

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: December 18, 2007 [x] Consent [] Regular

 [] Ordinance [] Public Hearing

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

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: (A) Accept the National Institute of Justice (NIJ) FY 2006 Forensic Casework DNA Backlog Reduction Program Grant K071 in the amount of \$103,115 for the period October 1, 2006 through September 30, 2008; and **(B) Approve** a budget amendment in the amount of \$103,115 increasing the Sheriff's Grant Fund.

Summary: The National Institute of Justice (NIJ) has awarded the Palm Beach County Sheriff's Office (PBSO) \$103,115 for the FY 2006 Forensic Casework Backlog Reduction Program; the original period for this grant was October 1, 2006 thru September 30, 2007. On August 18, 2007, NIJ issued a Grant Adjustment Notice (GAN 3) releasing the funds and extending the grant period from September 30, 2007 through September 30, 2008. These funds will be used to continue funding the two Forensic Scientists hired through the NIJ 2005 Casework Program. The Forensic Scientists will screen and conduct DNA analysis on Sexual Assaults and Homicides and aid in the quality control protocols in the DNA laboratory. There is no match requirement associated with this award. No additional positions are needed and no additional County funds are required. Countywide. (DW)

Background and Justification: The National Institute of Justice has combined the Forensic DNA Capacity Enhancement and Forensic Casework DNA Backlog Reduction programs into the Forensic DNA Backlog Reduction Program. The goal of the Forensic DNA Backlog Reduction Program is to assist eligible states and units of local government to reduce DNA case turnaround time, increase the throughput of their DNA laboratories, and reduce DNA forensic casework backlogs. These improvements are critical to preventing future DNA backlogs, and to helping the criminal justice system use the full potential of DNA technology. The program provides funding to eligible States and units of local government to increase the capacity of their existing crime laboratories that conduct DNA analysis in order to analyze DNA samples more efficiently and cost effectively. The Catalog of Federal Domestic Assistance (CFDA) number is 16.743 and the grant number is 2006-DN-BX-K071. PBSO is a direct recipient of these funds.

Attachments:

1. Budget Amendment
2. Award Letter
3. Cooperative Agreement
4. Grant Adjustment Notice's 1-3
5. Application

RECOMMENDED BY:

DEPARTMENT DIRECTOR

DATE _____

APPROVED BY:

ASSISTANT COUNTY ADMINISTRATOR

DATE _____

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures	0				
Operating Costs	\$103,115				
External Revenues	(\$103,115)				
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 1152 Agency 160 Org 2112 Object 3129

Reporting
Category _____

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

The "Forensic Casework DNA Backlog Reduction Program" grant is funded through the National Institute of Justice. No additional County funds are required in FY 2008.

FY 2006 Forensic Casework DNA Backlog Reduction Program	<u>\$103,115</u>
Total	\$103,115

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

Elizabeth Blase 12/11/07
OFMB
12/10/07
CMT
12-10-07
11/10/07

Ann J. Smith 12/12/07
Contract Administration
12/12/07

B. Legal Sufficiency:

Dee 12/12/07
Assistant County Attorney

C. Other Department Review:

Department Director

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

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

Page 1 of 1 pages

FUND 1152 SHERIFF'S GRANTS FUND

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	REMAINING BALANCE
<u>Revenues</u>								
<u>DNA Forensic Casework K071</u>								
160-2112-3129	Federal Grant - Other Public Safety	0	0	103,115	0	103,115		
<u>TOTAL FUND REVENUES</u>		<u>\$0</u>	<u>\$2,141,026</u>	<u>\$103,115</u>	<u>\$0</u>	<u>\$2,244,141</u>		
<u>Expenditures</u>								
<u>DNA Forensic Casework K071</u>								
160-2112-9498	Transfer to Sheriff Fund	0	0	103,115	0	103,115		
<u>TOTAL EXPENDITURES</u>		<u>\$0</u>	<u>\$2,141,026</u>	<u>\$103,115</u>	<u>\$0</u>	<u>\$2,244,141</u>		

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 December 18, 2007

Deputy Clerk to the
Board of County Commissioners



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 8, 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 Forensic Casework DNA Backlog Reduction Program Grant Announcement in the amount of \$103,115 for Palm Beach County Sheriff. This funding is for the project titled "Forensic Casework DNA Backlog Reduction Program".

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

If you have questions regarding this award, please contact:

- Program Questions, 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,

Regina B. Schofield
Assistant Attorney General

Enclosures



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

September 8, 2006

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

Dear Sheriff Bradshaw:

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

Ensuring Access to Federally Assisted Programs

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

Providing Services to Limited English Proficiency (LEP) Individuals

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

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

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

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

Enforcing Civil Rights Laws

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

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42

U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

1) Meeting the EEOP Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

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

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

2) Submitting Findings of Discrimination

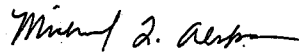
In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR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

Ensuring the Compliance of Subrecipients

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


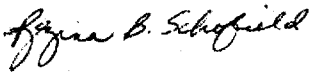
If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst

 <div>Department of Justice Office of Justice Programs National Institute of Justice</div>	Cooperative Agreement	PAGE 1 OF 5
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Palm Beach County Sheriff 3228 Gun Club Road West Palm Beach, FL 33406-3001	4. AWARD NUMBER: 2006-DN-BX-K071	
	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 09/08/2006	7. ACTION Initial
	8. SUPPLEMENT NUMBER 00	
	9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE FY06 Forensic Casework Backlog Reduction ProgramPalm Beach County, FL	10. AMOUNT OF THIS AWARD \$ 103,115	
	11. TOTAL AWARD \$ 103,115	
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		
<div>AGENCY APPROVAL</div> <div>GRANTEE ACCEPTANCE</div>		
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 	19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
<div>AGENCY USE ONLY</div>		
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B DN 60 00 00 103115		21. DN06S00220

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Justice
Office of Justice Programs
National Institute of
Justice

**AWARD CONTINUATION
SHEET
Cooperative Agreement**

PAGE 2 OF 5

PROJECT NUMBER 2006-DN-BX-K071

AWARD DATE 09/08/2006

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. Privacy; quality assurance; CODIS

The Recipient shall ensure that each DNA analysis conducted under this award is maintained pursuant to all applicable Federal privacy requirements, including those described in 42 U.S.C. section 14132(b)(3).

The Recipient shall ensure that all DNA analyses conducted with funding under this award are performed either (1) by accredited government-owned laboratories, or (2) through accredited fee-for-service vendors. Accreditation must be by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community.

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

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

The Recipient shall ensure that all eligible forensic DNA profiles obtained with funding under this award will be entered into the Combined DNA Index System (CODIS), and, where applicable, uploaded to the National DNA Index System (NDIS).



Department of Justice
Office of Justice Programs
National Institute of
Justice

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 3 OF 5

PROJECT NUMBER 2006-DN-BX-K071

AWARD DATE 09/08/2006

SPECIAL CONDITIONS

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

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

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

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

(B) Changes in caseload estimates

The Recipient agrees to notify NIJ immediately upon any significant reduction in the Recipient's estimate of the number of forensic cases (offenses of forcible rape and murder/non-negligent manslaughter) that will be analyzed within twelve months using the funds provided under this fiscal year 2006 award, above and beyond those that will be analyzed using funds from other sources.

7. (A) Quarterly performance metric reports

The Recipient agrees to submit quarterly performance metric reports. These reports will be submitted within 45 days after the end of the calendar quarter. The reports shall be submitted on-line through the Office of Justice Programs Grants Management System. The reports should contain information from the designated quarter regarding the number of cases analyzed and entered into CODIS, and, where applicable, uploaded to NDIS, and the number of forensic hits based on the casework DNA profiles entered into CODIS as a result of this fiscal year 2006 award.

(B) Final Report – DNA Forensic Casework

The Recipient shall submit a report within 90 days of the end of the award period that, at a minimum, (1) includes a summary and assessment of the program carried out with the funds made available under this fiscal year 2006 award, (2) cites the number of additional backlogged DNA cases that were analyzed and the reduction in the DNA casework backlog as a result of the fiscal year 2006 award, and (3) cites the number of additional DNA casework profiles entered into CODIS, and, where applicable, uploaded to NDIS, as a result of the fiscal year 2006 award. The Recipient shall ensure that all data and information necessary for the report are collected throughout the award period.

8. The recipient agrees to submit quarterly financial 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/>.



Department of Justice
Office of Justice Programs
National Institute of
Justice

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 4 OF 5

PROJECT NUMBER 2006-DN-BX-K071

AWARD DATE 09/08/2006

SPECIAL CONDITIONS

10. Due to the substantial Federal involvement contemplated in completion of this project, the National Institute of Justice (NIJ) has elected to enter into a cooperative agreement rather than a grant. This decision is based on NIJ's ongoing responsibility to assist and coordinate projects that deal with DNA analysis and capacity enhancement. NIJ will provide input and re-direction to the program, as needed, in consultation with the Recipient, and will actively monitor the project by methods including but not limited to ongoing contact with the Recipient. In meeting programmatic responsibilities, NIJ and the Recipient will be guided by the following principles: Responsibility for the day-to-day operations of this project rests with the Recipient in implementation of the Recipient's approved proposal, the Recipient's budget (as approved by OJP and NIJ), and the terms and conditions specified in this award. Responsibility for general oversight and redirection of the project, if necessary, rests with NIJ. In addition to its programmatic reporting requirements, the Recipient agrees to provide necessary information as requested by OJP and NIJ. These information requests may include, but are not limited to specific submissions related to: performance, including measurement of project outputs/outcomes; meeting performance specifications; developmental decision points; changes in project scope or personnel; budget modifications and/or coordination of related projects.
11. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
12. 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.
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.



Department of Justice
Office of Justice Programs
National Institute of
Justice

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 5 OF 5

PROJECT NUMBER 2006-DN-BX-K071

AWARD DATE 09/08/2006

SPECIAL CONDITIONS

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 funded activities may require the preparation of an environmental assessment (EA) as defined by the Council on Environmental Quality's Regulations for implementing the Procedural Provisions of the National Environmental Policy Act (NEPA), found at 40 CFR Part 1500. An EA is a concise public document that briefly provides sufficient analysis for determining whether to prepare an environmental impact statement (EIS) or a finding of no significant impact for the proposed activity. If in completing an EA for a proposed activity, potential adverse environmental impacts are identified, the EA will serve as a vehicle for developing either alternative approaches or mitigation measures for avoiding or reducing the identified adverse environmental impacts. Modifications: Throughout the term of this award, the Recipient agrees that for any activity that is the subject of a completed Environmental Assessment (EA), it will inform NIJ of (1) any change(s) that it is considering making to the previously assessed activity; (2) any changed circumstances, such as a change in the project site's conditions; or (3) any significant new information. The Recipient will not implement a proposed change until NIJ, with the assistance of the Recipient, has determined whether the proposed change will require additional review under NEPA. Likewise, in the case of new circumstances or information arising, NIJ, with the assistance of the Recipient, will determine if any additional environmental impact analysis is necessary. The approval will not be unreasonably withheld as long as any requested modification(s) is consistent with eligible program purposes and found acceptable under an NIJ conducted environmental impact review process.
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.
18. The Recipient agrees not to obligate, expend, or draw down any funds under this cooperative agreement, unless prior written approval has been granted, until any funds remaining under any previous award from NIJ for DNA backlog reduction (no-suspect and/or forensic casework) either have been expended by the Recipient for authorized purposes, or deobligated by NIJ and OJP, and a Grant Adjustment Notice has been issued removing this condition.



Department of Justice
Office of Justice Programs
National Institute of Justice

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Susan Narveson, Chief

Subject: Incorporates NEPA Compliance in Further Developmental Stages for Palm Beach County Sheriff

The recipient agrees not to obligate, expend, or draw down any funds until the program office has verified that the recipient has submitted all necessary documentation required to comply with the Department of Justice Procedures for Implementing the National Environmental Policy Act found at 28 CFR Part 61 and a Grant Adjustment Notice has been issued removing this condition.



Department of Justice
Office of Justice Programs
National Institute of Justice

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

PROJECT NUMBER
2006-DN-BX-K071

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 Forensic Casework DNA Backlog Reduction Program Grant Announcement

**3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)**

4. TITLE OF PROJECT

FY06 Forensic Casework Backlog Reduction ProgramPalm Beach County, FL

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

\$ 103,115

10. DATE OF AWARD

09/08/2006

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)

The Forensic Casework DNA Backlog Reduction Program provides formula funding to State and units of local government with existing crime laboratories that conduct DNA analysis. The funds are to be used to analyze backlogged forensic DNA casework samples from forcible rape and murder/non-negligent manslaughter, whether in government-owned accredited laboratories or through accredited fee-for-service vendors.
nca/ncf

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:	12/07/2006
Grantee DUNS Number:	182809921	Grant Manager:	Mark Nelson		
Grantee EIN:	59-6000786	Application Number(s):	2006-92676-FL-DN		
Vendor #:	596000786	Award Number:	2006-DN-BX-K071		
Project Title:	FY06 Forensic Casework Backlog Reduction ProgramPalm Beach County, FL	Award Amount:	\$103,115.00		

Removal of Special Conditions Related to Programmatic Requirements Withholding Funds			
Supplement 00			
	Special Condition Number	Special Condition Title	Status
<input type="checkbox"/>	Special Condition 16	Withholding of funds - NEPA	Inactive
<input checked="" type="checkbox"/>	Special Condition 17	Withholding of funds - revised budget (Coverdell and DNA)	Inactive
<input type="checkbox"/>	Special Condition 18	Withholding of funds - previous awards - DNA casework 2006	Active
* Required Justification for Removal			
<div>This GAN hereby removes Special Condition #17, which states:<div></div></div> <div>The recipient agrees not to obligate, expend, or draw down any funds until a revised budget<div></div></div>			
Attachments:			
Filename:	User:	Timestamp:	
06DNBXXK071.pdf	michelle	12/07/2006 9:52 AM	
06DNBXXK071R.pdf	michelle	12/07/2006 10:18 AM	
<div>Print</div>			
Audit Trail:			
Description:	Role:	User:	Timestamp:
Approved-Final	OC - Accounting Supervisor	foxmon	12/07/2006 10:53 AM
Submitted	PO - GAN 1st Line Supervisor	nelsonm	12/01/2006 8:49 AM
Draft	PO - Grant Manager	buchanaaj	11/30/2006 12:56 PM

Removal of Special Conditions Related to Programmatic
Requirements Withholding Funds GANUS 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:	002
Grantee Address:	3228 GUN CLUB ROAD WEST PALM BEACH, 33406	Program Office:	NIJ	Date:	12/07/2006
Grantee DUNS Number:	182809921	Grant Manager:	Mark Nelson		
Grantee EIN:	59-6000786	Application Number(s):	2006-92676-FL-DN		
Vendor #:	596000786	Award Number:	2006-DN-BX-K071		
Project Title:	FY06 Forensic Casework Backlog Reduction ProgramPalm Beach County, FL	Award Amount:	\$103,115.00		

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
<input type="checkbox"/>	Special Condition 18	Withholding of funds - previous awards - DNA casework 2006	Active

*Required Justification for Removal

This GAN hereby removes Special Condition #16, which states:

The recipient agrees not to obligate, expend, or draw down any funds until the program office has

Attachments:

Filename:	User:	Timestamp:
2006DNBXXK071WHform.pdf	bhatiam	12/07/2006 2:39 PM
2006DNBXXK071WHformRev.pdf	bhatiam	12/07/2006 2:40 PM

Print

Audit Trail:

Description:	Role:	User:	Timestamp:
Approved-Final	OC - Accounting Supervisor	foxmon	12/07/2006 4:36 PM
Submitted	PO - GAN 1st Line Supervisor	nelsonm	12/01/2006 8:50 AM
Draft	PO - Grant Manager	buchanaj	11/30/2006 12:55 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 - 09/30/2008	GAN Number:	003
Grantee Address:	3228 GUN CLUB ROAD WEST PALM BEACH, 33406	Program Office:	NIJ	Date:	08/18/2007
Grantee DUNS Number:	182809921	Grant Manager:	Mark Nelson		
Grantee EIN:	59-6000786	Application Number(s):	2006-92676-FL-DN		
Vendor #:	596000786	Award Number:	2006-DN-BX-K071		
Project Title:	FY06 Forensic Casework Backlog Reduction ProgramPalm Beach County, FL	Award Amount:	\$103,115.00		

Change Project Period

Current Grant Period:	Month: 11 Day: 29	New Grant Period:	Month: 23 Day: 29
Project Start Date:	10/01/2006	*New Project Start Date:	10/01/2006
Project End Date:	09/30/2007	*New Project End Date:	09/30/2008

*Required Justification for Change Project Period:

PBSO is respectfully requesting an extension of one year.
The grant monies associated with both the 2005 and 2006 Casework Backlog Reduction programs have been allocated to pay the salaries and benefits

Attachments:

None

Print

Audit Trail:

Description:	Role:	User:	Timestamp:
Approved-Final	OCFMD - Financial Analyst	SYSTEM_USER	08/18/2007 5:36 AM
Submitted	PO - Grant Manager	caraballob	08/15/2007 12:27 PM

ABSTRACT

The 2004 UCR Sexual Assault and Homicide Statistics show that in Palm Beach County Florida there were 89 homicides and 487 sexual assaults documented, 7.62% of the total for the State of Florida. The PBSO Serology/DNA Section has conducted DNA analysis for over twelve years and has experienced the pressures associated with increased casework load. Since 2000, there has been a precipitous gap between the number of cases submitted and the number analyzed (46%). In order to address the issues of a burdened DNA program, the section sought to identify and eliminate ineffective, laborious and time-consuming tasks while preparing for future technologies. The current bottleneck in the laboratory is the acceptance and screening of casework evidence, a task that may take hours, days or weeks. With the 2006 Forensic Casework DNA Backlog Reduction Program Grant funds, the PBSO will be conducting casework analysis on sexual assaults and homicides in-house. PBSO will not be submitting cases to an outside vendor. The goal of this grant request will be to continue funding the two Forensic Scientists hired through the NIJ 2005 Casework funds to screen and conduct DNA analysis on Sexual Assaults and Homicides and to aid in the quality control protocols in the laboratory. The advertising and interview process is currently underway and it is expected there will be a 6-8 months training period once the individuals are hired. The continued employment of the two NIJ 2005 Casework funded employees through use of the 2006 NIJ Casework funds will greatly enhance the productivity of the laboratory as well as reduce the violent crime casework backlog.

PROGRAM NARRATIVE

Objectives

Palm Beach County is the largest county in the state of Florida. The Evidence Custodians in the Technical Services Bureau accept casework evidence from over thirty-four law enforcement agencies within and including the county of Palm Beach and the Medical Examiners Office. An out-of-county case acceptance policy is also utilized upon approval. Currently the Serology/DNA Section has seven qualified DNA analysts including four full-time case working analysts, one CODIS Administrator (50% casework), one Technical Leader (50% casework), and one Supervisor (25% casework). The NIJ 2005 casework grant allotted monies for the hiring of two (2) new analysts who will be conducting screening and DNA analysis on violent crimes. The advertising for the 2005 Casework positions is currently underway.

The DNA Evidence coordinator whose sole job maintains all communication records with the 34+ agencies in the county, provide a list of cases to be assigned and makes casefile folders. Nearly 3,000 cases are projected to be submitted to the Serology/DNA Section in 2006 with approximately 60% with request for preservation or analysis. Analysis is only initiated when law enforcement calls in their case. Since January 2006, there have been 1,142 requests for Serology/DNA analysis. There are 43 Homicides and 58 Sexual Assault requests, 4.0% and 5.1% respectively. However, there are nearly 100 sexual assault kits that have been submitted and to date a request for analysis has not been entered. These are the cases that need to be screened and DNA conducted where

appropriate. The two 2005 Casework funded employees will be able to perform this screening and eventually conduct the DNA analysis. It is important these two positions be supported through both NIJ funds and the Sheriff's Office. Although the long term solution to this problem of not conducting DNA analysis on all necessary qualifying cases is to hire permanent DNA analysts, the temporary solution provided by this solicitation and previous solicitations will help resolve a significant portion of the qualifying cases backlog at PBSO. The project design is already in place to fulfill the programs objectives of conducting backlogged violent crime cases in-house. The PBSO will be using current electronic log sheets to identify submitted cases that meet the solicitation guidelines for DNA analysis. Briefly, the qualifying cases will be catalogued through the existing LIMS system and identified as either viable or non-viable for casework analysis. Viable essentially means there is not a statute of limitations and the victim(s) is/are willing to prosecute. Non-viable means either the State Attorney's Office will not file, the case has pled, the statute of limitations has run out or the victim(s) is/are not willing to prosecute. Once these cases have been identified, they will be prioritized according to the date of the offense and if there is biological evidence. The cases will then be distributed to qualified analyst for DNA analysis, interpretation and CODIS submission.

Expected Results

According to the internal laboratory management System, PBSO currently shows that since January 2006 evidence has been submitted for DNA analysis for:

68 homicides

30 Death Investigations

2 child sexual assaults

87 Sexual assaults

Therefore it is projected there will be approximately 187 qualifying cases at a minimum to be investigated for the 12 month grant period. With the help of the two NIJ 2005 analysts, whom will already be trained by this time, over 90% of these cases will be analyzed above and beyond the normal course of casework analysis. All of these cases will be researched and screened for biological material, DNA analysis conducted where appropriate and qualifying profiles submitted to CODIS.

The two 2006 NIJ grant funded Forensic Scientists will also be tasked with quality control documentation in the laboratory including temperature monitoring of designated equipment, calibration of instruments such as the thermalcyclers, QA/QC of reagents etc. This is an important part of the accreditation process and all PBSO analysts participate in the Quality Assurance/Quality Control program.

Implementation Approach

PBSO will fulfill the objectives described within the solicitation by:

Continuing to utilize the two Forensic Scientists hired through the 2005 casework grant to:

- Identify, collate, and screen casework evidence using presumptive tests
- Verify the presence of body fluids using confirmatory tests for blood and semen

- to collect and store violent crime evidence to the end that submission of appropriate DNA profiles into CODIS will reduce the casework backlog and solve crimes.
- Help with Quality Control documentation in order to maintain compliance with accreditation standards.
- Ensure that qualifying DNA profiles are submitted to CODIS as per federal guidelines.

The viable cases will be tracked and logged then the Evidence coordinator will notify agencies that they may submit the evidence to the Serology/DNA Section for testing. All cases will be analyzed in house. A report will follow each case analysis. DNA profiles with a CODIS hit will be researched and investigated for a judicial ending. In addition, non-CODIS hit DNA profiles will be researched for possible issuance of a John Doe warrant by the prosecutors office. All law enforcement agencies in Palm Beach County have previously been contacted and they are aware of the submission policies of the laboratory. The objective is to provide better and more efficient services for the entire county.

Cases Having Biological Evidence: Selected cases will be screened for the following information by DNA Evidence Coordinator and Laboratory Analyst:

1. Review culled detective list to verify status
2. Pulled all case files to review evidence

3. Compiled final qualifying cases:

- a. Statute of limitations not expired
- b. True qualifying cases
- c. Likely to have biological evidence
- d. Cases with Available Standards: All cases with elimination standards will be identified as the case files are investigated for the questioned evidentiary biological materials.
- e. The two new Forensic Scientists provided by the 2006 grant will largely conduct screening of cases. PBSO will request the admitting agency to determine if the case has any known suspects. If the agency is not sure, the casefile property receipts will be reviewed to determine if any standards have been submitted or if any notation regarding a suspect in a related submitted case is a viable suspect. If possible, it will be important to have all of the evidence submitted in a case before the case begins in order to maintain a high level of efficiency.
- f. Ensuring Judicial Conclusion: The submitting agency representative will have previously reviewed all cases submitted. At this time in collaboration with the investigator, the CODIS Administrator and the attorney for the prosecutors office, it will be determined if a judicial conclusion is probable. Tracking of the case through the judicial system will be conducted will be accomplished primarily through the lead detective in the case.
- g. Additional factors effecting productivity: In order to have an effective

violent crimes casework program and to facilitate increase productivity, the 2006 grant funded Forensic Scientists will

1. Attempt to identify single source samples in cases
2. Review all "complicated cases" (many items) with the lead detective in order to narrow down the sample of interest
3. Search the local database with full profiles first followed by partial profiles that have already been searched PBSO will use the resources of the Palm Beach County law enforcement agencies to determine if there are cases that they have not submitted but the cases most likely have biological fluids, the statute of limitations has not expired and a judicial conclusion likely may occur. There may be agencies that do not realize PBSO has a qualifying case acceptance policy. As a result, a concerted effort will be made through telephone and memo notification to request submission of qualifying cases. The lead investigator on the case will be requested to review all biological evidence in the assigned cases with one of the two new Forensic Scientists and list the evidence with the most probative value. The States Attorney's Office will be notified of this proposal and discussions regarding how to proceed with determining the judicial process once a hit or John Doe warrants may be necessary.

1. Cost effective DNA Testing: The cost of conducting analysis on each sample will be significantly lower than if outsourced mainly due to the screening and

analysis in-house by the two 2006 NIJ grant funded Forensic Scientists. The following will be general steps in the analysis process:

- a. Liquid Bloods: will be dried on Whatman Filter paper
 - b. All sexual assault kit contents will be signed out from the PBSO Evidence Custodian and the contents preserved at -20°C in the Serology/DNA section.
 - c. Over 100 sexual assault cases have been identified to date Andover 40 homicides.
3. Quality Results: PBSO will require quality results for all analysis. In order to assure that quality analysis has been conducted, the Supervisor of the PBSO Serology/DNA section, Technical leader and the laboratory Analysts will be continuously involved in training and assessment of work conducted by the two Forensic Scientists.
- a. Review all case data and reports
 - b. Review all DNA electronic and hard copy data generated for each case
 - c. Review all returned evidence for appropriate labels, seals, initials, dates and timely return
4. Laboratory requirements include:
- a. Extraction using the DNA IQ magnetic bead and robotic workstation
 - b. Quantification using the real-time PCR ABI7000 instrument
 - c. Amplification using PowerPlex 16 BIO
 - d. Allele detection using the MiraiBio FMBIO II/III instrument

- e. PBSO Technical Services Division holds a Certificate of Accreditation from ASCLD-LAB and has successfully passed audits by the National Forensic Science and Training Center (NFSTC) and ASCL-LAB for compliance with the FBI standards as outlined in the Quality Assurance Standards for Forensic DNA testing laboratories.
- f. The DNA and Serological manual states that all proper controls are run with all cases.

It is estimated that approximately 187 additional cases will be screened and/or analyzed Over the twelve month period of the 2006 Casework grant with the continued efforts of the two 2005 NIJ grant funded Forensic Scientists if they have continued funding using the 2006 Casework grant.

The goal of reducing the forensic DNA casework backlog will have a significant impact on the Serology/DNA section of the Palm Beach County Sheriff's Office Crime Laboratory. The use of funds for continued support of the two forensic scientists will also allow PBSO to build a more self reliant, self-sufficient DNA program.

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 caraballoc@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. 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.

BARBARA K. CARABALLO, B.S., M.P.A.
Forensic Quality Assurance Manager

EDUCATION

M.P.A. NOVA Southeastern University, Ft. Lauderdale, Florida, September 2000
B.S. FORENSIC CHEMISTRY, Ohio University, Athens, Ohio, June 1981

CERTIFICATION

American Board of Criminalistics - Diplomate

PROFESSIONAL HISTORY

FORENSIC QUALITY ASSURANCE MANAGER, Palm Beach Sheriff's Office Technical Services,

3228 Gun Club Road, West Palm Beach, FL 33406 (12/99 to Present)

Develop, implement, analyze and audit procedures, processes and policies, budgets and strategic plans as
pertains to ASCLD/LAB accreditation, PBSO policies and CFA accreditation, LIMS Network System, Safety and all DNA and Paul Coverdell Laboratory Improvement Grants through NIJ. Grants awarded have totaled over \$2.8 million. Function well under intense time constraints. Successful liaison with all levels of personnel in internal departments and external agencies at the municipal, county, State and Federal levels.

ADMINISTRATIVE SUPERVISOR, Forensic Scientist Supervisor, PBSO Crime Laboratory (5/96 to 12/99)

Supervisor of Laboratory Evidence and Administrative Offices: planned, coordinated and monitored staff daily activity, scheduled work, programs, training, problem resolution and performance evaluations. LIMS System Administrator, QA Manager, Grant Manager, Safety Officer.

FORENSIC SCIENTIST SUPERVISOR and FORENSIC SCIENTIST III, PBSO Crime Laboratory, (11/89 to 5/96)

Supervisor and case-working scientist, with increased responsibility over time. Responsible for court testimony, budget, planning, quality assurance, research and implementation of new techniques, assisted in crime scenes.

Planned, coordinated and monitored staff daily activity, scheduled work, programs, training, problem resolution and performance evaluations. Responsible for research and implementation of new techniques.

SENIOR CRIMINALIST and CRIMINALIST, Lake County Regional Forensic Laboratory, Painesville, OH (6/81 to 10/89)

Case-working forensic serologist and trace evidence examiner with increased responsibility over time. Responsible for crime scene analysis and the implementation of new techniques.

SERVICE

PBSO Broken Star Fund Director - February 2002 - present

PBSO Safety Committee - Co-Chairman - January 2001-present

ASCLD/LAB Inspector - Biology: Texas DPS 2/02, Colorado BI 7/03 and Vermont DFS 10/04, Missouri SHP 9/05

AFQAM Strategic Planning Committee - Chair - 2004-present

AFQAM Membership Committee - 2003

American Board of Criminalistics - Proficiency Review Committee 1994 - 1996
Recertification Committee 1996 – 1999, 2001-2005
Forensic Biology Peer Group 1997

American Academy of Forensic Sciences - Criminalistics Section Surplus Funds Committee
1994-1996

SPECIALIZED TRAINING

FBI Laboratory Management Symposium, Georgia Tech, Atlanta, GA 2006

JusticeTrax User's Group, Scottsdale, Arizona 2005

FBI Laboratory Management Symposium, UM, Ann Arbor, MI 2005

4th Annual AFQAM Meeting, Indian Rocks, Beach, FL 2005

DNA Audit Document Refresher Training, FBI Academy, Quantico, VA (2004)

FRN/CLIP Conference, Tampa, FL, (2004)

32nd Annual Crime Lab Development Symposium, Carlson School of Mgmt., Minneapolis, MN,
(2004)

AFQAM Meeting, Las Vegas, NV (2004)

FCLC ISO 17025 Workshop, Largo, FL (2004)

NIJ DNA Summit (DNA Grant), Washington DC (2004)

AFQAM Meeting, Indianapolis, IN, (2003)

JusticeTrax User's Group Meeting, Phoenix, AZ, (2003)

AFQAM Meeting, ISO Workshop, Austin, TX, (2002)

JusticeTrax User's Group Meeting, Phoenix, AZ, (2002)

ASCLD/LAB Inspector Training Workshop, Salt Lake City, UT (2001)

DNA Auditing Workshop, CODIS User's Conference, Washington, DC (2001)

Performing Effective Audits, FBI Academy, Quantico, VA (2000)

JusticeTrax, Advanced Crystal Reporting, Phoenix, AZ (2000)

Laboratory Auditing Workshop, NFSTC (1999)

JusticeTrax, Designing Custom Reports, Phoenix, AZ (1999)

Quality Assurance Symposium, San Antonio, TX (1999)

Proficiency Testing in the Forensic Science Laboratory, AAFS Workshop, Orlando, FL (1999)

JusticeTrax Joint Application Design, Phoenix, AZ (1998)

Ethics in Forensic Science, AAFS Workshop, New York, NY (1997)

Laboratory Quality Assurance, FBI Academy, Quantico, VA. (1996)

CODIS Administrator's Training, Vienna, VA (1997)

CODIS User's Group, Tallahassee, FL (1996)

Statistics and Population Genetics for Forensic Science, Summer Institute in Statistical Genetics,
NCSU, Raleigh, NC (1996)

DNA Typing with STR's Workshop, Promega Corp., Madison, WI (1995)

Florida DNA Training Session III, Advanced PCR Applications, Orlando, FL (1995)

Florida DNA Training Session II, PCR Applications, Orlando, FL (1993)

Advanced Aspects of Forensic DNA Analysis, FBI Academy, Quantico, VA., (1992)

HLA DQ α , Polymarker, AMP-FLP Workshop, Perkin-Elmer / Roche Molecular Systems,
Richmond, CA. (1992)

Forensic DNA Profiling, Metro-Dade Crime Laboratory, Florida International University
graduate credit (1991)

Florida DNA Training Session I, Orlando, FL (1990)

Forensic / Laboratory Application of DNA Typing Methods, FBI Academy, Quantico, VA.,
University of Virginia graduate credit (1990)

Non-Isotopic Detection of DNA Polymorphisms Workshop, Allo-Type Genetic Testing, Atlanta, GA. (1988)
Human Immunoglobulin Allotyping Workshop, Allo-Type Genetic Testing, Atlanta, GA. (1987)
Biochemical Methods of Bloodstain Analysis, FBI Academy, Quantico, VA., University of Virginia graduate credit (1985)
Microscopy of Hairs and Fibers, FBI Academy, Quantico, VA., (1984)
Bloodstain Pattern Analysis, MAFS, Silver Lake, MN (1984)
Forensic Fiber Microscopy, McCrone Research Institute, Chicago, IL., (1984)
Advanced Trace Evidence Microscopy, McCrone Research Institute, Chicago, IL., (1983)
Semen Identification, Serological Research Institute, Emeryville, CA., (1982)
Applied Polarized Light Microscopy, McCrone Research Institute, Chicago, IL., (1981)

INVITED LECTURES (Selected Listing)

Technical Services Evidence Submission and Packaging - PBSO FTO Training Instructor 1997-2005
Safety Committee and Broken Star - Palm Beach County Sheriff's Office, New Employee Orientation Program, 2002 - 2004.
Technical Services Bureau, Evidence Submission and Analysis - Palm Beach Sheriff's Office Law Enforcement Training Program, Feb. - June 2000
Crime Laboratory Procedures and Quality Assurance - Palm Beach County State's Attorneys Office, Feb. 1999
Crime Scene Procedure - The Collection and Preservation of Evidence Seminar- "Evidence Submission Procedures", Sponsored by the State Attorney's Office, 15th Circuit Court, FL, July 1997
Florida DNA Training Session III: Advanced PCR Applications - "Laboratory Needs for STR Systems", May 1995
Florida Division Of the International Association for Identification District VII - "Crime Lab Evidence", May 1994
Victimology, Sponsored by Palm Beach Atlantic College - "Sexual Assault Evidence and DNA Analysis", February, 1994
Florida Criminal Justice Executive Institute - "Violent Crime Investigations: Introduction to Crime Lab Procedures", September 1993
Palm Beach State Attorney's Office - DNA Workshop, May/June 1993
Florida DNA Training Session II: PCR Applications - "Technical Issues", May 1993

COMMITTEE PARTICIPANT, PANEL DISCUSSION

LIMS Systems - AFOAM, Austin, Texas, October 2002
JusticeTrax Joint Application Design Session, Phoenix, AZ, June 2000
AG Communications LIMS-plus Joint Application Design Session, Phoenix, AZ August 1998
FBI STR Standardization Committee - PBSO Management Representative Washington DC, April 1996 - November 1997
Licensing and Technology Transfer Issues for DNA Identity Testing Laboratories - Fifth International Symposium on Human Identification, Scottsdale, AZ October 1994
Quality in Forensic Science - American Academy of Forensic Sciences, Boston, Mass. February 1993

PUBLICATION

Crouse C A, Vincek V, Caraballo B K, "Analysis and Interpretation of the HLA DQ α 1.1 Weak-Signal Observed During the PCR-Based Typing Method", Journal of Forensic Sciences, Vol. 39, No. 1, January 1994, pp. 42-52.

COURT TESTIMONY

Expert Witness Testimony in the fields of Forensic Serology, Trace Evidence Examination, Drug Analysis, Crime Scene Analysis, Collection and Preservation of Biological Evidence and Bloodstain Pattern Analysis. Over 100 sworn testimonies in Common Pleas and Circuit Courts in Ohio, Pennsylvania and Florida.

PROFESSIONAL AFFILIATIONS

Association of Forensic Quality Assurance Managers - Member

American Academy of Forensic Sciences Criminalistics Section - Member

Midwestern Association of Forensic Scientists - Member

Southern Association of Forensic Scientists - Member

7/06

CECELIA A. CROUSE Ph.D.
2006

A. CAREER HISTORY

1. Supervisor Serology/DNA Section, (May, 1996-present) and DNA Technical Leader May, 1996-Aug., 2003) Palm Beach County Sheriff's Office Crime Laboratory
*Primarily responsible for the research, development, and application of DNA technologies for casework as well as administrative duties
2. Senior Forensic Scientist, DNA Technical Leader, Palm Beach County Sheriff's Office Crime Laboratory (February, 1992-May, 1996)
*Primarily responsible for the development and implementation of DNA typing technologies for casework analysis
3. Research Associate: Eli Lilly and Company, Indianapolis IN. (1979-1983)
*Primarily responsible for plant genetics program for SE United States field research stations.
4. Temporary Research Assistant: Eli Lilly and Company, Indianapolis IN. (1978)
* Responsible for assisting senior scientist with a diversity of agricultural research projects.
5. Secondary Education Teacher: Frankenmuth High School, Frankenmuth, MI (1976-1978)
*Responsible for teaching high school science curriculum

EDUCATIONAL BACKGROUND

1. Post Doctoral Fellow: Department of Ophthalmology Bascom Palmer Eye Institute and Department of Microbiology and Immunology, University of Miami School of Medicine, Miami, Florida(1988-1992).
2. Ph.D., Department of Microbiology and Immunology, University of Miami, Miami, Florida (Dec, 1987)
3. B.S. Department of Natural Science, Michigan State University, East Lansing, Michigan (March, 1976)
4. Assoc. Science: Department of Science, Jackson Community College, Jackson, Michigan (Dec 1973)

SPECIALIZED EDUCATIONAL TRAINING

1. Application of DNA Typing Methods; FBI DNA training course, Quantico, VA (April 13- May 8, 1992) University of Virginia course credit
2. AmpliType HLA DQ alpha Forensic DNA Amplification and Typing Training Workshop; Perkin-Elmer/Roche Molecular Systems, Alameda CA (June 1-10, 1992)
3. Advanced Aspects of Forensic DNA Analysis; FBI DNA training course, Quantico, VA (November 16-20,1992)

4. Forensic Serology; FBI Training course, Quantico, VA (June 7-11, 1993)
5. Statistics for Forensic Scientists Workshop, St. Petersburg Junior College Criminal Justice Institute, (January 22-24, 1996)
6. Statistics Workshop, 7th International Symposium on DNA Identification, Scottsdale, Arizona (September 16-18, 1996)
7. Expert Witness Testimony, 9th International Symposium on DNA Identification, Orlando, Florida (October 5, 1998)
8. Population Genetics and Statistics Workshop, Miami, Florida; February 23-25, 1999
9. CODIS Training, SAIC/FBI, Vienna, Virginia, June 12-15, 2000
10. FBI DNA Audit Course, Marshall University, Morgantown, VA May 13-15, 2003

PEER-REVIEWED PUBLISHED JOURNAL ARTICLES

1. Crouse C.A. and Pauley RJ. "Molecular cloning and sequencing of the mtv-1 LTR: evidence for a LTR sequence alteration", Virus Research 1989. Feb.12(2)p.123- 137.
2. Crouse C.A., Pflugfelder SC, Cleary TJ, Demick S, and Atherton SA. "Detection of Epstein-Barr viral genomes in normal human lacrimal glands", J. Clin. Micro. 1990. 28:1026- 1032.
3. Crouse C.A., Pflugfelder SC, Periera I, Cleary TJ, Rabinowitz S. and Atherton SA. "Detection of herpes viral genomes in normal and diseased corneal epithelium", Current Eye Research . 1990. 9:569-581
4. Pflugfelder S.C., Crouse CA, Periera I, and Atherton SA. "Amplification of Epstein-Barr viral genomic sequences in blood cells, lacrimal glands and tears from primary Sjogren's syndrome patients", Ophthalmol. 1990. 97:976-984.
5. Crouse CA, Pflugfelder S.C., Periera I, and Atherton SA. "EBV genomic sequences amplified in blood cells, lacrimal glands and tears from primary Sjogren's syndrome patients", 1990. ICSU Short Reports 10:71.
6. Pflugfelder, S.C., Huang H., and Crouse C.A. "Epstein-Barr virus keratitis after a chemical facial peel. Amer. J. Ophthalmol. 1990. 110:571-573.
7. McLeish W, Pflugfelder SC, Crouse CA, Miller D, Rabinowitz S, Hill EL, and Atherton SA. "Successful interferon-alpha 2 treatment of HSV-1 keratitis resistant to antiviral therapy", Ophthalmology 1990.109:93-9
8. Fox, G., C.A. Crouse, E. L. Chuang, S.C. Pflugfelder, T.J. Cleary, S.J. Nelson, S.S. Atherton "Detection of herpesvirus DNA in vitreous and aqueous specimens by the polymerase chain reaction", Archives of Ophthalmology 1991. 109:266-271
9. Levine, J., Pflugfelder, S., Yen, M., Crouse, C., Atherton, S. "Detection of the complement (CD21)/Epstein-Barr Virus receptor in human lacrimal gland and ocular surface epithelia", Regional Immunology 1991. 3:164- 170.

10. Cray C., C.A. Crouse, S.S. Atherton and R. J. Levy "Effect of Concurrent Graft-Versus host reaction on tissue distribution and infectious titer of murine cytomegalovirus", Archives of Virology, 1991. 121:101-110
11. Yen, M., Pflugfelder S.P., Crouse C.A., and Atherton S.A. "Characterization of the ocular surface and lacrimal gland for epithelial cytokeratin molecules", Invest. Ophthalmol. Vis.Sci., 1992. 33:3235-3241.
12. Pflugfelder S.C., Crouse C.A., Monroy D., Yen M., Rowe M., Atherton S.S. "Epstein-Barr virus and the lacrimal gland pathology of Sjogren's Syndrome", American Journal of Pathology 1992. 143:49-64.
13. Crouse C.A., Vincek V., Caraballo B. "Analysis and interpretation of the "1.1 Weak-Signal" observed during the HLA DQ α AmpliType procedure" Journal of Forensic Science, 1994, 39:41-51
14. Crouse C.A., Jeffrey Ban and D'Alessio J.K. "Extraction of DNA from forensic-type sexual assault specimens using simple, rapid sonication procedures", Biotechniques 1993, 15: 636-648
15. Crouse C.A., Feuer, W.J., Nippes D.C., Hutto, S.C. Barnes, K.S., Livingston S., Ginsberg L., and Glidewell, D.E., "Analysis of HLA DQ α Allele and Genotype frequencies in populations from Florida", Journal of Forensic Science, 1994, Vol.39 731-742.
16. Crouse C.A. and Vincek V. Identification of ABO alleles on forensic-type specimens using Rapid-ABO genotyping. BioTechniques, 1995, 278-283
17. Crouse C.A. and Schumm, J. W. Investigation of specie specificity using nine PCR-based STR systems. Journal of Forensic Science, 1995 Vol40, 952-956
18. Micka K., Sprecher C.J., Lins A., Comey C., Koons B., Crouse C.A., Endean D., Pirelli, K., Lee S., Duda N., Ma M. and Schumm J.W. Validation of Multiplex Polymorphic STR Amplification sets developed for personal identification. Journal of Forensic Science, 1996 582-590
19. Crouse C.A., Nippes D.C. and Ritzline E.L. "Confirmation of PM Typing Protocols for Consistent and Reliable Results" Journal of Forensic Science, 1996, 493-496
20. Crouse C.A., Amriott, B.A., Gibson, S.D., Masibay, A. "Analysis and Interpretation of STR Microvariant and Three-banded Patterns Using Multiple Allele Detection Systems". Journal of Forensic Science, Jan 1999, 87-94
21. Micka, K.A., Amriott, E.A., Hockenberry, T.L., Sprecher, C.J., Lins, A.M., Rabbach, D.R., Taylor, J.A., Bacher, J.W., Glidewell, D.E., Gibson, S.D., Crouse, C.A., and Schumm, J.W. "TWGDAM Validation of a Nine-Locus and a Four Locus Fluorescent STR Multiplex System", Journal of Forensic Science, Nov. 1999, 1243-1257
22. Eleni N. Levedakou et.al. "Characterization and Validation of PowerPlex2.1, a Nine-Locus Short Tandem Repeat (STR) Multiplex system and Penta D Monoplex, submitted, Journal of Forensic Science
23. Eleni N. Levedakou, D.A. Freeman, M.J. Budzynski, B.E. Early, B.A. Amriott, K.C. McElfresh, J.W. Schumm, S.R. Ulery, D. Silva, A.J. Townly, A. Pollard, J. Lewis, J. Gombos, J. Sailus, C.A. Crouse and M. Nelson. "Allele frequencies for fourteen STR Loci of the PowerPlex1.1 and 2.1 Multiplex Systems and Penta D Locus in Caucasians, African-Americans, Hispanics and Other Populations of the

- United States of America." Accepted, Journal of Forensic Science, January, 2001.
24. Crouse C. A. "Implementation of Forensic DNA Analysis on Casework Evidence at the Palm Beach County Sheriff's Office Crime Laboratory: Historical Perspective". Croatian Medical Journal June, Vol 42, 247-25
 25. Silva, D. A., Crouse, C. A., Chakraborty, R., Goes, A. C., and Carvalho, E. F. (1-28-2004) Statistical analyses of 14 short tandem repeat loci in Brazilian populations from Rio de Janeiro and Mato Grosso do Sul states for forensic and identity testing purposes. *Forensic Sci.Int* . 139(2-3): 173-176
 26. Susan A. Greenspoon, Ph.D., Jeffrey D. Ban, M.S., Lourdes Pablo, M.S., Cecelia A. Crouse, Ph.D, Frank G. Kist, B.S., Chris S. Tomsey, M.S., Alex L. Glessner, B.S, Lisa R. Mihalacki, B.S., Terry Long, M.S., Bruce J. Heidebrecht, B.S., David A. Freeman, Ph.D., Carl Soberalski, M.S., Nathan Brueschoff, B.S., Ashima S. Amin, M.S., Elizabeth K. Douglas, M.S., and James W. Schumm, Ph.D, "Validation and Implementation of the PowerPlex® 16 BIO System STR Multiplex for Forensic Casework." JFS January , 2004, Vol49 No 1 pg 71-80
 27. Cecelia Crouse, Stephanie Yeung, Susan Greenspoon, Amy McGuckian, Julie Sikorsky , Jeff Ban and Richard Mathies, Improving the Efficiency of a Small Forensic DNA Laboratory: Evidence Tracking, Robotic Assays and Future Microcapillary Array Devices (submitted Croatian Medical Journal)

PUBLISHED ABSTRACTS:

1. Crouse C.A. and Pauley R.J. International Breast Cancer Association, 1987
2. Crouse C.A. and Pauley R.J. American Association for Cancer Research. 1988.
3. Crouse C.A., Pflugfelder S.C., Demick SE, and Atherton SS J. Cell Biochem. Suppl 13E, 1989.
4. Vann V.R., Crouse C.A., Culbertson W.W. and Atherton S.S Invest. Ophthalmol. (Suppl.) Vol 30:215, 1989.
5. Pereira I.C., Crouse C.A., Pflugfelder S.C., Demick, S.E. and Atherton S.S. Pan-American Congress of Ophthalmology, September, 1989
6. Crouse, C.A., S.C. Pflugfelder, I. Periera, S. Rabinowitz, S. Atherton Invest. Ophthalmol. (Suppl.) Vol. 31:221, 1990
7. Fox, G.M., C.A. Crouse, S.S. Atherton, and S. C. Pflugfelder Invest. Ophthalmol. (Suppl.) Vol. 31: 366, 1990
8. Bloti, B.A., S.C. Pflugfelder, C.A. Crouse, J. Levine, S.S. Atherton. Invest. Ophthalmol. (Suppl.) Vol. 31: 62, 1990
9. Pflugfelder, S.C., C.A. Crouse, I. Pereira, and S.S. Atherton Invest. Ophthalmol.
10. Crouse, C.A. , G. Fox, S. Pflugfelder, E. Chuang and S.S. Atherton. CEI: July, 1990.
11. Crouse, C.A. Pflugfelder S.C. Yen M., and Atherton S.A. Invest. Ophthalmol. (Suppl.) 32 :807, 1991
12. Crouse C.A., Pflugfelder S.C, Atherton, S.A. Clin Exper. Rheumatology. Vol.9:336, 1991
13. Pflugfelder S.C., Huang A.J.W., Crouse C.A., Tseng S.C.G. Clin. Exper. Rheumatology 9:314, 1991

14. Crouse, C.A. Pflugfelder, S.J., Monroy, D, Rowe M.. and Atherton, S.A Invest. Ophthalmol. (Suppl.) 33:846; 1992.
15. de Carvalho F.M., Pflugfelder, S.C., Crouse C.A., Monroy D., and Atherton S.S. Invest. Ophthalmol. (Suppl.) 33:1024, 1992.
16. Pflugfelder S.C., Crouse C.A. and Atherton S.S. International Conference on Herpetic Eye Diseases. New Orleans, Louisiana.
17. Pflugfelder S.C., Crouse C.A. and Atherton S.S. Invest. Ophthalmol. (Suppl.) 34:1379 1993.
18. Crouse C.A., Vincek V., Caraballo B.K. Amer. Acad. of Forensic Science and The Forensic Science Foundation Inc. pp.78, 1993.
19. Crouse C.A., Feuer W.J., S.C. Hutto and Glidewell D.E. The Second International Symposium on Forensic Aspects of DNA Analysis, accepted March, 1993.
20. Wright W.R., Crouse C.A., Lewis S., Amer. Acad. of Forensic Science and The Forensic Science Foundation Inc. pp.82, 1994.
21. Crouse C.A., Ban J.D. and D'Alessio J.K. Amer. Acad. of Forensic Science and The Forensic Science Foundation Inc. pp.74, 1994.
22. Crouse, C.A. and Vincek, V., The Fifth International Symposium on Human Identification pg 166, 1994
23. Schumm J.W., Micka K., Sprecher C.J., Lins A., Comey C., Coons B., Crouse C.A., Endean D., Zold K., Lee S., Duda N., and Ma M. The Fifth International Symposium on Human Identification page 49, 1995
24. Glidewell, D., Crouse, C.A., and Caraballo, B.K.. American Academy of Forensic Science, 1995
25. Crouse, C.A. , Badger, C. , Yuen, W. Sixth International Symposium on DNA Identification, page 167, 1995)
26. Crouse, C.A., Glidewell, D. E., Rogers, S. and Evans, S. Sixth International Symposium on DNA Identification, page 168, 1995)
27. Cotton, R., Chakraborty, R., Crouse. C., Forman, L., Kriss, J. , Ranadive, A., Saipes, D., Weber, M., Weir, B., and Word, C. American Academy of Forensic Science 1996
28. Crouse, C.A. and Glidewell, D.E. The Seventh International Symposium on Human Identification page 97, 1996
29. Crouse, C.A., Glidewell, D.E., Gibson, S.D., Amriott, B.A., Promega/BioBras Latin American Symposium on Human Identification, August, 1997
30. Crouse, C.A., Rogers, S., Amriott, B.A., Gibson, S.D., Masibay, A. Eighth International Symposium on DNA Identification, September 1997
31. Gibson, S.D., Amriott, E.A., Crouse, C.A., and Weir, B. "Validation of the PowerPlex STR System and DQA1, PM and PowerPlex Genotype frequencies in the Palm Beach Databases" 1998, American Academy of Forensic Science,
32. Hockenberry, T.L, Sailus, J, Crouse C.A.: Ninth International Symposium on DNA Identification, October 1999
33. Silva, D.A., Chakraborty, R., Stivers, D., Zhong, Y, Carvalho, E.F, Crouse C.A. Tenth International Symposium on DNA Identification, October, 1999.
34. Crouse, C.A., M.Kline, R.H. Curtis "Documenting Real-World Pipette Performance" Accepted, American Academy of Forensic Science 2000

35. Paradela, E.R., Glidewell, D.E. and Crouse C.A. Feasibility of Conducting PCR-based DNA Analysis at the Crime Scenes" Accepted, International Symposium on DNA Identification, October, 2000.
36. Konotop, F. and Crouse C.A. Comparison and Analysis of Polyacrylamide gel matrixes for the detection of Fluorescent Megaplex STR alleles. Accepted, International Symposium on DNA Identification, October, 2000.
37. Perlin, M.W., D. Coffman, C.A. Crouse, F. Konotop, J.D. Ban. Automated STR Data Analysis: Validation Studies Twelfth International Symposium on DNA Identification, October, 2001
38. Conover, J.L. and Crouse C.A. Fourteenth International Symposium on DNA Identification, October 2003
39. Yeung, S.H.I., S. Greenspoon, J. Ban, A.B.McGuckian, C.A. Crouse, R.A. Mathies, "Microfabricated Capillary Array Electrophoresis Devices for Rapid and high through-Put STR Typing" Fifteenth International Symposium on DNA Identification, September, 2004
40. Steve Lee, Xavier Aranda, Dennis Yip, Arther Eisenberg, Cecelia A. Crouse, Amy McGuckian et al Analysis of PowerPlex Y Using the FMBIO III Plus; AAFS, February 21-25, 2005

B. BOOK CHAPTERS

1. Pflugfelder S.C. Crouse C.A. and Atherton S.S. 1993. Ophthalmic manifestations of Epstein-Barr virus infection., *Int.Ophthalmol. Clin.* 33:95-101.
2. Atherton S.S, Pflugfelder S.C. and Crouse C.A. EBV and the eye: Basic considerations with respect to ocular diseases. In *Infectious Diseases of the Eye*, Bialasiewicz AA and Schaal KP (editors). Buren Acolus pp332-341, 1994
3. Pflugfelder S.C. Crouse C.A. and Atherton S.S. Epstein-Barr virus and the lacrimal gland pathology of Sjogren's syndrome. *Adv Exp Med Biol* 1994; 350-641-643

EDITORIAL RESPONSIBILITIES

1. Journal of Forensic Science, Editorial Review Board 1995-present
2. Forensic Communications, Guest Reviewer
3. BioTechniques, Guest Reviewer 1993-present

INVITED OUTSIDE LECTURESHIPS

1. Florida DNA Training Session II: PCR Applications, Orlando, Fl. May 25-27, 1993
HLA DQ α Validation Studies for Implementation and HLA DQ β Population Database
2. Florida DNA Training Session III: Advanced PCR Applications, Co-instructor Orlando, Fl. May 22-24, 1995
3. Florida Prosecuting Attorney's Association, Faculty member, "A Day of DNA", Winter Park, Florida, May 10, 1996.

4. National Association of Government Attorneys and Capital Litigators, Future DNA Technology, Orlando, Florida, August 9, 1996
5. American Academy of Forensic Science, "Advanced DNA Applications: Automation and Application", New York, NY, February 18, 1997
6. Florida State Division of the International Association For Identification, "From the Crime Scene to the Courtroom: The Fidelity of DNA". April 15, 1997
7. Palm Beach County Criminal Defense Attorneys Association, "DNA in the Crime Lab", July 15, 1997
8. Promega/BioBras Latin American Symposium on Human Identification, Practical Application of STRs to Casework and Acceptance in the Courtroom, August 11-12, 1997 Brasilia, Brazil
11. First Advanced STR MegaPlex Technology Workshop, co-instructor, Hilton Head, SC, January 11-13, 1998
12. Second Annual Advanced Fluorescent STR MegaPlex Technology Workshop, co-instructor National Forensic Science Technology Center, Inc. Hilton Head, SC (March 21-24, 1999)
13. International Symposium on DNA Identification in Rio de Janeiro, Rio de Janeiro, Brazil Providing Quality Forensic DNA profiling Results, June 6-7, 1999
14. Second Latin American Symposium on Human DNA Identification, Belo Horizonte Brazil, Implementation of DNA Profiling in a Forensic Laboratory June 8-10, 1999
15. Metrology Workshop and Symposium, Charlotte, NC; Utilization of NIST Standards For The Validation Of Forensic DNA Markers July 11-16, 1999
16. Florida DNA Training Session IV: DNA 2000, Co-instructor , co-organizer, Miami, FL May 23-26, 2000, "STR Validation: Scientific Admissibility"
17. Third Annual Advanced STR MegaPlex Technology Workshop, co-organizer-co-instructor, Hilton Head, SC, March 12-17, 2000
18. Eleventh International Symposium on DNA Identification, , Co-instructor "Casework Guidelines and Complex Mixture Workshop", October 9, 2000.
19. Fourth Annual Advanced STR MegaPlex Technology Workshop, co-organizer-co-instructor, Hilton Head, SC, March 11-16, 2001
20. Second European-American Intensive Course in Clinical and Forensic Genetics, Dubrovnik, Croatia, "Implementation of Forensic DNA Analysis on casework Evidence at the Palm Beach County Sheriff's Office Crime Laboratory: Historical Perspective" September, 2001
21. Fifth Annual STR MegaPlex Advanced Research and Training Workshop (SMART2002), Hitachi FMBIO Users Group meeting, March, 2002
22. Science and The Law , Miami , Florida , "Is DNA The Magic Bullet" Panel. October, 2003
23. Sixth Annual STR MegaPlex Advanced Research and Training Workshop (SMART2003), Hitachi FMBIO Users Group meeting, March 22-27, 2003
24. Illinois Court: Capital Cases-Evidence and Other Issues Workshop, "Forensic DNA Analysis", May 20-21, 2003 Chicago Illinois and September 18-19, 2003 Springfield Illinois

25. Seventh Annual STR MegaPlex Advanced Research and Training Workshop (SMART2003), Hitachi FMBIO Users Group meeting, March 28-April, 2004

PROFESSIONAL COMMITTEES

1. American Prosecutors Research Institute, member, DNA Faculty 1996-present
Instructor for "DNA: Witness to the Truth".
2. Forensic Science Summit: Roadmap to the Year 2000 NIST, Gaithersburg MD
March 24- 25, 1997
3. National Commission for the Future of DNA Evidence, Lab Funding Working Group, commissioned by Attorney General Janet Reno, group reporter January-1998 to 2001
* The Retention and Subsequent Use of Suspect, Elimination, and Victim DNA Samples or Records; Cecelia A. Crouse and David Kay, October, 2000
4. Florida Crime Laboratory Council: STR's: The Next Generation, May 20-23, 1998
5. National Institute of Justice Grant Review Committee, February 17, 1999 to present
6. Attorney General's Initiative on DNA Laboratory Analysis Backlog (AGID-LAB), commissioned by Attorney General John Ashcroft, workgroup member, January 2002
7. ChoicePoint DNA Advisory Board for the National Rape Evidence Project.
March, 2002-current
8. Attorney Generals Initiative on Laboratory Backlog Reduction (AGID-LAB), AG John Ashcroft's DNA working group, March 2002-present
9. DNA Summit, participant, International Chiefs of Police/NIJ, Washington D.C April 7-8, 2003
10. SWGDM-Scientific Working Group on DNA Analysis and Methods, FBI DNA, January 1, 2003 to present; Chair: Expert Systems Working Group
11. American Academy of Forensic Sciences 56th Annual Meeting; Chair for the Multidisciplinary Symposium: *The Anatomy of a Coerced Confession: Can Post-Conviction Relief Repair the Judicial System*, February 17, 2004
12. National Institute of Justice DNA Grant Technical Working Group, April 2005-present

PROFESSIONAL SOCIETIES

American Academy of Forensic Science, Member, Criminalistics, 1994-present

BUSINESS COMMUNICATION

Phone:(561) 688-4226
mail:crousec@pbso.org

FAX:(561) 688-4224

e-

Dale Sisson

2006

E d u c a t i o n

Palm Beach Atlantic College 1986 - 1991
West Palm Beach, FL

BS Computer Information Systems.

Emphasis Area: Information Systems and Accounting.

Software AG April, 1996

Richmond, VA

Intermediate Construct Programming

Delphi Programming Retreat May, 2000

St. Augustine, FL

Delphi Programming Fundamentals

Management Concepts Jan, 2002

Vienna, VA

Grants and Contracts Managment

S u m m a r y o f q u a l i f i c a t i o n s

For ten years I served in the Information Systems Division of the Sheriff's Office. During that time, I was responsible for several projects, which included designing and developing systems which directly impact the Oracle Financial System. These systems required that data, which was generated by an outside vendor, in this case the County, interface properly with the PBSO General Ledger. Thus, knowledge and familiarity of public sector finance was a prerequisite to the development and support of these systems. Additionally, I have worked on similar systems and agreements with several outside vendors. For these agreements, I developed multiple software programs to collect the data from these institutions and create a means by which our new systems will be able to make use of this information.

Since leaving the Information Systems Department, I have continued to rely on my extensive technical background and expanding my project management skills while working with the Grants Unit. One of the main components of working with Grants is Financial Management. Financial Management includes the development of budgets and expense monitoring utilizing databases and spreadsheets and Oracle to assist in properly monitoring grant program expenses. Working with grants has required me to become proficient with the Oracle Financial System both with Accounts Payable and Accounts Receivable. I have extensive knowledge of the Oracle Financial System's many reports and maintaining the general ledger. Working with grants has also required me to become proficient with the Oracle Payroll System including the Time and Attendance Management System. I also have used several aspects of the Oracle Human Resources System through the costing of grant personnel including the creation of individual Personal Action Forms. The ability to utilize these individual systems and work well with the Finance, Payroll, and Human Resources personnel has given me a unique opportunity to understand how these systems work together.

I have also been involved with a not-for-profit travel soccer organization for the past ten years and five of those years have been a member of their board of directors. During those five years on the board, I was responsible with managing several individual coaches in the girls program as the Girls Administrator. This past year I was asked to serve as the president of the board which has been an honor. In my new role as president I have been working with the Director of Coaches on implementing a youth development program for ages five to eleven and a team curriculum for entire organization which has approximately 250 members.

Professional experience

Palm Beach County Sheriff's Office
West Palm Beach, FL

April, 1996 - 2000

Programming in various systems and various programming languages throughout the agency. This also includes several different hardware platforms, including Mainframe and Personal Computer.

West Palm Beach, FL

Oct. 2000 - Present

Currently managing Grants, Contracts and Cooperative Agreements in the Grants Unit. My primary responsibility is maintaining the financial integrity of the Sheriff's Office as it relates to the Grants Unit.

West Palm Beach, FL

Aug. 2000 - Present

Serving as board member for Palm Beach United, a soccer organization with teams from eight years of age to eighteen. These teams play in leagues and tournaments both locally and nationally. This experience has required me to work with other individuals with Palm Beach United to create short term and long term strategies for the entire organization to continue in an effort to develop players.

Additional professional activities

- Was extensively involved in the conversion of data into the Oracle Financial system and have a good knowledge of the Accounting structure being used.
- Have been involved with Wright Express, the gas card company being used by the Sheriff's Office, to write an interface for their data into Oracle.
- Currently I have a strong relationship with Human Resources through my interaction over the past several years as a Grants Manager working to define and properly cost over thirty grant funded positions.
- Currently I have a strong relationship with Payroll through my interaction over the past several years as a Grant Manager utilizing the payroll function of Oracle to collect the necessary documentation required for grant funding.
- Currently I have a strong relationship with Accounting through my interaction over the past several years as a Grants Manager working with Accounts Payable and Accounts Receivable to maintain financial integrity as it relates to the general fund and grant fund.
- Currently a Florida of Government Finance Officers Association (FGFOA) member.
- Currently I am responsible to approve all grant related purchases which requires I have a strong understanding of the purchasing and procurement guidelines followed by the public sector as required by the Office of Finance, Management and Budget.

Community activities

- Coach the Boys Varsity Soccer team at Summit Christian School. Have been involved in this program for ten years.
- Coached the Girls Varsity Soccer team at King's Academy. Was involved in this program for five years.

- *Coach with Palm Beach United F.C. a club/travel soccer program. I have been involved with this program for over ten years as a coach and serving on their Board. I am currently President of the Board at Palm Beach United F.C. and will serve a two year term.*

BUDGET NARRATIVE

\$103,115

The all of the 2006 NIJ Casework formula grant monies will be used to continue supplementing the two new 2005 Casework Grant funded Forensic Scientists. These analysts will already have been trained and actively working forcible rape and homicides cases. The import of these two positions is that there exists a critical need to conduct the front end screening of evidence for biological stains which may take hours, days or weeks. An immediate remedy to the burgeoning amount of physical evidence that must be screened and stored is to hire laboratory personnel. In addition, the Evidence Section will return evidence to outside agencies in a more timely fashion freeing up internal storage space. It is important that the continuity is maintained within the laboratory staff. The extension of the two 2005 Forensic Scientists' employment from the 2005 NIJ grant is essential.

The Serology/DNA laboratory has expanded the laboratory and report writing work space. Therefore, the space required to accommodate and retain the two NIJ 2005 casework grant funded Forensic Scientists for the 2006 Casework grant funds has already been identified. This includes a lab bench working area as well as a place to write reports and interpret casework analysis.

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

The Sheriff of the Palm Beach County Sheriff's department has agreed to provide the difference between the actual cost and the federal grant funded award of the costs necessary to hire two analysts for the Serology/DNA laboratory. All Palm Beach County purchasing and procurement policies will be followed.

BUDGET WORKSHEET

A. Personnel:

Federal \$90,896

<u>Individual</u>	<u>Title</u>	<u>Annual Rate</u>	<u>Federal Cost</u>
2005 NIJ grant funded salary	Forensic Scientist	2 x \$45,448	\$90,896

B. Fringes

Local \$31,502

Federal \$12,219

New Positions

Fringe Benefits provided by PBSO equal 32.48% of the above salary listed in Personnel and include retirement, FICA, health, vision, life and dental insurance. PBSO has agreed to contribute the difference in costs from the grant award and actual costs for these two employees.

<u>Individual</u>	<u>Title</u>	<u>Annual Rate x 32.48%</u>	<u>Federal Cost</u>	<u>Local Cost</u>
2005 NIJ grant funded	Forensic Scientist	2 x \$21,860	\$12,219	\$31,502

C. Travel: Not Applicable

D. Equipment: Not Applicable

E. Supplies: Not Applicable

F. Construction: Not Applicable

G. Consultants / Contracts: Not Applicable

H. Other Costs: Not Applicable

I. Indirect Costs: Not Applicable

BUDGET SUMMARY

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$90,896</u>
B. Fringes	<u>\$43,721</u>
C. Travel	<u>\$0</u>
D. Equipment	<u>\$0</u>
E. Supplies	<u>\$0</u>
F. Construction	<u>\$0</u>
G. Consultants / Contracts	<u>\$0</u>
H. Other Costs	<u>\$0</u>
Total Direct Costs	<u>\$134,617</u>
I. Indirect Costs	<u>\$0</u>
 Federal Request	 <u>\$103,115</u>
Non-Federal Amount	<u>\$31,502</u>
 <u>Total</u>	 <u>\$134,617</u>

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED 07/07/2006		Applicant Identifier 2006-92676-FL-DA	
Preapplication <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): <u>Sheriff's Office</u>		
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 3 TITLE: FY 2006 For. Casework Backlog DNA Red. Prog			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: FY 2006 Forensic Casework DNA Backlog Reduction Program - Palm Beach County Sheriff's Office		
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): Palm Beach County, FL					
13. PROPOSED PROJECT: Start Date: 10/01/2006 Ending Date: 09/30/2007		14. CONGRESSIONAL DISTRICTS OF: a. Applicant: FL 16, 19, 22, 23 b. Project: FL 16, 19, 22, 23			
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?			
a. Federal	\$ 103,115 .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 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW			
c. State	\$.00				
d. Local	\$ 31,502 .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	\$ 134,617 .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 7/6/06	

Previous Editions Not Usable

Standard Form 424 (REV 4-88)
Prescribed by OMB Circular A-102



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

Date

7/4/06



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 sub-recipients 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

2006-92676-FL-DA
FY 2006 Forensic Casework DNA Backlog
Reduction Program, Palm Beach Cty. S.O.

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

7/6/06
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 checked="checked" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input checked="checked" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input checked="checked" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Palm Beach County Sheriff's Office 3228 Gun Club Road West Palm Beach, FL 33406 Congressional District, if known: 16,19,22,23			5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: National Institute of Justice			7. Federal Program Name/Description: FY 2006 Forensic Casework DNA Backlog Reduction Program, Palm Beach County Sheriff's Office CFDA Number, if applicable: 16.743		
8. Federal Action Number, if known: 2006-92676-FL-DA			9. Award Amount, if known: \$ 103,115		
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:

Ric L. Bradshaw

Print Name:

Title:

Sheriff, Palm Beach County, FL

Telephone No.: (561) 688-3021

Date: 7/4/06

Federal Use Only:

Authorized for Local Reproduction
Standard Form LLL (1/96)

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

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

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

1. Request Type <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> CONTINUATION <input type="checkbox"/> EXEMPTION	2. Type of Mechanism <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> CONTRACT <input type="checkbox"/> FELLOWSHIP <input type="checkbox"/> COOPERATIVE AGREEMENT <input type="checkbox"/> OTHER: _____	3. Name of Federal Department or Agency and, if known, Application or Proposal Identification No. National Institute of Justice 2006-92676-FL-DA
4. Title of Application or Activity FY 2006 Forensic Casework DNA Backlog Reduction Program, Palm Beach County Sheriff's Office		5. Name of Principal Investigator, Program Director, Fellow, or Other Cecelia A. Crouse, Ph.D.

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

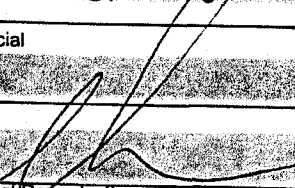
- ☒ This Assurance, on file with Department of Health and Human Services, covers this activity:
Assurance Identification No. _____, the expiration date _____ IRB Registration No. _____
- ☐ This Assurance, on file with (agency/dept) _____, covers this activity.
Assurance No. _____, the expiration date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

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

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

8. Comments

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	12. Fax No. (with area code) (561) 688-4234	
13. Email: bradshawr@pbso.org		
14. Name of Official Ric L. Bradshaw		15. Title Sheriff, Palm Beach County, FL
16. Signature 		17. Date 7/6/06

Authorized for local reproduction

Sponsored by HHS

Public reporting burden for this collection of information is estimated to average less than an hour per response. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: OS Reports Clearance Officer, Room 503 200 Independence Avenue, SW., Washington, DC 20201. Do not return the completed form to this address.

PALM BEACH COUNTY SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



Privacy Certificate

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

Brief Description of Project (required by 28 CFR §22.23(b): The Palm Beach County Sheriff's Office Technical Services Division, DNA Laboratory (PBSO) is requesting grant monies associated with the DNA Casework DNA Backlog Reduction Program FY 2006 in order to provide two additional analysts in the laboratory for the screening and testing of sexual assault, homicide and kidnapping cases.

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

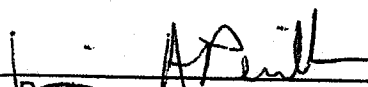
Grantee certifies that project findings and reports prepared for dissemination will not contain information which can reasonably be expected to be identifiable to a private person, except as authorized by 28 CFR §22.22. Not Applicable since no data identifiable to a private person will be collected

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

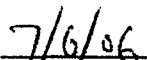
Grantee certifies that the project will be conducted in accordance with all the requirements of the Omnibus Crime Control and Safe Streets Act of 1968 as amended and the regulations contained in 28 CFR Part 22. Not Applicable since no data identifiable to a private person will be collected

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

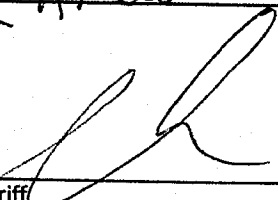
Signature(s):



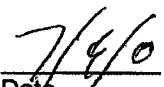
Benjamin A. Perillo
Division Manager



Date



Ric L. Bradshaw, Sheriff
Palm Beach County, FL



Date

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



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

FAX: (561) 688-4234

E-MAIL: perillob@pbso.org

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

FY 2006 Forensic Casework DNA Backlog Reduction Program

Certification as to the Accreditation Status of Forensic Laboratories

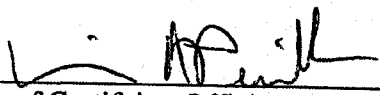
On behalf of The Palm Beach County Sheriff's Office, Technical Services Division I certify the following to the US Department of Justice, Office of Justice Programs, National Institute of Justice:

Certifies that each DNA analysis funded under this award will be conducted by either

A government-owned forensic laboratory accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community; or

A fee-for-service vendor accredited by such an association.

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

7/5/06

Date