

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

Meeting Date: December 20, 2022  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 on behalf of the Palm Beach County Sheriff's Office a FY2022 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program Grant from the Department of Justice, Bureau of Justice Assistance in the amount of \$368,632 for the period of October 1, 2022, through September 30, 2024; and (B) Approve a budget amendment of \$368,632 in the Sheriff's Grants Fund.

**Summary:** The Palm Beach County Sheriff's Office (PBSO) received a grant award for the FY22 DNA Capacity Enhancement and Backlog Reduction (CEBR) Program in the amount of \$368,632 for the period October 1, 2022 through September 30, 2024. The Forensic Biology Unit in the Crime Laboratory of PBSO services over 28 municipalities, the school systems and assists state and local federal agencies as needed. These funds will be used to continue to support the salary and benefits of two full time Forensic Scientists, training, travel, and contractual services that will increase the efficiency of the crime lab. There is no match requirement associated with this award. The Catalog of Federal Domestic Assistance (CFDA) number is 16.741 and the grant number is 15PBJA-22-GG-01633-DNAX. Countywide (RS)

**Background and Justification:** The U.S. Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance FY 2022 Forensic DNA Capacity Enhancement and Backlog Reduction Program furthers the U.S. Department of Justice's mission by offering an opportunity for states and units of local government with existing crime laboratories that conduct DNA analysis to handle, screen, and analyze backlogged forensic DNA casework samples, as well as to improve DNA laboratory infrastructure and analysis capacity, so that forensic DNA samples can be processed efficiently and cost effectively. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology.

**Attachments:**

- 1. Budget Amendment
- 2. Award Document

RECOMMENDED BY: \_\_\_\_\_ DATE: 11/17/2022  
DEPARTMENT DIRECTOR

APPROVED BY: \_\_\_\_\_ DATE: 12/15/22  
COUNTY ADMINISTRATOR

**II. FISCAL IMPACT ANALYSIS**

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

<b>Fiscal Years</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Capital Expenditures	\$ 50,000				
Operating Costs	\$318,632				
External Revenues	(\$368,632)				
Program Income (County)					
In-Kind Match (County)	0				
<b>Net Fiscal Impact</b>	<b>0</b>				
<b># Additional FTE Positions (Cumulative)</b>	<b>0</b>				

Is Item Included in Current Budget: YES \_\_\_\_\_ NO X  
 Does this item include the use of federal funds: Yes \_\_\_\_\_ No X

Budget Account No.: Fund 1152 Agency 160 Org 2430 Object 3129

Reporting Category \_\_\_\_\_

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

The FY22 DNA Capacity Enhancement and Backlog Reduction Grant is funded through the Department of Justice (DOJ). **There is no match requirement associated with this award.**

FY22 DNA Capacity Enhancement & Backlog Reduction Program	<u>\$368,632</u>
Total	\$368,632

**III. REVIEW COMMENTS**

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

*for review  
2020/2022  
11/23/22* ASDell 11/29/22  
OFMB 9A 11/23

*and  
12/13/22* Dr. J. Javolney 12/13/22  
Contract Administration

**B. Legal Sufficiency:**

[Signature] 12/14/22  
Assistant County Attorney

**C. Other Department Review:**

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

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

23-0220

BAEX: 112322\*409  
BAW: 112322\*097

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
<b>Revenues</b>								
Forensic DNA Backlog Reduction Program FY22								
160-2430-3129	Federal Grant - Other Public Safety	0	0	368,632	0	368,632		
<b>TOTAL REVENUES</b>		10,137,585	10,599,902	\$368,632	\$0	10,968,534		
<b>Expenditures</b>								
Forensic DNA Backlog Reduction Program FY22								
160-2430-9498	Transfer to Sheriff's Fund 1902	0	0	368,632	0	368,632		
<b>TOTAL EXPENDITURES</b>		10,137,585	10,599,902	\$368,632	\$0	10,968,534		

Palm Beach County Sheriff's Office

INITIATING DEPARTMENT/DIVISION

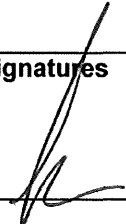
Administration/Budget Department Approval

OFMB Department - Posted

Signatures

Date

By Board of County Commissioners  
At Meeting of December 20, 2022



11/17/2022



11/29/22

Deputy Clerk to the  
Board of County Commissioners

## ✓ Award Letter

September 23, 2022

Dear Ric Bradshaw,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Justice Programs (OJP) has approved the application submitted by PALM BEACH, COUNTY OF for an award under the funding opportunity entitled 2022 FY 22 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program (Formula). The approved award amount is \$368,632.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OJP, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Maureen Henneberg  
Deputy Assistant Attorney General

### **Office for Civil Rights Notice for All Recipients**

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Section 504 of the

Rehabilitation Act of 1973, require recipients of federal financial assistance to give assurances that they will comply with those laws. Taken together, these civil rights laws prohibit recipients of federal financial assistance from DOJ from discriminating in services and employment because of race, color, national origin, religion, disability, sex, and, for grants authorized under the Violence Against Women Act, sexual orientation and gender identity. Recipients are also prohibited from discriminating in services because of age. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>.

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a nondiscriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEO requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5).

The OCR is available to help you and your organization meet the civil rights requirements that are associated with DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to contact the OCR at [askOCR@ojp.usdoj.gov](mailto:askOCR@ojp.usdoj.gov).

## **Memorandum Regarding NEPA**

NEPA Letter Type

OJP - Programmatic Environmental Assessment (EA)

NEPA Letter

The activities the recipient has proposed to conduct under this award fall within the scope of a Programmatic EA that complies with the NEPA. These activities have been determined not to have a significant impact on the quality of the human environment.

Throughout the term of this award, 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. Further, the recipient agrees that for any activity that to be funded under this award, it will inform OJP of-- (1) any change(s) that it is considering making to the previously assessed activity that may be relevant to environmental impact; or (2) any proposed new activities or changed circumstances that may require assessment as to environmental impact, such as new activities that involve the use of chemicals or

involve construction or major renovation. The recipient will not implement a proposed change or new activity until OJP, with the assistance of the recipient, has determined whether the proposed change or new activity (or changed circumstances) will require additional review under NEPA. Approval for implementation will not be unreasonably withheld as long as any requested

modification(s) is consistent with eligible program purposes and found acceptable under an OJP-conducted environmental impact review process.

Questions about this determination may be directed to your grant manager or Orbin Terry, Environmental Coordinator for the Bureau of Justice Assistance.

NEPA Coordinator

First Name

Middle Name

Last Name

Orbin

—

Terry

## ✓ Award Information

**This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.**

### Recipient Information

#### Recipient Name

PALM BEACH, COUNTY OF

#### UEI

UZA2MELMDZZ1

#### Street 1

3228 GUN CLUB RD

#### Street 2

#### City

WEST PALM BEACH

#### State/U.S. Territory

Florida

#### Zip/Postal Code

33406

#### Country

United States

#### County/Parish

—

#### Province

—

## Award Details

**Federal Award Date**

9/23/22

**Award Type**

Initial

**Award Number**

15PBJA-22-GG-01633-DNAX

**Supplement Number**

00

**Federal Award Amount**

\$368,632.00

**Funding Instrument Type**

Grant

---

**Assistance Listing Number   Assistance Listings Program Title**

16.741

DNA Backlog Reduction Program

---

**Statutory Authority**

Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 126)

*I have read and understand the information presented in this section of the Federal Award Instrument.*

### ✓ Project Information

**This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.**

**Solicitation Title**

2022 FY 22 DNA Capacity Enhancement for  
Backlog Reduction (CEBR) Program (Formula)

**Awarding Agency**

OJP

**Application Number**

GRANT13664442

**Program Office**

BJA

**Grant Manager Name   Phone Number**

Christine Torres 202-305-1978

**E-mail Address**

Christine.Torres@usdoj.gov

---

**Project Title**

FY 2022 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program - Palm Beach County Sheriff's Office

<b>Performance Period Start Date</b>	<b>Performance Period End Date</b>
10/01/2022	09/30/2024

<b>Budget Period Start Date</b>	<b>Budget Period End Date</b>
10/01/2022	09/30/2024

**Project Description**

The Forensic Biology Unit (FBU) of the Palm Beach County Sheriff's Office Crime Laboratory is responsible for analyzing evidentiary material associated with criminal investigations for over 28 municipalities, the school system and local Federal agencies as needed. As the primary agency conducting DNA analysis for Palm Beach County, it is of the utmost importance that the FBU provide efficient and timely processing of all requested evidence. In 2015, the FBU underwent an NIJ grant funded Lean Six Sigma project which initially identified the average monthly demand for DNA analysis as 51 cases. Now, seven years later, the demand for DNA analysis has risen significantly to an average of 93 case requests per month (~82% increase) without a proportional increase in agency funded staffing. In addition, on July 1, 2016, FLA. STAT. § 943.326 went into effect, requiring the submission of sexual assault kit evidence to the laboratory within 30 days of receipt and the completion of testing and analysis of evidence within 120 days of laboratory submission. To address the increases in case and turnaround time demand, the FBU is proposing to utilize grant funding from the FY2022 CEBR program.

The FBU is proposing to continue the grant funding of two full-time Forensic Scientists who will begin their DNA analysis training under this program. In addition, the FBU would use funds to further expand its capabilities to mobilize its Rapid DNA program through the purchase of equipment. Funds would also be used to replace an obsolete alternate light source, contract with a trained intern, as well as support the continuing education of staff as required by the FBI Quality Assurance Standards.

The overarching goal of this proposal is to increase the FBU's capacity to analyze forensic samples for CODIS entry as well as to reduce sample turnaround times. The citizens of Palm Beach County have been and will continue to be provided with fully validated technologies and methodologies in forensic DNA analysis in order to provide the highest quality casework



and prevent DNA backlog growth. As a result of funding from this grant, the PBSO FBU expects to continue its quest to increase efficiency and reduce turnaround times.

*I have read and understand the information presented in this section of the Federal Award Instrument.*

> **Financial Information**

> **Award Conditions**

> **Award Acceptance**