

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: June 02, 2015 (xx) Consent ( ) Regular  
( ) Ordinance ( ) Public Hearing

Department  
Submitted By: Medical Examiner's Office  
Submitted For: Medical Examiner's Office

I. EXECUTIVE BRIEF

**Motion and Title: Staff Recommends Motion to: A) Receive and File** a Subrecipient Agreement for Federal Grant Funding Assistance through Florida's Administering Agency: the Florida Department of Law Enforcement in the amount of \$2,525 to provide forensic odontology services for the period October 1, 2014 through September 30, 2015; and **B) Approve** a budget amendment of \$2,525 in the general fund to recognize the grant award.

**Summary:** The United States Department of Justice, Office of Justice Programs, National Institute of Justice has awarded the FY2014 Paul Coverdell Forensic Sciences Improvement Act Formula Grant Program, CFDA No. 16.742; Federal Grant award number 2014-CD-BX-0054, to the Palm Beach County Medical Examiner's Office, through the Florida Department of Law Enforcement. The grant funding will be used to provide forensic odontology services to assist in identifying deceased whose identity was unable to be known through other sources. On June 4, 2013 (R2013-0704), the County Administrator or his designee was authorized to execute future grant agreements, amendments, and modifications with the Florida Department of Law Enforcement. **No County match is required for this grant. Countywide (JB)**

**Background and Policy Issues:** Palm Beach County is geographically the largest county in the State of Florida and has a population of almost 1.3 million, not including the many tourists, visitors and new or temporary residents. With such a large and diverse population, the Medical Examiner's case load continually increases and currently averages 1,500 cases annually. Forensic odontology services are necessary to assist in identifying the deceased whose identity is unable to be determined by conventional methods; and may also assist in determining their manner and cause of death. Forensic odontology services are comparisons of dental x-rays of the deceased with the x-rays of those who it may be.

**Attachments:**

- 1. Award Letter
- 2. Sub recipient Agreement
- 3. Budget Amendment

Recommended by: Uhh Bell 5/7/15  
Department Director Date

Approved by: Stephanie Seimora 5/8/15  
Assistant County Administrator Date  
for

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures					
Operating Costs	<u>2,525</u>				
External Revenues	<u>(2,525)</u>				
Program Income (County)					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<u><b>0</b></u>				
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>				

Is Item Included In Current Budget? Yes \_\_\_\_\_ No x  
 Budget Account No.: Fund \_\_\_\_\_ Dept \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_  
 Program Code \_\_\_\_\_

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

The National Institute of Justice has awarded the County \$2,525 in reimbursable grant funds, with no county match required.

Fund: 0001 - General Fund  
 Unit: 4101 - Paul Coverdell National Forensic Grant  
 Major Program: PCFSI - Paul Coverdell Forensic Services Improvement  
 Program Period: GY15  
 Program: PCFSI5 - PSFSI Forensic Odontology Services

**C. Departmental Fiscal Review:** Stephanie Sepros

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development and Control Comments:**

Sheryl [Signature]  
 KO SC [Signature] OKMB [Signature] 5/13 4/13 5/14/15

Dr. J. Jacobson 5/19/15  
 Contract Dev. and Control  
 5-19-15 B. Wheeler

**B. Legal Sufficiency:**

James [Signature] 5/21/15  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

REVISED 9/95  
 ADM FORM 01  
 (THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)



**State of Florida  
Medical Examiners Commission**

P.O. Box 1489 | Tallahassee, FL 32302-1489 | (850) 410-8600

December 11, 2014

**MEMORANDUM**

**TO:** Michael D. Bell, M.D.  
District Fifteen Medical Examiner

**FROM:** Margaret A. Edwards  
Staff Director

**SUBJECT:** 2014 Paul Coverdell Grant Award Notification

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I am pleased to inform you that your grant application for the "2014 Paul Coverdell Forensic Sciences Improvement Grant" has been approved by the National Institute of Justice (NIJ) in the amount of \$2,525.

Enclosed you will find a copy of your expenditure list and reimbursement forms. 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 zero-balance 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, 2014 through September 30, 2015. . Please note that the deadline for submitting reimbursement requests is May 1, 2015. Included in this packet is a timeline, which shows the deadlines associated with the 2014 grant. If you anticipate not being able to complete your purchases prior to April 1, 2015, please let me know as soon as possible so that an extension can be requested.

If you have any questions pertaining to this award, please contact Kipp Heisterman at (850) 410-8608.

MAE/kth

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[www.fdle.state.fl.us](http://www.fdle.state.fl.us)

Attachment #   1  

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**SUBRECIPIENT AGREEMENT  
FOR FEDERAL GRANT FUNDING ASSISTANCE  
THROUGH FLORIDA'S ADMINISTERING AGENCY:  
THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT**

**FY14 Paul Coverdell Forensic Sciences Improvement Act Formula Grant Program  
CFDA No. 16.742 - Federal grant award number 2014-CD-BX-0054  
U.S. Department of Justice, Office of Justice Programs, National Institute of Justice**

This Subrecipient Agreement is entered into between the following Parties: the Florida Department of Law Enforcement (FDLE), a state agency, and the Florida District 15 Medical Examiner (Palm Beach County Board of County Commissioners; Michael D. Bell, M.D.) ("the Subrecipient" or "the Subgrantee"), a Home Rule public official.

**WHEREAS**, the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is providing financial assistance to the Florida statewide criminal analysis laboratory system (Section 943.32, Florida Statutes (2010)) through the 2014 Paul Coverdell Forensic Sciences Improvement Act Formula Grant Program, ("FY2014 Coverdell FSI Grant" or "the Grant");

**WHEREAS**, the Coverdell program is authorized by Title I of the Omnibus Safe Streets and Crime Control Act of 1968, Part BB, codified at 42 U.S.C. § 3797j-3797o ("the Coverdell law");

**WHEREAS**, FDLE has been awarded federal funds by DOJ/OJP under the FY2014 Coverdell FSI Grant and has been designated by NIJ as the State Administering Agency in Florida for said Grant; FDLE serves as a "Recipient" of federal funds under the Grant and as a "Pass-through entity" or "Grantor" when providing such funds ("subgrant award") to the Subrecipient;

**WHEREAS**, the FY2014 Coverdell FSI Grant award to Florida includes funding for the Subrecipient to improve the quality and timeliness of forensic science or medical examiner services in accordance with the Grant's requirements and the terms of this Agreement; and

**WHEREAS**, federal and state laws and regulations impose certain requirements upon a Recipient, a Pass-Through Entity, and a Subrecipient of financial assistance from DOJ/OJP/NIJ through the Grant.

**NOW THEREFORE**, the Parties agree to the following:

**Grant Period.** This Agreement covers funding and related activities for the term of the FY2014 Coverdell FSI Grant, which is currently 10/01/2014-09/30/2015. The total period of an award under the Grant, including one that receives project period extensions, ordinarily will not exceed 3 years.

**Subgrant Award (Subaward).** FDLE is authorized to subaward Grant funds to the Subrecipient in an amount not to exceed \$2,525 under the terms of the FY2014 Coverdell FSI Grant Award to FDLE from DOJ/OJP dated September 9, 2014, and pursuant to the terms of this Agreement, subject to applicable federal, state, and local laws, regulations, directives, and guidance.

**No Match Requirement.** There is no State or local match required under the Grant.

**Availability of Funds.** All awards under the Grant and this Agreement are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

**Compliance/Sanctions.** As part of the Subrecipient's acceptance and use of any federal financial assistance from the Grant provided through FDLE pursuant to this Agreement, the Subrecipient agrees to comply with the applicable federal, state, and local laws, regulations, directives and guidance, and the terms of this Agreement. Further, the Subrecipient agrees to ensure compliance with such requirements by Subrecipient's contractors or other entities to which Subrecipient provides Grant funds including, but not limited to, use of competitive procurement or a detailed cost analysis for services, if applicable. The Subrecipient agrees dispose of non-expendable property acquired with federal financial assistance under this Agreement, if any, in accordance with applicable statute, rules and regulations.

The Subrecipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs Financial Guide ("the OJP Financial Guide") which incorporates by reference the provisions of the federal Office of Management and Budget (OMB) circulars and government-wide common rules applicable to grants and cooperative agreements. (The OJP Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records.)

For reference, below are the federal circulars, common rules, and restrictions that may be applicable.

**OMB Circulars/Regulations:**

- **OMB Circular A-102** - "Grants and Cooperative Agreements With State and Local Governments";
- **2 CFR Part 225** - (formerly known as OMB Circular A-87) - "Cost Principles for State, Local, and Indian Tribal Governments" (codified at 28 CFR Part 66, by reference);
- **OMB Circular A-133** - "Audits of States, Local Governments, and Non-Profit Organizations" (codified at 28 CFR Parts 66 and 70);

**Government-wide Common Rules:**

- "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Units of Governments," (codified at 28 CFR Part 66) (Grants Management Common Rule for State and Local Units of Governments);
- "Government-wide Debarment and Suspension (Nonprocurement)" (codified in 2 CFR Parts 180 and 2867, formerly in 28 CFR Part 67);
- "Government-wide Requirements for Drug-Free Workplace (Grants)" (codified at 28 CFR Part 83); and
- "New Restrictions on Lobbying" (codified at 28 CFR Part 69).

The Subrecipient agrees to comply with the additional DOJ/OJP requirements for OJP grant funding found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm), as applicable.

If the Subrecipient materially fails to comply with all terms and conditions for the Grant funds, including civil rights requirements, whether stated in a federal statute, regulation, assurance, application, notice of award, or agreement, the following actions may be taken by FDLE and/or DOJ/OJP:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subrecipient;
2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the current award to the Subrecipient;
4. Withhold further awards to the Subrecipient for the project, program or organization; and
5. Take other remedies that may be legally available.

**Certifications.** Pursuant to the Grant solicitation, the Subrecipient has made the required certifications and will comply with all related requirements. (Exhibit A)

**Use of Funds.** Funds provided under this award shall be used for the purposes and types of expenses set forth in the FY14 Solicitation: Paul Coverdell Forensic Science Improvement Grant Program, (i.e., the program announcement), above-referenced federal, state, local requirements, and pursuant to the approved application, budget, etc., submitted by the Subrecipient and FDLE, and any related amendments. The current approved budget for the subgrant award to the Subrecipient referenced in this Agreement is attached as Exhibits B.

Funds shall not be used for general law enforcement functions or non-forensic investigatory functions, and shall not be used for research or statistical projects or activities.

The Subrecipient shall not 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, and only if permitted by all applicable laws.

**Copyrights.** DOJ/OJP/NIJ reserve a royalty-free, nonexclusive, 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 a subaward; and 2) Any rights of copyright to which a subrecipient purchases ownership with subaward funds.

**Patents, Patent Rights, and Inventions.** If any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored by the subaward funds, such facts must be promptly and fully reported to FDLE and DOJ/OJP/NIJ. Unless there is a prior agreement between FDLE and DOJ/OJP/NIJ on disposition of such items, DOJ/OJP/NIJ shall determine whether protection on the invention or discovery shall be sought. DOJ/OJP/NIJ will also determine how rights in the invention or discovery (including rights under any patents issued thereon) shall be allocated and administered in order to protect the public interest consistent with "Government Patent Policy" (President's Memorandum for Heads of Executive Departments and Agencies, dated August 23, 1971, and statement of Government Patent Policy, as printed in 36 FR 16839). (Government-wide regulations have been issued at 37 CFR Part 401 by the U.S. Department of Commerce.)

**Records.** The Subrecipient is required to establish and maintain adequate cost accounting systems and financial records to accurately account for funds awarded to it.

**Retention.** All financial records, supporting documents, statistical records, and all other records pertinent to the Grant funds awarded to the Subrecipient shall be retained by the Subrecipient for AT LEAST 5 YEARS following notification by FDLE or OJP that the grant has been programmatically and fiscally closed OR at least 5 years following the closure of its audit report covering the entire award period, whichever is later. Records may be retained in an automated format. Records for equipment, nonexpendable personal property, and real property shall be retained for a period of 5 years from the date of the disposition or replacement or transfer. If any litigation, claim, or audit is started before the expiration of the 5-year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been resolved. The Subrecipient must comply with any additional requirements which may exist in state and/or local law for record retention and maintenance.

**Access.** FDLE, DOJ, OJP, NIJ, DOJ-Office of the Inspector General, the Comptroller General of the United States, the Auditor General of the State of Florida - or any of the authorized representatives of such entities shall have the right of access to any pertinent books, documents, papers, or other records of the Subrecipient, its implementing entity, and its contractor(s), in order to make audits, examinations, excerpts, and transcripts. The right of access shall not be limited to the required retention period but shall last as long as the records are retained.

FDLE reserves the right to unilaterally terminate this Agreement if the Subrecipient, its implementing agency, or its contractor(s) refuses to allow public access to all documents, papers, letters, or other materials which are subject to the public record provisions of Chapter 119, Florida Statutes.

**Loss, Damage, or Theft of Equipment.** The Subrecipient is responsible for replacing or repairing property which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official Grant project records.

**Reimbursements and Related Deliverables/Scope of Work.**

**Reimbursements.** The Subrecipient may invoice FDLE for reimbursement under the Grant on either a monthly or quarterly basis. The maximum allowable reimbursable amount shall be \$2,525. Reimbursements to the Subrecipient will be limited to actual, allowable expenses documented and submitted to FDLE. All invoices, receiving documentation, purchase orders, and copies of checks must be submitted by the Subrecipient with related reimbursement requests. The Subrecipient shall make supporting documentation available upon request, to comply with federal and/or state grant documentation requirements and/or audits.

Invoices for reimbursement of allowable costs and supporting documentation should be submitted to:

Florida Department of Law Enforcement  
Attn: IFS Program - Office of Policy & Planning  
P.O. Box 1489  
Tallahassee, Florida 32302

Reimbursement funds should be remitted to:

Palm Beach County Medical Examiner  
FEID: 59-6000785  
Attn: Michael Bell, MD  
3126 Gun Club Road  
West Palm Beach, FL 33406

Final reimbursement requests must be received by FDLE no later than 30 days after the end date of the FY2014 Coverdell FSI Grant award period. Reimbursement requests received more than 30 days after the end of the award period may be denied for payment. As the grantee, the FDLE reserves the right to reallocate unused funding in order

to maximize the federal award. Detailed spending plans will be required of all sub-recipients who show no project activity by June 30<sup>th</sup>.

**Deliverables/Scope of Work.** The Subrecipient must meet the requirements of quantifiable units of "deliverables" and "scope of work" as identified in the approved budget for the subgrant award to the Subrecipient referenced in this Agreement (current version: Exhibit B), in conjunction with the goals and requirements of the **FY14 Solicitation: Paul Coverdell Forensic Science Improvement Grant Program**, and Florida law (e.g., **Section 215.971, Florida Statutes (2010)**).

**Reporting Requirements/Performance Measures.**

**Semi-annual reports.** The Subrecipient agrees to comply with performance measure reporting requirements as outlined in the FY2014 Coverdell FSI Grant and pursuant to the requirements of DOJ/OJP/NIJ and FDLE. Performance measure documentation and must be submitted to FDLE within fifteen (15) days of the completion of the semi-annual reporting period.

**Annual Report.** The Subrecipient will also report to FDLE the following information related to the Subrecipient's Certification as to External Investigations (Per 42 U.S.C Section 3797k(4) regarding independent external investigations into allegations of serious negligence or misconduct by employees or contractors) on a annual basis: 1) the number and nature of any such allegations about the Subrecipient which are known to the Subrecipient; 2) information on the referrals of such allegations (e.g., the government entity or entities to which referred, the date of referral); 3) the outcome of such referrals (if known as of the date of the report); and 4) if any such allegations were not referred, the reason(s) for the non-referral.

The Subrecipient's report on external investigation allegations must be submitted to FDLE within fifteen (15) days of request.

**Final report.** The Subrecipient shall submit a final report to FDLE that (1) includes a summary and assessment of the program carried out with the Grant funds, (2) identifies the number and type of cases accepted during the Grant award period by the forensic laboratory or laboratories that received the Grant funds, and (3) cites the specific improvements in the quality and/or timeliness of forensic science and medical examiner services (including any reduction in forensic analysis backlog) that occurred as a direct result of the Grant funds.

The Subrecipient's final report is due no later than 30 days following the close of the award period or the expiration of any extension periods.

**Penalties for untimely submissions or failure to provide required reports/information.** Payments to the Subrecipient (including payments under future awards) may be withheld, or other related requirements may be imposed, if required information and reports are not submitted within the specified time periods.

**Audit and Monitoring.** As noted above, the Subrecipient agrees to comply with relevant provisions of the organizational audit requirements of the current version of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and understands and agrees that funds may be withheld, or other related requirements may be imposed, if any outstanding audit issues from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed.

**Audit Thresholds (OMB A-133):** If the Subrecipient expends \$500,000 or more in Federal funds (from all sources including pass-through subawards) in the organization fiscal year (12-month turnaround reporting period), the Subrecipient shall have a single organization-wide audit conducted in accordance with OMB Circular A-133. If the Subrecipient expends less than \$500,000 a year in Federal funds, the Subrecipient is exempt from Federal audit requirements for that year; however, the Subrecipient must make records available for review or audit by appropriate officials including the Federal agency/agencies which provided the federal funds, the pass-through entity/entities (FDLE for this Agreement), and the federal General Accounting Office.

Failure to have the above-referenced audits performed as required will result in the withholding of new discretionary awards and/or withholding of funds or change in the method of payment on active awards. Known or suspected violations of any law encountered during the Subrecipient's audits, including fraud, theft, embezzlement, forgery, or other serious irregularities, must be communicated to FDLE and DOJ/OJP. **Addresses for audit reporting packages:** Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, and related to this agreement shall be submitted, when required by Section .320 (d) and (e), OMB Circular A-133, by or on behalf of the Subrecipient directly to each of the following:

1. The Florida Department of Law Enforcement at each of the following addresses:

Florida Department of Law Enforcement  
Investigations & Forensic Science Program  
Office of Policy and Planning  
P. O. Box 1489  
Tallahassee, FL 32302

2. The Federal Audit Clearinghouse designated in OMB Circular A-133 (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133) should be submitted to the Federal Audit Clearinghouse, at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132

Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133.

**Additional monitoring/assessment:** Additional monitoring of the Subrecipient may include, but are not limited to, inspections, reviews, investigations, audits, or on-site visits by FDLE, the Chief Financial Officer (CFO) or the Auditor General of the State of Florida. The Subrecipient will comply and cooperate with all such monitoring activities.

Pursuant to DOJ requirements, the Subrecipient 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.

**Reporting Irregularities.** The Subrecipient shall promptly notify FDLE, DOJ/OJP, and the Federal cognizant audit agency of any illegal acts, irregularities and/or proposed and actual actions regarding the Grant funds. Illegal acts and irregularities include conflicts of interest, falsification of records or reports, and misappropriation of funds or other assets. The Subrecipient should promptly refer to FDLE and to the DOJ/Office of Inspector General (OIG) any allegation and/or credible evidence that a principal, employee, agent, contractor, subrecipient/subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds, by contacting DOJ-Office of Chief Financial Officer, Customer Service Branch (CSB), via e-mail [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov) or by calling 1-800-458-0786, and/or the Office of the Inspector General (OIG) Mail: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W., Room 4706, Washington, DC 20530; E-mail: [olg.hotline@usdoj.gov](mailto:olg.hotline@usdoj.gov); Hotline: (contact information in English and Spanish): (800) 869-4499 or Hotline Fax: (202) 616-9881.

**Environmental Assessment.** The Subrecipient 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 Subrecipient agrees and understands that funded activities (whether conducted by the subrecipient or contractors) 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.

Throughout the term of this award, the Subrecipient 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 Subrecipient will not implement a proposed change until NIJ, with the assistance of the Subrecipient, 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 Subrecipient, 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.



**Contract Liaisons.** The FDLE contract manager for this Agreement is:

Danny Van Vliet  
Government Analyst II  
Florida Department of Law Enforcement  
I&FS Program – Office of Policy & Planning  
P.O. Box 1489  
Tallahassee, Florida 32302  
850-410-8374  
[DanielVanVliet@fdle.state.fl.us](mailto:DanielVanVliet@fdle.state.fl.us)

The Subrecipient representative responsible for administration of this Agreement is:

NAME Michael Bell  
TITLE District Medical Examiner  
PHONE 561-688-4575  
EMAIL MBell@PBCGOV.ORG

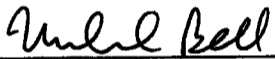
**Modifications.** This Agreement may be modified or amended in writing, with signatures of both Parties, if not prohibited by DOJ/OJP/NIJ. This Agreement may also be modified or amended by operation of law or regulation. No formal amendment with signatures is required to amend the grant budget for the Subrecipient. The Subrecipient will request amendments electronically and obtain electronic approval for request.

**Effective Date and Termination/Cancellation.** This Agreement is effective between the Parties on the last date of signatures by the Parties. This Agreement applies to the entire Grant period and all Grant projects and funds applicable to the Subrecipient.

This Agreement terminates 90 (ninety) days after the close of the Grant period or 1) by operation or requirement of law or regulation; or 2) by written agreement signed by both Parties, as permitted by DOJ/NIJ/OJP. Some provisions of this Agreement may continue to apply to the Parties after termination, including but not limited to requirements for retention of and access to records and audits.

**IN WITNESS HEREOF,** the Parties agree with the terms and conditions in this Agreement which consists of six (6) pages plus Exhibits A and B which consist of six (6) pages, by placing their signatures below, through their respective, duly-authorized officials.

**Subrecipient**  
**DISTRICT 15 MEDICAL EXAMINER**  
**PHYSICAL/STREET ADDRESS: 3126 GUN CLUB ROAD**  
**WEST PALM BEACH, FLORIDA 33406**

By:  Date: 11/3/14  
Michael D. Bell, M.D.  
District 15 Medical Examiner

**FLORIDA DEPARTMENT OF LAW ENFORCEMENT**  
2331 Phillips Road  
Tallahassee, Florida 32308


By:  Date: 10/27/14  
Jim Madden  
Assistant Commissioner

Exhibit A

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
NATIONAL INSTITUTE OF JUSTICE

FY 2014 Coverdell Forensic Science Improvement  
Grants Program

Certification as to Plan for Forensic Science Laboratories—  
Application from a State

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

The State has developed a plan for forensic science laboratories under a program intended to improve the quality and timeliness of forensic science or medical examiner services in the State, including such services provided by the laboratories operated by the State and those operated by units of local government within the State.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

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

*David Coffman*

Signature of Certifying Official

David Coffman

Printed Name of Certifying Official

Forensic Services Director

Title of Certifying Official

Florida Department of Law Enforcement

Name of Applicant Agency (Including Name of State)

March 1, 2014

Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
NATIONAL INSTITUTE OF JUSTICE

FY 2014 Coverdell Forensic Science Improvement  
Grants Program

Certification as to Plan for Forensic Science Laboratories---  
Application from a Unit of Local Government

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

This unit of local government has developed a plan for forensic science laboratories under a program intended to improve the quality and timeliness of forensic science or medical examiner services provided by the laboratories operated by the applicant unit of local government and any other government-operated laboratories within the State that will receive a portion of the grant amount.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

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

*David Coffman*

Signature of Certifying Official

David Coffman

Printed Name of Certifying Official

Forensic Services Director

Title of Certifying Official

Florida Department of Law Enforcement

Name of Applicant Agency  
(Including Name of Unit of Local Government)

March 1, 2014

Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
NATIONAL INSTITUTE OF JUSTICE

FY 2014 Coverdell Forensic Science Improvement  
Grants Program

Certification as to Generally Accepted Laboratory  
Practices and Procedures

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

Any forensic science laboratory system, medical examiner's office, or coroner's office in the State, including any laboratory operated by a unit of local government within the State, that will receive any portion of the grant amount uses generally accepted laboratory practices and procedures, established by accrediting organizations or appropriate certifying bodies.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

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

  
Signature of Certifying Official

David Coffman  
Printed Name of Certifying Official

Forensic Services Director  
Title of Certifying Official

Florida Department of Law Enforcement  
Name of Applicant Agency  
(Including Name of State or Unit of Local Government)

March 1, 2014  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
NATIONAL INSTITUTE OF JUSTICE

FY 2014 Coverdell Forensic Science Improvement  
Grants Program


Certification as to Use of Funds for New Facilities

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

The amount of the grant (if any) used for the costs of any new facility or facilities to be constructed as part of a program to improve the quality and timeliness of forensic science and medical examiner services will not exceed the limitations set forth at 42 U.S.C. § 3797m(c) and summarized in the FY 2014 Coverdell Forensic Science Improvement Grants Program Announcement.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

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

  
\_\_\_\_\_  
Signature of Certifying Official  
David Coffman  
\_\_\_\_\_  
Printed Name of Certifying Official  
Forensic Services Director  
\_\_\_\_\_  
Title of Certifying Official  
Florida Department of Law Enforcement  
\_\_\_\_\_  
Name of Applicant Agency  
(Including Name of State or Unit of Local Government)

March 1, 2014  
\_\_\_\_\_  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
NATIONAL INSTITUTE OF JUSTICE

FY 2014 Coverdell Forensic Science Improvement  
Grants Program

Certification as to External Investigations

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

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

I personally read and reviewed the section entitled "Eligibility" in the Fiscal Year 2014 program announcement for the Coverdell Forensic Science Improvement Grants Program. I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

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

  
Signature of Certifying Official

David Coffman

Printed Name of Certifying Official

Forensic Services Director

Title of Certifying Official

Florida Department of Law Enforcement

Name of Applicant Agency  
(Including Name of State or Unit of Local Government)

March 1, 2014

Date

**Exhibit B**

Subrecipient Agreement with the Florida Department of Law Enforcement  
FY14 Paul Coverdell Forensic Sciences Improvement Act Formula Grant Program  
CFDA No. 16.742 – Federal grant award number 2014-CD-BX-0054  
U.S. Department of Justice, Office of Justice Programs, National Institute of Justice

**SUBRECIPIENT APPLICATION AND BUDGET INFORMATION**

**RE: SUBRECIPIENT – Florida District 15 Medical Examiner**  
**Re: Palm Beach County Board of County Commissioners; Michael D. Bell, M.D.**

**AMENDED BUDGET NARRATIVE from Application for above Grant**

**The District Fifteen Medical Examiner's Office requests a twelve month Forensic Odontology Service Contract. The consultant will identify unknown decedents and assist in determining cause and manner of death. Without this service, medical examiner cases would stagnate and not move forward. This service contract will improve the timeliness of services and help eliminate backlogs of medical examiner cases.**

**Expenditure List**  
**District 15 Medical Examiner Office**

**\$2,525**

**Category: Contracts**

<b>Quantity</b>	<b>Item</b>	<b>Cost</b>
1	Forensic Odontology	\$2,525

**Expenditure List  
District Fifteen Medical Examiner Office**

**Category: Contracts**

The District Fifteen Medical Examiner's Office requests funds to purchase a 12 month Forensic Odontology Service Contract. The consultant will identify unknown decedents and assist in determining cause and manner of death.

Quantity	Item	Cost
1	Forensic Odontology	\$2,525

**Total Award Amount: \$2,525**

Attachment # 2

Page 13 of 14



**Expenditure List  
District Fifteen Medical Examiner Office**

**Category: Contracts**

**The District Fifteen Medical Examiner's Office requests funds to purchase a 12 month Forensic Odontology Service Contract. The consultant will identify unknown decedents and assist in determining cause and manner of death.**

<b>Quantity</b>	<b>Item</b>	<b>Cost</b>
1	Forensic Odontology	\$2,525

**Total Award Amount: \$2,525**

Attachment # 2  
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BOARD OF COUNTY COMMISSIONERS  
 PALM BEACH COUNTY, FLORIDA  
 BUDGET AMENDMENT

Page 1 of 1 pages

BGEX - 670- 0421150000000001176  
 BGRV - 670- 0421150000000000523

FUND 0001 - General 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 5/12/2015	REMAINING BALANCE
<b>Revenue</b>								
0001-670-4101-3129	Fed Grant Other Public Safety	0	0	2,525	0	2,525		
	<b>Total Revenue and Balance</b>	<b>0</b>	<b>0</b>	<b>2,525</b>	<b>0</b>	<b>2,525</b>		
<b>Expense</b>								
0001-670-4101-3101	Professional Services	0	0	2,525	0	2,525	0	2,525
	<b>Total Appropriation and Expenditures</b>	<b>0</b>	<b>0</b>	<b>2,525</b>	<b>0</b>	<b>2,525</b>		

**MEDICAL EXAMINER**  
 INITIATING DEPARTMENT/DIVISION  
 Administration/Budget Department Approval  
 OFMB Department - Posted

Signatures	Date
<i>Stephanie Depina</i>	5/12/15
<i>Sherry M...</i>	5/14/15

By Board of County Commissioners  
 At Meeting of \_\_\_\_\_  
 6/2/2015  
 Deputy Clerk to the  
 Board of County Commissioners

Attachment # 3

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