

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

Meeting Date: April 20, 2010 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** a Florida Department of Law Enforcement Florida Consortium "2009 Paul Coverdell National Forensic Sciences Improvement Grant" in the amount of \$60,601 for the period of October 1, 2009 through September 30, 2010; **B) Approve** a budget amendment of \$60,601 in the Sheriff's Grant Fund.




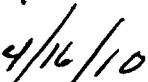
Summary: The National Institute of Justice (NIJ) awarded these funds to the Florida Department of Law Enforcement (FDLE) for the "2009 Paul Coverdell National Forensic Sciences Improvement Grant". On November 23, 2009, the Palm Beach County Sheriff's Office (PBSO) was awarded funds to improve the quality of forensic services. The PBSO's Technical Services Division will use the funds for training in court testimony procedures and Forensic Management Techniques, and to contract temporary clerical assistance to scan case files. 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: FDLE's network of crime laboratories, in partnership with the five county laboratories (Miami-Dade, Broward, Palm Beach, Pinellas and Indian River) and the Medical Examiner's Offices, through the support of the Medical Examiner's Commission (MEC), have identified needs which will enhance their facilities to increase productivity by decreasing turnaround times. Each laboratory or office has identified its specific needs with the overall goal of lower turn around times. Because of the differences in services offered and service area, the needs of each of the laboratories are different. The technical services division of the Palm Beach County Sheriff's Office presented a proposal to NIJ entitled "2009 Paul Coverdell National Forensic Sciences Improvement Grant". The Catalog of Federal Domestic Assistance (CFDA) number is 16.742 and the grant number is 2009-CD-BX-0041.

Attachments:

- 1. Budget Amendment
- 2. Award Letter

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RECOMMENDED BY:		
	DEPARTMENT DIRECTOR	DATE
APPROVED BY:		
	ASSISTANT COUNTY ADMINISTRATOR	DATE

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2010	2011	2012	2013	2014
Capital Expenditures	\$0				
Operating Costs	\$60,601				
External Revenues	(\$60,601)				
Program Income (County)					
In-Kind Match (County)	0				
Net Fiscal Impact	0				
# Additional FTE Positions (Cumulative)	0				

Is Item Included in Current Budget: YES _____ NO X

Budget Account No.: Fund _____ Agency _____ Org _____ Object _____

Reporting Category _____

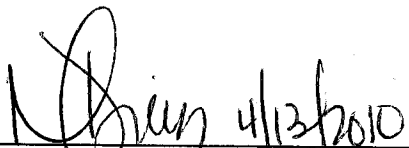
B. Recommended Sources of Funds / Summary of Fiscal Impact:

The 2009 Paul Coverdell National Forensic Sciences Improvement Grant is funded through the Florida Department of Law Enforcement. There is no match requirement associated with this award. No additional positions are needed and no additional County funds are required.

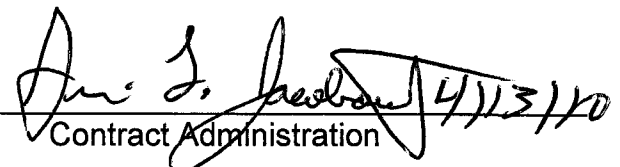
2009 Paul Coverdell National Forensic Sciences Improvement Grant	<u>\$60,601</u>
Total Program Budget	\$60,601

III REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

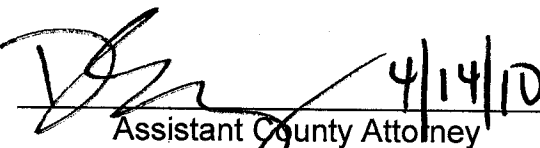


 OFMB
 3/13/10 mcb 4/12/10 4/12/10



 Contract Administration

B. Legal Sufficiency:



 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**

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
Revenues								
2009 Paul Coverdell Forensic Sciences Improvement Grant 160-2181-3129	Federal Grant - Other Public Safety	0	0	60,601		60,601		
	TOTAL REVENUES	0	\$7,378,382	\$60,601	\$0	\$7,438,983		
Expenditures								
2009 Paul Coverdell Forensic Sciences Improvement Grant 160-2181-9498	Transfer to Sheriff's Grant Fund	0	0	60,601		60,601		
	TOTAL EXPENDITURES	0	\$7,378,382	\$60,601	\$0	\$7,438,983		

Palm Beach County Sheriff's Office

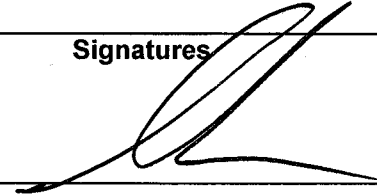
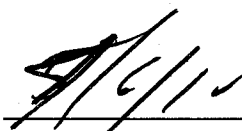
INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signatures

Date

By Board of County Commissioners
At Meeting of April 20, 2010

Deputy Clerk to the
Board of County Commissioners

Attachment #



Florida Department of
Law Enforcement

Gerald M. Bailey
Commissioner

**Criminal Investigations
and Forensic Science Program**
Post Office Box 1489
Tallahassee, Florida 32302-1489
(850) 410-8300
www.fdle.state.fl.us

Charlie Crist, *Governor*
Bill McCollum, *Attorney General*
Alex Sink, *Chief Financial Officer*
Charles H. Bronson, *Commissioner of Agriculture*

November 23, 2009

Dr. Cecelia Crouse
Laboratory Director
Palm Beach County Sheriff's Office Crime Laboratory
3228 Gun Club Road
West Palm Beach, FL 33406-3001

Dear Dr. Crouse:

I am pleased to inform you that Florida's grant application for the "2009 Paul Coverdell Forensic Sciences Improvement Grant" has been approved by the National Institute of Justice (NIJ). Palm Beach County Sheriff's Office Crime Laboratory's award amount is \$57,018.

Enclosed you will find a copy of the budget detail worksheet and reimbursement form. Reimbursement requests for this grant may be submitted on a monthly or quarterly basis. The grant requires a copy of the invoice and check used for payment to be included with the reimbursement form. If there is a problem with obtaining a copy of the check, please provide a copy of the invoice and a note that you were not able to obtain a copy of the check. Please return the reimbursement forms and supporting documentation to my office at the address above.

The grant period for this award is October 1, 2009 through September 30, 2010; however, we cannot access this award until Florida's 2008 Paul Coverdell grant has been expended. We are scheduled to close the 2008 grant at the end of March and anticipate beginning the 2009 grant on April 1, 2010. Please contact our office if you anticipate any difficulties with the timeline.

If you have any questions pertaining to this award, please contact Government Analyst Danny Van Vliet at (850) 410-8374.

Sincerely,

Michelle Pyle
Policy and Planning Administrator

MP/dv

Enclosures

cc: Barbara Caraballo

Service • Integrity • Respect • Quality

Attachm 2

State of Florida
2009 Paul Coverdell Forensic Science Improvement Grant Program
Budget Detail Worksheet

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

D. Equipment-- List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Palm Beach County Sheriff's Office

Mobile Carriages and Shelving Unit, including delivery, freight, and installation fees	\$21,500.00	1	\$21,500.00
			\$21,500.00

G. Consultants/Contracts-- Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions

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

Palm Beach County Sheriff's Office, Forensic Sciences Division

Contract for training of all Forensic Sciences Division staff in ASCLD/LAB International program and ISO:17025:2005 standards	\$15,518
GAP Analysis Contract, including the development of the unit procedure manuals	\$20,000
	\$35,518

NIJ Approved Total **\$57,018.00**

Dr. Crouse,

You should have recently received an approval letter from the Florida Department of Law Enforcement indicating that the Palm Beach County Sheriff's Office Crime Lab had been awarded \$57,018 under the 2009 Paul Coverdell grant.

However, the actual award amount exceeded our projected figures, which will increase your award total to **\$60,601**.

2009 Paul Coverdell Allocations			
<i>2008 Population based on US Census Estimations</i>			
	Population	% of Total	\$ Amount
FDLE			521,894
State Fire Marshall			27,468
<i>Total State Lab</i>		62.4%	549,362
Miami-Dade	2,477,289	13.2%	115,958
Broward	1,758,494	9.3%	82,303
Palm Beach	1,294,654	6.9%	60,601
Pinellas	938,461	5.0%	43,928
Indian River	602,123	3.2%	28,184
Total Local Lab	7,071,021	37.6%	330,974
<i>Total State/Local lab</i>			880,336
Total ME			75,000
<i>Total</i>	<i>18,807,419</i>	<i>100%</i>	<i>955,336</i>

In order to satisfy one of the grant's special conditions, I am required to submit a revised budget to NIJ.

If you would, please submit your agency's revised budget for the additional \$3583 that has been awarded by close of business Thursday, December 10th.

I apologize for any confusion that this may have caused. Please contact me if you have any questions.

Danny Van Vliet
Government Analyst I
Florida Department of Law Enforcement
Investigations and Forensic Science Program
Telephone: (850) 410-8374
Fax: (850) 410-8396