DN06S00253 | |



Department of Justice
Office of Justice Programs
National Institute of
Justice

AWARD CONTINUATION
SHEET
Cooperative Agreement

PAGE 2 OF 4

PROJECT NUMBER 2006-DN-BX-K224

AWARD DATE 09/01/2006

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. Quality assurance

The Recipient shall ensure that each government-owned laboratory that will receive funding under this award either (1) is accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community; or (2) undergoes external audits, not less than once every 2 years, that demonstrate compliance with DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation (FBI), and intends to apply for accreditation by September 30, 2007; or (3) has a plan to undergo an external audit and seek to demonstrate compliance with the DNA Quality Assurance Standards established by the Director of the FBI by September 30, 2006 with the intent of applying for by September 30, 2007.

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

6. 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.



Department of Justice
Office of Justice Programs
National Institute of
Justice

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 3 OF 4

PROJECT NUMBER 2006-DN-BX-K224

AWARD DATE 09/01/2006

SPECIAL CONDITIONS

7. (A) Quarterly performance metric reports

The Recipient agrees to submit quarterly performance metric reports that 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 changes during the reporting quarter in (1) the number of days between submission of a DNA sample to a lab and the delivery of the test results to the requesting agency, and (2) the number of DNA samples analyzed per analyst.

(B) Final Report – DNA Capacity Enhancement

The Recipient shall submit a report within 90 days of the end of the award period. The report must include a summary and assessment of the program carried out with the Fiscal Year 2006 award and shall cite the reduction in the average number of days between submission of a DNA sample to the laboratory and delivery of the test results to the requesting agency and the increase in DNA analysis throughput for the laboratory as a result of the Fiscal Year 2006 award.

8. The recipient agrees to submit quarterly financial status reports to the Office of Justice Programs using Standard Form SF 269A on the Internet at <https://grants.ojp.usdoj.gov>. These reports shall be submitted on-line not later than 45 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the grant period.
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 to the Office of Justice Programs, on line-through the Internet at <https://grants.ojp.usdoj.gov/>.
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. 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.



Department of Justice
Office of Justice Programs
National Institute of
Justice

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 4 OF 4

PROJECT NUMBER 2006-DN-BX-K224

AWARD DATE 09/01/2006

SPECIAL CONDITIONS

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 presentations) 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.

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 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 the 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.

16. 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.

17. The recipient agrees not to obligate, expend, or draw down any funds until a revised budget reflecting the final award amount has been received by the National Institute of Justice and a Grant Adjustment Notice has been issued removing this condition.



Department of Justice
Office of Justice Programs
National Institute of Justice

**GRANT MANAGER'S MEMORANDUM, PT. I:
PROJECT SUMMARY
Cooperative Agreement**

PROJECT NUMBER
2006-DN-BX-K224

PAGE 1 OF 1

This project is supported under Publ. L. No. 109-108, tit. 1, 119 Stat. 2290, 2302 (DOJ Appropriations Act, 2006 - NIJ-DNA 2006)

1. STAFF CONTACT (Name & telephone number)

Susan Narveson
(202) 305-4884

2. PROJECT DIRECTOR (Name, address & telephone number)

Barbara Caraballo
Forensic Quality Assurance Manager
3228 Gun Club Road
West Palm Beach, FL 33406-3001
(561) 688-4233

3a. TITLE OF THE PROGRAM

NIJ FY06 DNA Capacity Enhancement Program Solicitation

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

FY 2006 Forensic DNA Capacity Enhancement Program Palm Beach County Sheriff's Office

5. NAME & ADDRESS OF GRANTEE

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

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2006 TO: 09/30/2007

8. BUDGET PERIOD

FROM: 10/01/2006 TO: 09/30/2007

9. AMOUNT OF AWARD

\$ 205,343

10. DATE OF AWARD

09/01/2006

11. SECOND YEAR'S BUDGET

.

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

-

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

This program furthers the Department of Justice's mission by offering an opportunity for States and units of local government with existing crime laboratories that conduct DNA analysis to improve laboratory infrastructure and analysis capacity so that DNA samples can be processed efficiently and cost-effectively. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology.

nca/mcf



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: 10/01/2006 - 09/30/2007 | GAN Number: 001 |
| Grantee Address: 3228 GUN CLUB ROAD WEST PALM BEACH, 33406 | Program Office: NIJ | Date: 02/01/2007 |
| Grantee DUNS Number: 182809921 | Grant Manager: Mark Nelson | |
| Grantee EIN: 59-6000786 | Application Number(s): 2006-92675-FL-DA | |
| Vendor #: 596000786 | Award Number: 2006-DN-BX-K224 | |
| Project Title: FY 2006 Forensic DNA Capacity Enhancement Program Palm Beach County Sheriff's Office | Award Amount: \$205,343.00 | |

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 16 | Withholding of funds - NEPA | Inactive |
| <input type="checkbox"/> | Special Condition 17 | Withholding of funds - revised budget (Coverdell and DNA) | Inactive |

*Required Justification for Removal

NOTE (1/17/07) - The revised NEPA letter has been received from the grantee and attached to this GAN for further processing.

Attachments:

| Filename: | User: | Timestamp: |
|-----------------------------|-----------|--------------------|
| 2006dnbxk224.pdf | valdezcvo | 01/31/2007 4:38 PM |
| 2006dnbxk224rev.pdf | valdezcvo | 01/31/2007 4:38 PM |
| PBSO EA 2006-DN-BX-K224.pdf | bryantt | 01/17/2007 9:57 AM |

Print

Audit Trail:

| Description: | Role: | User: | Timestamp: |
|----------------|------------------------------|---------|---------------------|
| Approved-Final | OC - Accounting Supervisor | foxmon | 02/01/2007 11:34 AM |
| Submitted | PO - GAN 1st Line Supervisor | nelsonm | 01/17/2007 10:06 AM |
| Draft | PO - Grant Manager | bryantt | 01/17/2007 9:59 AM |
| Draft | PO - Grant Manager | bryantt | 12/21/2006 3:27 PM |
| Draft | PO - Grant Manager | bryantt | 12/21/2006 3:25 PM |



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

| Grantee Information | | | |
|-----------------------------|--|-------------------------------|-------------------------|
| Grantee Name: | Palm Beach County Sheriff | Project Period: | 10/01/2006 - 09/30/2007 |
| Grantee Address: | 3228 GUN CLUB ROAD WEST PALM BEACH, 33406 | Program Office: | NIJ |
| Grantee DUNS Number: | 182809921 | Grant Manager: | Mark Nelson |
| Grantee EIN: | 59-6000786 | Application Number(s): | 2006-92675-FL-DA |
| Vendor #: | 596000786 | Award Number: | 2006-DN-BX-K224 |
| Project Title: | FY 2006 Forensic DNA Capacity Enhancement Program Palm Beach County Sheriff's Office | Award Amount: | \$205,343.00 |

Note: There is no Final Review for this award.

Budget Modification

* All editable Budget fields must contain a numeric value.

| Categories | Approved Budget | Requested Changes to Budget | Revised Budget |
|---|-----------------|-----------------------------|-----------------|
| A. Personnel | \$0 | \$0 | \$0 |
| B. Fringe Benefits | \$0 | \$0 | \$0 |
| C. Travel | \$0 | \$0 | \$0 |
| D. Equipment | \$46613 | \$357 | \$46970 |
| E. Supplies | \$36215 | \$26165 | \$62380 |
| F. Construction | \$0 | \$0 | \$0 |
| G. Contractual | \$59741 | \$30322 | \$90063 |
| H. Other | \$62774 | \$-56844 | \$5930 |
| TOTAL DIRECT COST | \$205343 | \$0 | \$205343 |
| Total Direct Costs = (Sum of lines A-H) | | | |
| INDIRECT COST | \$0 | \$0 | \$0 |
| | | | |
| TOTAL PROJECT COST | \$205343 | \$0 | \$205343 |
| Total Project Costs = Total Direct Costs + Indirect Cost | | | |
| Total Project Costs = Federal Funds Approved + Non-Federal Funds + Program Income | | | |
| FEDERAL FUNDS APPROVED | \$205343 | | \$205343 |
| NON-FEDERAL FUNDS APPROVED | \$0 | \$0 | \$0 |

| | | | |
|----------------|-----|-----|-----|
| PROGRAM INCOME | \$0 | \$0 | \$0 |
|----------------|-----|-----|-----|

***Required Justification for Budget Modification**

The laboratory originally requested \$142,569, but the award received was for \$205,343. In order to enter a revised budget request, the additional funding received was added into the "Other" category, and then revised as necessary.

Attachments:

| Filename: | User: | Timestamp: |
|--|------------|---------------------|
| Budget Materials 2006 92675 FL DA.pdf | caraballob | 01/11/2007 2:09 PM |
| PBSO Revised Program Narrative and Certifications .pdf | caraballob | 01/11/2007 2:12 PM |
| 2006 Capacity Budget Narrative PBSO Revision 2.pdf | caraballob | 01/18/2007 10:06 AM |

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Audit Trail:

| Description: | Role: | User: | Timestamp: |
|------------------|---------------------------|------------|---------------------|
| Approved-Final | OCFMD - Financial Analyst | valdezcvco | 02/06/2007 12:07 PM |
| Submitted | PO - Grant Manager | caraballob | 01/18/2007 10:07 AM |
| Change Requested | EXTERNAL - External User | nelsonm | 01/11/2007 4:03 PM |

Barb- Please go back and re-read the 06 Capacity grant announcement - in particular the permissible uses.
 The equipment uou are requesting is fine, as is the electronic data capture component.
 What you have requested in supplies is partially allowable, and partially not allowable. The computer, centrifuges, microscopos, etc are all equipment and

| | | | |
|-----------|--------------------|------------|--------------------|
| Submitted | PO - Grant Manager | caraballob | 01/11/2007 2:13 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: 10/01/2006 - 09/30/2007 | GAN Number: 003 |
| Grantee Address: 3228 GUN CLUB ROAD WEST PALM BEACH, 33406 | Program Office: NIJ | Date: 02/08/2007 |
| Grantee DUNS Number: 182809921 | Grant Manager: Mark Nelson | |
| Grantee EIN: 59-6000786 | Application Number(s): 2006-92675-FL-DA | |
| Vendor #: 596000786 | Award Number: 2006-DN-BX-K224 | |
| Project Title: FY 2006 Forensic DNA Capacity Enhancement Program Palm Beach County Sheriff's Office | Award Amount: \$205,343.00 | |

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 17 | Withholding of funds - revised budget (Coverdell and DNA) | Inactive |

*** Required Justification for Removal**

This Grant Adjustment Notice (GAN) hereby removes Special Condition # 17, which states:

The recipient agrees not to obligate, expend, or draw down any funds until a revised budget

Attachments:

| Filename: | User: | Timestamp: |
|------------------|----------|--------------------|
| 2006dnbxk224.pdf | valdezcv | 02/08/2007 3:18 PM |

[Print](#)

Audit Trail:

| Description: | Role: | User: | Timestamp: |
|----------------|------------------------------|---------|--------------------|
| Approved-Final | OC - Accounting Supervisor | foxmon | 02/08/2007 4:07 PM |
| Submitted | PO - GAN 1st Line Supervisor | nelsonm | 02/06/2007 4:20 PM |
| Draft | PO - Grant Manager | bryantt | 02/06/2007 4:18 PM |



OMB Approval No. 0348-0043

APPLICATION FOR
FEDERAL ASSISTANCE

| | | | | | |
|---|----------------|--|--|--|--|
| 1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction | | 2. DATE SUBMITTED 07/07/2006 | | Applicant Identifier 2006-92675-FL-DA | |
| <i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction | | 3. DATE RECEIVED BY STATE | | State Application Identifier | |
| | | 4. DATE RECEIVED BY FEDERAL AGENCY | | Federal Identifier | |
| 5. APPLICANT INFORMATION | | | | | |
| Legal Name: Palm BEach County Sheriff's Office | | | Organizational Unit: Technical Services Division | | |
| Address (give city, county, state, and zip code): 3228 Gun Club Road West Palm Beach, FL 33406 | | | Name and telephone number of the person to be contacted on matters involving this application (give area code) Barbara K. Caraballo, Forensic Quality Assurance Manager 561.688.4233 | | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN): 5 9 - 6 0 0 0 7 8 9 | | | 7. TYPE OF APPLICANT: (enter appropriate letter in box) <input checked="" type="checkbox"/> N A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): Sheriff's Office | | |
| 8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): | | | 9. NAME OF FEDERAL AGENCY: National Institute of Justice, Office of Justice Programs | | |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 1 6 - 7 4 1 TITLE: FY 2006 For. DNA Capacity Enhancement Prog | | | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: FY 2006 Forensic DNA Capacity Enhancement Program - Palm Beach County Sheriff's Office | | |
| 12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): Palm Beach County, FL | | | | | |
| 13. PROPOSED PROJECT: | | 14. CONGRESSIONAL DISTRICTS OF: | | | |
| Start Date | Ending Date | a. Applicant | | b. Project | |
| 10/01/2006 | 09/30/2007 | FL 16, 19, 22, 23 | | FL 16, 19, 22, 23 | |
| 15. ESTIMATED FUNDING: | | 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? | | | |
| a. Federal | \$ 142,569 .00 | a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE 07/07/2006 | | | |
| b. Applicant | \$.00 | b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 | | | |
| c. State | \$.00 | <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW | | | |
| d. Local | \$.00 | | | | |
| e. Other | \$.00 | | | | |
| f. Program Income | \$.00 | 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No | | | |
| g. TOTAL | \$ 142,569 .00 | | | | |
| 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED | | | | | |
| a. Typed Name of Authorized Representative Ric L. Bradshaw | | b. Title Sheriff, Palm Beach County, FL | | c. Telephone number 561.688.3021 | |
| d. Signature of Authorized Representative | | | | e. Date Signed 7/4/06 | |



OMB APPROVAL NO. 1121-0140
EXPIRES 01/31/2006

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
 - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Signature

7/4/06

Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

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

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

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

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

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

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

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

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

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

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

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

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

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

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

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

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Palm Beach County, FL

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Palm Beach County Sheriff's Office
3228 Gun Club Road
West Palm Beach, FL 33406

2. Application Number and/or Project Name

2006-92675-FL-DA
FY 2006 Forensic DNA Capacity
Enhancement Program, Palm Beach Cty.

3. Grantee IRS/Vendor Number

59-6000789

4. Typed Name and Title of Authorized Representative

Ric L. Bradshaw, Sheriff, Palm Beach County, FL

5. Signature


7/8/06
6. Date

Disclosure of Lobbying Activities

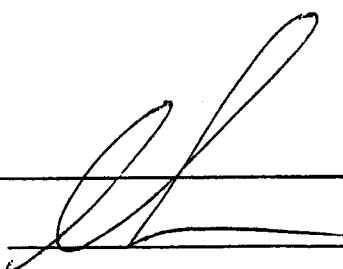
Approved by OMB 0348-0046

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 type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance | 2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award | 3. Report Type: <input 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="" 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: <u>16,19,22,23</u> | 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: FY 2006 Forensic DNA Capacity Enhancement Program, Palm Beach County Sheriff's Office CFDA Number, if applicable: <u>16.741</u> | |
| 8. Federal Action Number, if known: 2006-92675-FL-DA | 9. Award Amount, if known: \$ <u>142,569</u> | |
| 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: 7/6/06

**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 2006-92675-FL-DA |
| 4. Title of Application or Activity Forensic DNA Capacity Enhancement Program, Palm Beach County Sheriff's Office | | 5. Name of Principal Investigator, Program Director, Fellow, or Other Cecelia A. Crouse, PhD |

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

This project will not involve human subjects.

| | |
|---|---|
| 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 33406 |
| 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: bradshaw@pbsc.org | |
| 14. Name of Official Ric L. Bradshaw | 17. Date 7/10/08 |
| 16. Signature | |

Authorized for Local Reproduction

Sponsored by HHS

Geographic Area Affected Worksheet (SF-424-Question 12)

| | |
|---|---|
| Grantee location(s) (i.e., office location of principal investigators or contractors): | |
| Agency name: Palm Beach County Sheriff's Office | State: Florida Place (city or county): Palm Beach County Zip code: 33406 |
| Agency name: | State: Place (city or county): Zip code: |
| Agency name: | State: Place (city or county): Zip code: |
| Sites affected (i.e., locations where the program was implemented, evaluation was performed, or research data collected): | |
| How affected: <input checked="" type="checkbox"/> Program implemented <input type="checkbox"/> Evaluation research <input type="checkbox"/> Nonevaluation research <input type="checkbox"/> Other _____ | State: Florida Place ¹ (city or county) Palm Beach County Zip code(s) ² : 33406 |
| How affected: <input type="checkbox"/> Program implemented <input type="checkbox"/> Evaluation research <input type="checkbox"/> Nonevaluation research <input type="checkbox"/> Other _____ | State: Place (city or county): Zip code(s): |
| How affected: <input type="checkbox"/> Program implemented <input type="checkbox"/> Evaluation research <input type="checkbox"/> Nonevaluation research <input type="checkbox"/> Other _____ | State: Place (city or county): Palm Beach County Zip code(s): |

Note: If more room is required, photocopy and attach additional worksheets.

NIJ 02/00/file:gaaw

¹ Place information is required unless the entire State is affected.

² Zip code information is required unless the entire county or city is affected.

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 Capacity Enhancement Program FY 2006 in order to increase evidence storage facilities, purchase shelving and portable benches, purchase software and hardware to provide seamless electronic DNA document flow.

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

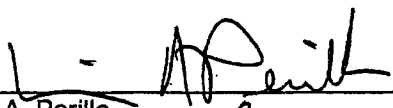
Grantee certifies that project findings and reports prepared for dissemination will not contain information which can reasonably be expected to be identifiable to a private person, except as authorized by 28 CFR §22.22. Not Applicable since no data identifiable to a private person will be collected

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

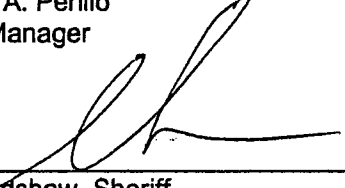
Grantee certifies that NIJ shall be notified of any material change in any of the information provided in this Privacy Certificate. Not Applicable since no data identifiable to a private person will be collected

Signature(s):



Benjamin A. Perillo
Division Manager

7/06/06
Date



Ric L. Bradshaw, Sheriff
Palm Beach County, FL

7/6/06
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@pbsso.org

US Department of Justice
Office of Justice Programs
National Institute of Justice

FY 2006 Forensic DNA Capacity Enhancement Program

Certification as to the Accreditation Status of Forensic Laboratories

On behalf of The Palm Beach County Sheriff's Office, Technical Services Division I certify the following to the US Department of Justice, Office of Justice Programs, National Institute of Justice:

Certifies that each government-owned forensic laboratory that will received funding under this award-

Is accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community.

I have authority to make this certification on behalf of the applicant agency.

Signature of Certifying Official

Benjamin A. Perillo

Printed Name of Certifying Official

Division Manager

Title of Certifying Official

Palm Beach County Sheriff's Office Technical Services Division

Name of Applicant Agency/Unit of Local Government

7/06/06

Date

ABSTRACT

The past several grant years have provided a means to upgrade the laboratory for new equipment and supplies for the validation of new technologies including upgrading facilities, becoming more fully automated and validating new protocols. The goal of this grant is to continue to increase the efficiency of the laboratory through organization of crime scene stain evidence, increase bench space for conducting serological and DNA analysis and to primarily update the Palm Beach County Sheriff's Office (PBSO) DNA Section's electronic data capture capabilities. These goals will be accomplished by increasing storage facilities to include: purchasing sturdy, reliable metal shelving for the over 50 bins containing thousands of DNA stain cuttings, shelving for the Serology/DNA consumables, adding additional portable bench space for evidence screening and testing as well as bookshelves for validation notebooks. In addition, software and equipment designed to provide a seamless electronic DNA document flow will be implemented.

PROGRAM NARRATIVE:

According to the 2004 UCR statistics for Palm Beach County there were 487 Sexual Assaults and 89 homicides. In the first five months of 2006, there have been 32 homicides reported which is 12 over the same time period last year. In order to better assist law enforcement using Serology/DNA technology, there are two main objectives the serology/DNA Section is trying to accomplish with this grant, improve the organization of storage for casework and initiation of a paperless analytical section. Both of these objectives have the same goal, to organize procedures in the laboratory.

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). PBSO has initiated the use of several time-consuming, efficiency-oriented protocols such as a robotic DNA extraction platform, quantification using PCR technology, amplification using a tri-Peltier Eppendorf Master Cycler system and detection of amplified DNA fragments

using the new 50 megaWatt FMBIO III scanner. There have been through an exhaustive validation procedures conducted on DNA kits in which some have been rejected and others implemented in the laboratory protocols.

The DNA evidence storage facility used to be a very difficult place to find casework stains. They were located in four different areas of the Sheriff's office compound, they were not necessarily in alphabetic or numerical order and a considerable amount of time was spent tracking down old and new case evidence. During the summer of 2005, an intern spent nearly four months reorganizing every casework stain-cutting bag currently stored both within the DNA laboratory and in the Off-Site storage facility. While conducting this process, over 3,000 cases covering four decades were arranged numerically according to case chronology. When necessary, cases were re-packaged, re-labeled and bar coded. A "blue bin" container is used to store all of the cases and each of these bins has been barcoded. Any case may be located and accessed using the LIMS. The amount of work conducted by the intern was immeasurable as the time saved by the analyst in locating recent or old evidence has been greatly diminished. It was determined that the stain cuttings would be kept at ambient temperature in the air-conditioned facility and not maintained at -20°C . As a result, there are nearly 50 blue bins stacked seven high in the Off-Site storage facility. It is not uncommon to add evidence to a previously worked case, retrieve a case for additional new technology analysis or screen evidence from an old case and make a new case stain cutting bag. It takes a ladder and two people handling the stacked blue bins to each other in order to retrieve the evidence. This is inherently unsafe, arduous

and often difficult. As a result, it is proposed that a more accessible method of storing the blue bins be designed. This will be accomplished by ordering sturdy reliable shelving for the Off-Site facility.

The newly renovated laboratory inherited four jail holding cells that could not be demolished so they are being used for storage of Serology and DNA consumable items. Although the laboratory attempts to maintain some semblance of organization, it is difficult as confiscated old freezer shelves that were put into the jail cells do not fit appropriately in the jail cells and are subject to falling over. Therefore many boxes are stacked on the floors and on the original jail cell seats. It would be very beneficial to have a shelving system that will allow for the immediate identification and retrieval of materials stored in the jail cell.

The newly renovated laboratory also includes three areas in which a portable mobile lab bench would enhance the ability to screen casework evidence and prepare laboratory reagents. The reagent preparation room consists mainly of bench tops that are full to capacity leaving little room to temporarily store fresh reagents until they can be documented and stored. There is also benchtop space needed for data capture of semen confirmation tests using the PSA cards and Hematrace cards for blood as well as small pieces of evidence in the lab proper. In addition, the amplification preparation room likewise would benefit from the addition of a portable bench as items such as laboratory consumables are

constantly used throughout the analytical process. These three portable bench systems would enhance the capabilities of the laboratory.

One of the goals of this grant will be to electronically capture all of the analytical data currently being collected by handwriting information on paper worksheets. In general, laboratory analysis includes completion of the following processes using paper worksheets: a) evidence screening, b) biological fluid confirmatory tests, c) DNA extraction, d) DNA quantification, e) DNA amplification, f) DNA electrophoresis, g) Review and h) report writing. In addition conducts witnessing throughout the analysis protocol. Specifically, for each analyst must ask a Secondary Observer (SO), to review the extraction sheet, verify the correct stain cutting envelopes contain the correct case number and item number as well as the test tube number with which the stain will be identified, verify the test tube have the appropriate numbers and are located in the appropriate designated areas of the laboratory, verify the tubes are positioned correctly on the robot for both extraction and quantification and verify the samples to be electrophoresed are in the correct order. Upon witnessing these steps, the SO must initial each of the items/tests tubes on the appropriate worksheet. The software and equipment to merge the technologies to electronically capture case information automatically on all of the worksheets plus document the witnessing steps have been conducted is available and may be customized for the laboratory. In addition, the reagent lot numbers should be barcoded and this data also captured for each of the cases. In order to achieve this goal, several companies engaged in this type of laboratory

management merchandise have already been asked to present how their system works and cost estimates have been provided. The areas in the laboratory that will benefit from the efficiency of this type of technology include the time savings when completing worksheet forms, time savings for the witnessing steps, less errors when recording lot numbers for reagents, promotion of uniformity in the method in which the forms are completed, and savings on physical storage space for the case file.

In addition to the above goals and objectives, there are several validation studies that will need to be completed. Grant funds will be used to purchase the kits necessary to conduct these studies. This will include a new multiplex that will be available from the Promega Corporation called Plexor. The advantage of this multiplex is that there are two sets of quantification-based primers that allow for the quantification of total human DNA and Y-chromosome DNA. Currently it takes two different reactions and two separate sample aliquots of what at times are very precious samples. In addition there is a time savings of nearly three hours per run when both DNA quantifications are multiplexed versus the single primer set system. Validation of a faster differential system for extraction of semen is also an important goal of the laboratory. As a result, the Differex system will be evaluated as well. This system consists of a 96 well "basket-type plate" that will allow for the extraction of semen in a fraction of the time it currently takes to conduct a differential. The validation studies will also include conducting

amplification and electrophoresis of validation samples to assure the correct profiles have been obtained.

The funds from this capacity Grant will greatly enhance the capabilities of the Serology/DNA section.

LIST OF KEY PERSONNEL DIRECTLY RELATED TO THIS PROJECT:

The following are employees of the Palm Beach County Sheriff's Office Technical Service Division:

- a. Caraballo, Barbara: Quality Assurance Manager (561)688-4233 caraballo@pbso.org responsible for the collation of all proposal documents, submission of the grant proposal and budget oversight during the award period. Also responsible for the submission of semi-annual and final report summaries
- b. Cecelia A. Crouse, PhD: (561) 688-4226 crousec@pbso.org Supervisor, Serology/DNA Section. Responsible for the technical administration of the grant award including writing semi-annual and final reports.
- c. Amy McGuckian: Technical Leader, (561) 688-4235. mcguckiana@pbso.org Responsible for the Validation of the technical protocols.
- d. Melanie McElroy: Laboratory Analyst, (561) 688-4223 mcelroym@pbso.org responsible for ordering grant funded items.

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e. Dale Sisson: Grants Unit Manager, (561) 688-3248
sissond@pbso.org Responsible for the compilation and filing of
financial reports, maintaining financial back-up materials, setting up
grant accounts and budgets.

BUDGET NARRATIVE \$142,569.

1. Electronic data Capture: The most significant change in the laboratory will be the electronic organization of all laboratory analytical datasheets. This will be accomplished by hiring a private vendor for the design, evaluation, validation and implementation of custom electronic software that will integrate all of PBSO's Serological and DNA laboratory sheets which are currently in hard copy format. There will also be a biometric system tested, such as identification through a fingerprint that a Secondary Observer has completed this task. This will essentially eliminate paper in the laboratory and the storing of casework files with analytical sheets. There are a couple of laboratories that have implemented a "paperless" system into their analysis procedures and use electronic signatures. None of these systems have the flow of the analysis procedure totally paperless in which lot numbers from reagent, kits, signatures, procedures etc are all encompassed in the software and hardware. The monies from this grant will be used to provide a paperless work environment for the PBSO Serology/DNA section. This will include hardware (server for the database and application which is accessed via a web

browser), software for the server and custom designed application development to provide automated gathering of data from one DNA analytical method to the next:

*"DNA EXTRACTION (MICROCON IF NECESSARY) → QUANTIFICATION →
PREAMPLIFICATION → AMPLIFICATION → ALLELE DETECTION"*

A user name/password software development will ensure that the program is secure. There will be a total of approximately 15 reporting screens planned knowing what is currently used in laboratories as well as screens to back up the documents for each of the steps shown above. This will include screens to enter what reagent type/lot #s have been quality controlled so that they are even available from which to select on the pull down

2. Shelving for the Off-Site Storage facility: The Off-site storage facility is a few hundred feet from the Technical Services building. It contains evidence from several disciplines of the Crime Laboratory including a room set aside for two large DNA freezers and Blue Bins containing bags of stain cuttings from all of the cases assigned to the DNA laboratory. There are 50 blue bins currently housed in the Off-site evidence storage facility. PBSO has made the storage of casework stain cutting evidence more efficient and convenient by the organization of the cuttings by year and case number and placing them into a barcoded container but it is now necessary to be sure the containers are more accessible. This will be accomplished by the addition of metal shelving in the Off-Site Storage facility. These shelves will be portable in case the room needs to be rearranged in the future.

3. Mobile Laboratory Benches. There are three main areas of the laboratory that contain space that could be used for additional bench tops, 1) the reagent preparation room, 2) the pre-amplification room and 3) the laboratory proper. Portable laboratory bench units would allow more area for storage of consumables and preparation for data capture of serological results.

4. Validation: There are several protocols PBSO is interested in validating and if appropriate, implementing on casework evidence. Past grants have requested monies for Y-STR kits. The monies eventually were used to validate and implement qPCR technology and PowerPlex16 technology. The laboratory is now ready to validate Y-STR kits for those cases in which additional DNA data is needed and/or in cases in which the CODIS 13 STRs have not elicited results such as victim fingernail scrapings, low sperm or vasectomized individuals are involved. PBSO will also validate a more efficient Differential extraction technique, Differex by Promega as well as a new duplex quantification system, Plexor by Promega.

5. Consumables: The validation techniques will need consumable items for the extraction, quantification, amplification and detection of PCR products.

6. There are still two analyst laboratory benches in need of an Eppendorf microcentrifuge, pipettman set and a microscope with Mideo capabilities. This is especially necessary in light of the two new analyst PBSO will be hiring as a direct result of the 2005 Casework grant.

7. There is currently only 1 barcode printer for the entire section and it is located in the laboratory proper. An analyst must leave the administrative section to retrieve printed barcodes to place on the evidence disposition sheet. A new barcode printer is also needed for the Administrative section.

E. DETAILED BUDGET WORKSHEET AND BUDGET SUMMARY:

- A. Personnel: None
- B. Fringe benefits: None
- C. Travel: None
- D. Equipment: (\$46,613)

| | | | |
|---------------------|---|---------|-------------|
| Lab Bench Equipment | 2 Olympus microscopes (\$12,615 each-new lab analyst) | Olympus | \$23,837.00 |
| Server | Server to house the Electronic Data Capture system | | \$22,776.00 |

- E. Supplies: (\$35,215.)

| Category: | Description | Vendor | Cost |
|---------------------|--|----------------|----------|
| Storage Shelving | Off-site storage: Blue bin metal rack system | Private vendor | 6,500.00 |
| | Supply room shelving- 14x60 | VWR | 560.00 |
| | Supply room shelving 14x42 | VWR | 560.00 |
| Lab Bench Additions | Portable Bench RGT Prep RM | VWR | 4,000.00 |
| | Portable Bench RGT pre-Amp RM | VWR | 4,000.00 |
| | Portable Bench Lab Proper RM | VWR | 4,000.00 |
| Consumables | PowerPlex16Bio | PROMEGA | 320.00 |
| | Plexor™ One-Step qRT-PCR System | PROMEGA | 800.00 |
| | Differex™ System | PROMEGA | 950.00 |
| | QF | ABI | 950.00 |
| | QF Y | ABI | 566.00 |
| | DNA IQ | PROMEGA | 566.00 |
| | BK P20 tips | VWR | 110.00 |
| | BK P250 tips | VWR | 110.00 |
| | 96 well plates | VWR | 200.00 |
| | Bench coats/sterile masks/gloves etc. | VWR | 200.00 |

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| | | | |
|-----------|-------------------------------------|------------|------------|
| | BioMek200 and ABI 7000 disposables | ABI | 932.00 |
| | bleach | MARKET LAB | 119.00 |
| | Gel Plate consumables/ spaces/combs | BRL | 202.00 |
| | 3 sets of pipetteman w/carousel | | \$4,500.00 |
| Equipment | 2 Brinkman microcentrifuge | | \$5,070.00 |

F. Construction: None

G. Consultants/Contracts: (\$60,741) Electronic Data Capture System

| | | | |
|-------------------------|---|----------------|----------|
| Electronic Data Capture | <p>1. Server for the database and application which is accessed via a web browser), which also includes software for the server</p> <p>2. Custom designed application development to provide automated reports that PBSO currently uses plus another 7 – 8 pages to accommodate additional casework evidence analysis. This would be 15 pages total.</p> <p>3. Biometric for security: A fingerprint or username/password development to ensure that the program is secure.</p> | Private Vendor | \$60,741 |
|-------------------------|---|----------------|----------|

H. Other: none

I. Indirect Costs: none

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2006 CAPACITY GRANT
2006-DN-BX-K224

Budget Narrative (\$205,343)

In order to better assist law enforcement using Serology/DNA technology, there are two main objectives the serology/DNA Section is trying to accomplish with this grant, improve the organization of storage for casework and initiation of a paperless analytical section. Both of these objectives have the same goal, to organize procedures in the laboratory.

Supplies (\$62,379.71):

- (\$6,317 = 2 x \$3,158) Workstations: There are new interns, analysts and visiting scientists who will be able to help with the increased efficiency of the laboratory through training and validation of new methods. There is an extra room which will allow for a report and documentation area. This area will be converted into workstations for these individuals.
- (\$250) Podium: The research and training room is used on a daily basis, the podium will be an important addition to this room.
- (\$12,000 = 3 x \$4,000) Expansion of Lab Bench Work areas: The newly renovated laboratory also includes three areas in which a portable mobile lab bench would enhance the ability to screen casework evidence and prepare laboratory reagents. The reagent preparation room consists mainly of bench tops that are full to capacity

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leaving little room to temporarily store fresh reagents until they can be documented and stored. There is also benchtop space needed for data capture of semen confirmation tests using the PSA cards and Hematrace cards for blood as well as small pieces of evidence in the lab proper. In addition, the amplification preparation room likewise would benefit from the addition of a portable bench as items such as laboratory consumables are constantly used throughout the analytical process. The new BioMek NX also needs work area space. These three portable bench systems would enhance the capabilities of the laboratory.

- (\$20,000) **Kits:** PCR kits including PowerPlex 16BIO, ABI Quantifiler and Q-Filer and qPCR validation of Plexor and Differex will be ordered to enhance the capacity of the laboratory casework throughput.
- (\$1,200) **KIT:** Upon validation of the Plexor Kits, DNA IQ extraction kits will be used to compare the efficacy of the two methods.
- (\$3,562.71) **Disposables and Consumables:** Grant funds may be used for "Laboratory supplies for validation studies". The daily use of consumables, plastic wear, pipette tips etc will be purchased for use in the validation studies.
- (\$10,500 = 7 x \$1,500) **Pipetemen:** Three sets of pipetemen (1,000ul, 200ul, 20ul, 10ul and carousel) need replacing due to normal

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wear-and-tear and there are four new areas of the laboratory which will need a set of pipetemen for liquid handling in these areas.

- (\$2,550) **Automatic paginator:** All case files must contain all documents associated with the case to support all reported findings. The pages of the casefile must be numbered before the case can be sent for review. It is not unusual to have 50 – 100's of pages in a casefile. Currently the page numbers are all hand written, this machine would save time and aggravation but automatically placing the page number on each page of the casefile.
- (\$6,000 = 3 x \$2,000) **Apple Computers:** The current allele detection technology in the laboratory uses the Hitachi system with Apple computers. Two of these computers are old and the hard drives have been corrupted. In addition, there is a new analyst in need of an Apple computer in anticipation of their DNA training.

Contract: (\$90,063.29)

- (\$80,000) One of the goals of this grant will be to electronically capture all of the analytical data currently being collected by handwriting information on paper worksheets. In general, laboratory analysis includes completion of the following processes using paper worksheets: a) evidence screening, b) biological fluid confirmatory tests, c) DNA extraction, d) DNA quantification, e) DNA amplification, f) DNA electrophoresis, g) Review and h) report writing. In addition conducts witnessing throughout the analysis

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protocol. Specifically, for each analyst must ask a Secondary Observer (SO), to review the extraction sheet, verify the correct stain cutting envelopes contain the correct case number and item number as well as the test tube number with which the stain will be identified, verify the test tube have the appropriate numbers and are located in the appropriate designated areas of the laboratory, verify the tubes are positioned correctly on the robot for both extraction and quantification and verify the samples to be electrophoresed are in the correct order. Upon witnessing these steps, the SO must initial each of the items/tests tubes on the appropriate worksheet. The software and equipment to merge the technologies to electronically capture case information automatically on all of the worksheets plus document the witnessing steps have been conducted is available and may be customized for the laboratory. In addition, the reagent lot numbers should be barcoded and this data also captured for each of the cases. In order to achieve this goal, several companies engaged in this type of laboratory management merchandise have already been asked to present how their system works and cost estimates have been provided. The areas in the laboratory that will benefit from the efficiency of this type of technology include the time savings when completing worksheet forms, time savings for the witnessing steps, less errors when recording lot numbers for reagents, promotion of uniformity in the method in which the forms are completed, and savings on physical

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storage space for the case file. A software program as well as a server to house the documents will be purchased towards these goals.

- **NOTE: Grant funds may be used for “facility renovations related to DNA analysis, including short and long term evidence storage facilities.” The facilities are not owned and operated by the Sheriff's office. The county is responsible for all structural changes. The shelving purchase and installation listed below will be conducted by the county with assistance from the laboratory:**

- **(\$6,500= 3 x \$2,167) Shelving: “Long-term storage”:** The DNA evidence storage facility used to be a very difficult place to find casework stains. They were located in four different areas of the Sheriff's office compound, they were not necessarily in alphabetic or numerical order and a considerable amount of time was spent tracking down old and new case evidence. During the summer of 2005, an intern spent nearly four months reorganizing every casework stain-cutting bag currently stored both within the DNA laboratory and in the Off-Site storage facility. While conducting this process, over 3,000 cases covering four decades were arranged numerically according to case chronology. When necessary, cases were re-packaged, re-labeled and bar coded. A “blue bin” container is used to store all of the cases and each of these bins has been barcoded. Any case may be located and accessed using the

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LIMS. The amount of work conducted by the intern was immeasurable as the time saved by the analyst in locating recent or old evidence has been greatly diminished. It was determined that the stain cuttings would be kept at ambient temperature in the air-conditioned facility and not maintained at -20⁰C. As a result, there are nearly 50 blue bins stacked seven high in the Off-Site storage facility. It takes a ladder and two people handing the stacked blue bins to each other in order to retrieve the evidence. This is inherently unsafe, arduous and often difficult. As a result, it is proposed that a more accessible method of storing the blue bins be designed. This will be accomplished by ordering sturdy reliable shelving for the Off-Site facility.

- o (\$2,000 = 1 x \$1000) **Shelving: "Short-term storage"**: The newly renovated laboratory inherited four jail holding cells that could not be demolished so they are being used for storage of Serology and DNA consumable items. Although the laboratory attempts to maintain some semblance of organization, it is difficult as confiscated old freezer shelves that were put into the jail cells do not fit appropriately in the jail cells and are subject to falling over. Therefore many boxes are stacked on the floors and on the original jail cell seats. It would be very beneficial to have a shelving system that will

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allow for the immediate identification and retrieval of materials stored in the jail cell.

- (\$1,563.29) **Shelving: "Short-term storage"**: The Quality Assurance manager for the DNA section is in need of storage units to keep the massive amount of documents used routinely for compliance with ASCLD-LAB and the FBI National DNA Standards as well as discovery including grant, audits, proficiencies, manuals and other important DNA documents. These documents must be maintained for a certain number of years then may be transferred to PBSO long-term storage.

EQUIPMENT (\$46,970)

- (\$30,000) **Stratagene MX3005P**: The latest qPCR technology will allow for the simultaneous amplification and quantification of total human DNA and Y-DNA. The ABI 7000 does not support this new technology and the need to run 2 analytical tests, such as is needed for Quantifiler and Quantifiler-Y is laborious and consumes more sample than is sometimes available. The switch to a more versatile and less expensive instrument is important in maintaining full capacity and efficiency in the laboratory.
- (\$7,400= 2 x 3,700) **Microscope**: The two new analysts will each need a microscope for confirmation of semen.

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- (\$5,070 = 2 x \$2535) **Microcentrifuge:** The two new analyst need microcentrifuges at their workbench in order to keep from having to traverse the laboratory with their samples.
- (\$4,500) **Bar-Code Scanner:** The new electronic system will allow for barcoding plates for placement on the BioMek NX DNA extraction workstation. These scanners will allow for the tracking of casework samples.

OTHER: (\$5,930) Grant funds may be used to "Provide basic infrastructure support" to assist with "material to conduct the basic processes of DNA analysis". The laboratory benches requested in this grant as well as new areas assigned to validation studies need chairs to allow the work to be conducted.

- Materials: Laboratory Bench-grade chairs: (\$5,930 = 12 X \$456.15)
Twelve different areas have been identified within the laboratory that will need laboratory-grade bench chairs. This category was used as these materials are not considered supplies, equipment or contracts.

In addition to the above goals and objectives, there are several validation studies that will need to be completed. Grant funds will be used to purchase the kits necessary to conduct these studies. This will include a new multiplex that will be available from the Promega Corporation called Plexor. The advantage of this multiplex is that there are two sets of quantification-based primers that allow for the quantification of total

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human DNA and Y-chromosome DNA. Currently it takes two different reactions and two separate sample aliquots of what at times are very precious samples. In addition there is a time savings of nearly three hours per run when both DNA quantifications are multiplexed versus the single primer set system. Validation of a faster differential system for extraction of semen is also an important goal of the laboratory. As a result, the Differex system will be evaluated as well. This system consists of a 96 well “basket-type plate” that will allow for the extraction of semen in a fraction of the time it currently takes to conduct a differential. The validation studies will also include conducting amplification and electrophoresis of validation samples to assure the correct profiles have been obtained.

The funds from this capacity Grant will greatly enhance the capabilities of the Serology/DNA section.

DETAILED BUDGET WORKSHEET AND BUDGET SUMMARY (\$205,343)

- A. Personnel: None
- B. Fringe benefits: None
- C. Travel: None
- D. Equipment: (\$46,970)

| | | | | |
|-----------|---------------------|--|----------|-------------|
| EQUIPMENT | qPCR Technology | Stratagene MX3005P qPCR System w/computer (#401449) | BioCrest | \$30,000.00 |
| | Lab Bench Equipment | Olympus microscopes (\$3700 each-new lab analyst) | Olympus | \$7,400.00 |
| | | 2 Brinkman mcf @ \$2535- two new analyst benches | VWR | \$5,070.00 |
| | Robot Scanner | Barcode scanner-for BioMek NX (Fly-by barcode scanner) | Beckman | \$4,500.00 |

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E. Supplies: (\$62,380)

| | | | |
|--------------------------------|--|-------------|-------------|
| Workstations/ Evidence Storage | Intern/Analyst Room DNA workstations (2 @\$3158ea) | JC White | 6,317.00 |
| | Research and Training Room Podium | JC White | 250.00 |
| Lab Bench Additions | Portable Bench RGT Prep RM | VWR | 4,000.00 |
| | Portable Bench RGT pre-Amp RM | VWR | 4,000.00 |
| | Portable Bench Lab Proper RM | VWR | 4,000.00 |
| Consummables | PCR kits (PP16BIO; ABI QF/QY; Plexor, Differex) | PROMEGA | 20,000.00 |
| | DNA IQ | PROMEGA | 1,200.00 |
| | Disposables/consummables | VWR | 3,563.00 |
| | 7 sets of pipetteman w/carousel (7 ea-\$1500) | Rainin | \$10,500.00 |
| Computers | IMAC Hitachi FMBIO replacements (3 - ea@2,000) | Apple Store | \$6,000.00 |
| Casework management | Automatic Paginator DS-6500 | Shear tech | \$2,550.00 |

F. Construction: None

G. Consultants/Contracts: (\$90,063) Electronic Data Capture System and

Evidence Storage

| | | | |
|------------------------------------|--|----------------|-------------|
| Electronic Data Capture and server | This includes hardware (server for the database and application which is accessed via a web browser), software for the server) and custom designed application development to provide automated reports that PBSO currently uses plus another 7 – 8 pages to accommodate additional casework evidence analysis. A user name/password development to ensure that the program is secure. Included is a server for file storage | Private Vendor | \$80,000.00 |
| Evidence Storage | Off-site storage: Blue bin metal rack system (3@ 2167ea) | Private vendor | 6,500.00 |
| | Supply room shelving- 14x60 | VWR | 1,000.00 |
| | Supply room shelving 14x42 | VWR | 1,000.00 |
| | DNA workstation storage units-BKC | VWR | 1,563.00 |

H. Other: (\$5,930)

| | | | |
|-------------------------|---|------------|----------|
| Laboratory bench Chairs | Lab Bench chairs-new bench areas: market-Lab (7 ea @ 440) | Market lab | 3,080.00 |
| | Lab Bench BioFit Casework chairs, new lab-VWR (6 ea- 475) | VWR | 2,850.00 |

I. Indirect Costs: none

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BUDGET SUMMARY

| <u>Budget Category</u> | <u>Amount</u> |
|-------------------------------|-------------------------|
| A. Personnel | <u>\$0</u> |
| B. Fringes | <u>\$0</u> |
| C. Travel | <u>\$0</u> |
| D. Equipment | <u>\$46,970</u> |
| E. Supplies | <u>\$62,380</u> |
| F. Construction | <u>\$0</u> |
| G. Consultants / Contracts | <u>\$90,063</u> |
| H. Other Costs | <u>\$5,930</u> |
| Total Direct Costs | <u>\$205,343</u> |
| I. Indirect Costs | <u>\$0</u> |
| | |
| Federal Request | <u>\$205,343</u> |
| Non-Federal Amount | <u>\$0</u> |