

Application Information Form

Program:

Paul Coverdell - CQ24

Grant Subaward Performance Period:

04/01/2025

to

03/31/2026

Subrecipient:

County of Fresno - Sheriff's Department

Subrecipient UEI:

[REDACTED]

Subrecipient Federal Employer ID:

94-6000512

Implementing Agency:

Fresno County Sheriff's Office

Payment Address

2200 FRESNO ST

FRESNO

California

Fresno County

93721-1703

Primary Location of Project/Services**Address**

1256 Divisadero

City:

Fresno

Address 2**County:**

Fresno County

Zip Code:

93721-1111

Contact Information Form

Navigation Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, click the **SAVE** button.

Form Specific Instructions:

- Individuals identified below will be the official points of contact for the Grant Subaward. For descriptions of these positions see Subrecipient Handbook Section 3.005 or other applicable Program Supplemental guidance.
- The Grant Subaward Director and Financial Officer cannot be the same individual.
- Each individual must have a unique email address.
- Organization Authorized Agents must be denoted as being a Grant Subaward Authorized Agent in order to submit the application.

Grant Subaward Contacts

Grant Subaward Director

First Name: Robert
Title: Supervising Criminalist
Phone: (559) 600-8380
Address: 1256 Divisadero
City: Fresno

Last Name: Benavides
Email: robert.benavides@fresnosheriff.org
State: CA **Zip Code:** 93721-1111

Financial Officer

Name: Baldomero
Title: Business Manager
Phone: (559) 600-8100
Address: 2200 Fresno St
City: Fresno

Last Name: Berber
Email: baldomero.berber@fresnosheriff.org
State: CA **Zip Code:** 93721-1703

Programmatic Point of Contact:

Name: Valerie
Title: Criminalist Specialist
Phone: (559) 600-8380
Address: 1256 Divisadero
City: Fresno

Last Name: Bernardi
Email: valerie.bernardi@fresnosheriff.org
State: Ca **Zip Code:** 93721-1111

Financial Point of Contact:

Name: Iesha
Title: Accountant
Phone: (559) 600-8574
Address: 2200 Fresno St
City: Fresno

Last Name: Carter
Email: iesha.carter@fresnosheriff.org
State: CA **Zip Code:** 93721-1703

Chair of the Governing Body

Name: Ernest Buddy
Title: Chairman of the Board of Supervisors of the County of Fresno
Phone: (559) 600-4002
Address: 2281 Tulare, Room# 301
City: Fresno

Last Name: Mendes
Email: District4@fresnocountyca.gov
State: CA **Zip Code:** 93721-1703

Grant Subaward Authorized Agent

[X] Iesha Carter

Grant Subaward Assurances Form

Applicable Grant Subaward Assurances

This document is a binding affirmation that the Subrecipient will comply with the assurances required by the federal program/fund source.

Assurance	Acknowledgement
Federal Fund Grant Subaward Assurances - 2024 FSIA.pdf	☒ *
Program Standard Assurance Addendum	☒ *
Standard Certification of Compliance	☒ *

Subrecipients expending \$1,000,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits. *

☒ Subrecipient expends \$1,000,000 or more in federal funds annually.

Subrecipient does not expend \$1,000,000 or more in federal funds annually.

Federal Funding Accounting and Transparency Act (FFATA)

In the preceding year, did the Subrecipient receive:

Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal years? * Yes ☒ No



**Federal Fund Grant Subaward Assurances
Paul Coverdell Forensic Science Improvement Formula
Grant Program – 2024 FSIA**

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

1. Meaningful access requirement for individuals with limited English proficiency

The Subrecipient (and any Second-Tier Subrecipient) must take reasonable steps to ensure that individuals with limited proficiency (LEP) have meaningful access to their programs and activities to comply with Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of national origin, including discrimination against individuals with LEP. Such steps may require providing language assistance services, such as interpretation or translation services. The Department of Justice guidance on compliance with this requirement may be found at "Guidance to Federal Financial assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" (67 Fed. Reg. 41455-41472) (<https://www.federalregister.gov/d/02-15207>) and is incorporated by reference here.

2. Compliance with General Appropriations-law Restrictions on the Use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/award-condition-general-appropriations-law-restrictions-use-federal-award-funds-fy-2024> and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations-law restriction, Subrecipients are to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

3. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 CFR Part 200, as adopted and supplemented by the DOJ in 2 CFR Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must retain – typically for a period of 7 years the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 CFR 200.334.

In the event that a Grant Subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact Cal OES promptly for clarification.

4. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward—(1) submitted a claim that violates 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.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

5. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination – 28 CFR Part 38

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 CFR Part 38.

Among other things, 28 CFR Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, or refusal to attend or participate in a religious practice.

Part 38 also sets out rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

Subrecipients (and any Second-Tier Subrecipients) that provide social services under this Grant Subaward must give written notice to beneficiaries and prospective beneficiaries prior to the provision of services (if practicable) which shall include language substantially similar to the language in 28 CFR Part 38, Appendix C, sections (1) through (4). A sample written notice may be found at <https://www.ojp.gov/program/civil-rights-office/partnerships-faith-based-and-other-neighborhood-organizations>.

In certain instances, a faith-based or religious organization may be able to take religion into account when making hiring decisions, provided it satisfies certain requirements. For more information, please see <https://www.ojp.gov/funding/explore/legaloverview2024/civilrightsrequirements>.

6. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial

Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

7. Requirement for Data on Performance and Effectiveness under the Award

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) specified by OJP, Cal OES, and other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

8. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

9. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 CFR Part 42

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 CFR Part 42, specifically including any applicable requirements in Subpart E of 28 CFR Part 42 that relate to an equal employment opportunity program.

Among other items, 28 CFR § 42.106(d), 28 CFR § 42.405(c), and 28 CFR § 42.505(f) contain notice requirements that covered recipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

10. Determination of Suitability to Interact with Participating Minors

This assurance applies to the Grant Subaward when some or all of the activities to be carried out under the Grant Subaward (whether by the Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP website at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

11. Employment Eligibility Verification for Hiring under the Grant Award

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
 - a) This Grant Subaward requirement for verification of employment eligibility, and
 - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify (<https://www.e-verify.gov/>) provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

- 5) Nothing in this condition, including in paragraph d.2., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

12. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

13. Reclassification of Various Statutory Provisions to a New Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

14. Restrictions and Certification Regarding Non-Disclosure Agreements and Related Matters

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):

- 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:

- 1) Subrecipients represent that:

- a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

15. OJP Training Guiding Principles

Any training or training materials that the Subrecipients (and any Second-Tier Subrecipient) develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

16. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP website at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

17. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this Grant Subaward, the Subrecipient is to contact the Cal OES for guidance.

18. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP website at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>. (Award condition: Prohibited conduct by Recipients and Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

19. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

20. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 C.F.R. 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 18 hours after an occurrence of an actual breach, or the detection of an imminent breach.

21. Requirements Related to System for Award Management and Universal Identifier Requirements

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP website at <https://ojp.gov/funding/Explore/SAM.htm>. (Award condition: System for

Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

22. Compliance with Restrictions on the Use of Federal Funds—Prohibited and Controlled Equipment under OJP awards

Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the Subrecipient (and any Second-Tier Subrecipients) to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP web site at <https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment>. (Award condition: Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards), and are incorporated by reference here.

23. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipients) would or might fall within the scope of these prohibitions, the Subrecipient is to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

24. All Grant Subawards must have Specific Federal Authorization

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP website at

<https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

25. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 CFR Part 54

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 CFR Part 54, that relate to nondiscrimination on the basis of sex in certain "educational programs."

Among other items, 28 CFR § 54.140 contains notice requirements that covered recipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

26. Information and/or Data Requests

Subrecipients (and any Second-Tier Subrecipients) agree 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.

27. Published Written and Web-based Materials

Subrecipients shall provide the Cal OES Grants Analyst with a copy of any curricula, training materials, proposed publications, reports, or any other written materials that will be published including web-based materials and

website content, resulting from this Grant Subaward at least forty-five working days prior to the targeted dissemination date. The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities. Any products developed under this award, (with the exception of press releases, web sites, and mobile applications), shall contain the following statements: "This project was supported by Grant No. _____, awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." (Note: A separate disclaimer has been developed and is required for web sites and mobile applications. No disclaimer is required for press releases.)

28. Press Releases

Subrecipients (and any Second-Tier Subrecipients) shall transmit to the Cal OES Grants Analyst copies of all official award-related press releases at least fifteen working days prior to public release. Advance notice permits time for coordination of release of information by Cal OES where appropriate and to respond to press or public inquiries.

29. Unmanned Aircraft Systems

The Subrecipient (and any Second-Tier Subrecipients) agrees that no funds under this Grant Subaward (including via subcontract or subaward, at any tier) may be used for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.

30. Grant Monitoring Guidelines, Protocols, and Procedures

The Subrecipient (and any Second-Tier Subrecipients) agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The Subrecipient (and any Second-Tier Subrecipients) agrees to provide to Cal OES all documentation necessary to complete monitoring tasks, including documentation related to any Grant Subawards made under this award. Further, the Subrecipient (and any Second-Tier Subrecipients) agrees to abide by reasonable deadlines set by Cal OES for providing the requested documents. Failure to cooperate with Cal OES grant monitoring activities may result in sanctions affecting the

recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

31. Uploading DNA Profiles to Combined DNA Index System (CODIS)

Subrecipients (and any Second-Tier Subrecipients) agree to upload eligible DNA profiles to Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS if award funds are used for DNA testing of evidentiary materials. With the exception of Forensic Genetic Genealogy, no profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).

32. Use of Funds for Forensic Genealogy Testing

Subrecipients (and any Second-Tier Subrecipients) agree to adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching (<https://justice.gov/olp/page/file/1204386>) and must collect and report the metrics identified in Section IX of that document to Cal OES when utilizing award funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching (<https://justice.gov/olp/page/file/1204386>) and must collect and report the metrics identified in Section IX of that document to Cal OES.

33. Generally Accepted Laboratory Practices

Subrecipients (and any Second-Tier Subrecipients) shall ensure that any forensic laboratory, forensic laboratory system, medical examiner's office, or coroner's office that will receive any portion of the Grant Subaward uses generally accepted laboratory practices and procedures as established by accrediting organizations or appropriate certifying bodies.

a. External Investigations

Subrecipients (and any Second-Tier Subrecipients) shall ensure that

requirements associated with 34 U.S.C. section 10562(4) (which relate to processes in place to conduct independent external investigations into allegations of serious negligence or misconduct by employees or contractors) are satisfied with respect to 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.

b. Accreditation

Subrecipients (and any Second-Tier Subrecipients) shall ensure that any forensic laboratory or forensic laboratory system (not including any medical examiner's office or coroner's office) that will receive any portion of the award either is accredited, or will use a portion of this award to prepare and apply for accreditation by not more than two years from the award date of this award.

Additionally, with respect to accreditation, the Subrecipient (and any Second-Tier Subrecipients) shall ensure that for any Grant Subaward it makes under this award, it will require in a legally-binding and enforceable writing, such as the Grant Subaward documentation (for example, Grant Subaward terms and conditions), that its Subrecipient: (1) if accredited, must continue to demonstrate such accreditation as a condition of receiving or using the Grant Subaward funds; or (2) if not accredited, must use the Grant Subaward funds to prepare and apply for accreditation.

The Coverdell statute (see 34 U.S.C. section 10562(2)) and the Paul Coverdell Forensic Science Improvement Grants Program solicitation state certain requirements and guidance associated with proper accreditation and regarding what BJA will consider to be acceptable documentation of accreditation. The Subrecipient is to contact the Cal OES Grants Analyst for clarification or guidance if it should have any question as to what constitutes proper accreditation for the purposes of the Coverdell program. Grant Subaward funds may not be used under this Grant Subaward by a forensic laboratory or forensic laboratory system with accreditation (or by such laboratory to obtain accreditation) that BJA determines not to be consistent with the Coverdell law and the solicitation or to be otherwise deficient.

Subrecipients (and any Second-Tier Subrecipients) agree to notify Cal OES promptly upon any change in the accreditation status of any

forensic science laboratory or forensic laboratory system that receives funding under this Grant Subaward.

34. Use of Funds; No Research

Funds provided under this Grant Subaward shall be used only for the purposes and types of expenses set forth in the Non-Competitive Funding Opportunity. 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. Use of Grant Subaward funds for construction of new facilities is restricted by statute. Any questions concerning this provision should be directed to the Cal OES Grants Analyst prior to incurring the expense or commencing the activity in question.

To ensure compliance with the Government Performance and Results Act (Pub. L. No. 103-62) and the GPRA Modernization Act of 2010 (Pub. L. No. 111-352), program performance under this Grant Subaward is measured by the following: (1) percent reduction in the average number of days from the submission of a sample to a forensic science laboratory to the delivery of test results to a requesting office or agency (calculated by reporting the average number of days to process a sample at the beginning of the grant period versus the average number of days to process a sample at the end of the grant period); (2) percent reduction in the number of backlogged forensic cases (calculated by reporting the number of backlogged forensic cases at the beginning of the grant period versus the number of backlogged forensic cases at the end of grant period), if applicable to the Grant Subaward; and (3) the number of forensic science or medical examiner/coroner's office personnel who completed appropriate training or educational opportunities with these Coverdell funds, if applicable to the Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) are required to collect and report data relevant to these measures.

35. Gross Income

Subrecipients (and any Second-Tier Subrecipients) understand and agree that gross income (revenues) from fees charged for forensic science or medical examiner services constitutes program income (in whole or in part), and that program income must be determined, used, and documented in accordance with the provisions of 2 CFR 200.307, including as applied in the Department of Justice (DOJ) Grants Financial Guide, as it may be revised from time to time. Subrecipients (and any Second-Tier Subrecipients) further understand and agree that both program income earned during the Grant

Subaward performance period and expenditures of such program income must be reported to Cal OES and are subject to monitoring.

Subrecipients (and any Second-Tier Subrecipients) understand and agree that program income earned during the Grant Subaward performance period may be expended only for permissible uses of funds specifically identified in the Non-Competitive Funding Opportunity for the Paul Coverdell Forensic Science Improvement Grants Program. The Subrecipient further understands and agrees that program income earned during the Grant Subaward performance period may not be used to supplant State or local government funds, but instead may be used only to increase the amount of funds that would, in the absence of Federal funds or program income, be available from State or local government sources for the permissible uses of funds listed in the Non-Competitive Funding Opportunity.

Subrecipients (and any Second-Tier Subrecipients) understand and agree that program income that is earned during the final one hundred twenty (120) days of the Grant Subaward Performance Period may, if appropriate, be obligated (as well as expended) for permissible uses during the one hundred twenty-day (120-day) period following the end of the Grant Subaward performance period. The Subrecipient further understands and agrees that any program income earned during the Grant Subaward performance period that is not obligated and expended within one hundred twenty (120) days of the end of the Grant Subaward performance period must be returned to Cal OES.

36. Forensic Science or Medical Examiner Services Fees

Subrecipients (and any Second-Tier Subrecipients) understand and agree that, throughout the Grant Subaward performance period, it must promptly notify Cal OES if it either starts or stops charging fees for forensic science or medical examiner services, or if it revises its method of allocating fees received for such services to program income. Notice must be provided in writing to the Cal OES Program Grants Analyst within fifteen business days of implementation of the change.

37. External Investigations

Subrecipients (and any Second-Tier Subrecipients) acknowledge that, as stated in the solicitation for the Paul Coverdell Forensic Science Improvement Grants Program, BJA assumes that Subrecipients (and Second-Tier Subrecipients) of Coverdell funds will make use of the process referenced in their certification as to external investigations and will refer

allegations of serious negligence or misconduct substantially affecting the integrity of forensic results to government entities with an appropriate process in place to conduct independent external investigations, such as the government entity (or entities) identified in the grant application. The Subrecipient shall submit the following information as part of its final report: (1) the number and nature of any allegations of serious negligence or misconduct substantially affecting the integrity of forensic results received during the Grant Subaward; (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. Should the project period for this award be extended, the Subrecipient shall submit the above information as to subsequent twelve-month periods every twelve months thereafter (as part of a semi-annual progress report) until the close of the Grant Subaward, at which point the Subrecipient shall submit the required information as to any period not covered by prior reports as part of its final report. The Subrecipient understands and agrees that funds may be withheld (including funds under future awards), or other related requirements may be imposed, if the required information is not submitted on a timely basis.

38. Limit on Use of Grant Funds for Grantees' Employees' Salaries

With respect to this Grant Subaward, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the Grant Subaward recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (A Grant Subaward recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this Grant Subaward may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this Grant Subaward is made.

39. Subrecipient Integrity and Performance Matters

Subrecipients (and any Second-Tier Subrecipients) must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant,

cooperative agreement, or procurement contract from the federal government. Under certain circumstances, Subrecipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIS").

The details of Subrecipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIS") within SAM are posted on the OJP website at <https://ojp.gov/funding/FAPIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIS), and are incorporated by reference here.

40. Federal, State and Local Environmental Laws and Regulations

Subrecipients (and any Second-Tier Subrecipients) agree 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 Grant Subaward.

a. Environmental Assessment (EA)

The activities the Subrecipient (and any Second-Tier Subrecipient) has proposed to conduct under this Grant Subaward fall within the scope of a BJA Programmatic EA that complies with the National Environmental Policy Act (NEPA). These activities have been determined not to have a significant impact on the quality of the human environment.

b. Modifications

Throughout the term of this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients) agree that for any activity that is the subject of a completed EA, it will inform Cal OES 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. Subrecipients (and any Second-Tier Subrecipients) will not implement a proposed change or new activity until BJA, with the assistance of Cal OES, 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 a BJA-conducted environmental impact review process.



Program Standard Assurances Addendum

As the duly authorized representative of the Applicant/Subrecipient, I hereby certify that the Applicant/Subrecipient, and any of its second-tier subrecipients or representatives, will comply with all applicable local, state, and federal statutes, including but not limited to the following state and federal statutes prohibiting hate-based conduct:

- (a) California Penal Code section 422.6(a);
- (b) California Penal Code section 404.6;
- (c) California Penal Code section 422(a);
- (d) California Civil Code section 52.1;
- (e) 18 U.S.C. § 249;
- (f) 42 U.S.C. § 3631;
- (g) 18 U.S.C. § 247; and
- (h) 18 U.S.C. § 241, 245.

Additionally, Applicant/Subrecipient will not engage, and certifies that it will take steps to ensure that its second-tier subrecipients and representatives do not engage, in conduct contrary to the purposes of the grant program and/or that threatens the safety and security of Californians, including, but not limited to, acts of violence or unlawful intimidation on the basis of race, gender, religion, national origin, sexual orientation, or other protected classifications. Prohibited conduct includes, but is not limited to, violation of the federal and state laws identified herein.

The undersigned represents that he/she is authorized to enter into this Addendum for and on behalf of the Applicant/Subrecipient. Applicant/Subrecipient understands that failure to comply with this Addendum or any of the assurances may result in suspension, termination, reduction, or de-obligation of funding. Applicant/Subrecipient agrees to repay funds in the event there is a violation of grant assurances.



Standard Assurances of Compliance

I hereby certify that the Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

II. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.

III. Drug-Free Workplace Act of 1990 – SRH Section 2.030

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

IV. Lobbying – SRH Sections 2.040 and 4.105

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.

Programmatic Narrative Form

Navigation Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, click the **SAVE** button.

Narrative Questions/Responses

Question 1 *

Describe the plan to implement a program intended to improve the quality and timeliness of forensic science or medical examiner/coroner's office services in the state.

Providing continuing education and training to this laboratory's experienced Criminalists ensures that the Forensic Laboratory delivers the highest quality, most efficient, and timely forensic services while improving the quality of forensic services to Fresno County's criminal justice community. The training and educational needs of the Criminalists working the forensic cases goes to the core of the Forensic Laboratory's efforts to provide quality, credible, and timely forensic services to Fresno County.

The training needs of the Forensic Laboratory are extensive and span the areas of forensic services offered and accredited (DNA & Firearms) by this Forensic Laboratory. The most significant impact of training Criminalists is at the journeyman level. Journeyman level Criminalists must stay abreast of the advances in forensic science as new technology, equipment, methods, and laboratory techniques are developed for use in the Forensic Laboratory.

While training programs exist in a variety of forms, the California State Auditor's report specifically noted in their conclusions and recommendations that Forensic Laboratories need to develop, implement, and document formal training programs, broaden the scope of the training, build on existing resources within the state, and provide adequate funding to accomplish the goal. In Guidelines for Forensic Laboratory /Management Practices, the ISO 17025 guideline outlines the responsibilities of Forensic Laboratory managers to obtain the best performance from their professional employees.

Question 2 *

Indicate how backlogs will be eliminated in the analysis of forensic science evidence, including, but not limited to, a backlog with respect to firearms examination, latent prints, impression evidence, toxicology, digital evidence, fire evidence, controlled substances, forensic pathology, questioned documents, and trace evidence.

Maintaining a well-trained staff of professional Criminalists of the Forensic Laboratory improves the quality of forensic services, expands the knowledge base of Criminalists within functional areas, and reduces case turnaround times by virtue of employing well trained Criminalists with appropriate skill sets to complete the work as expediently as can reasonably be expected. The equipment used in the laboratory is also extremely important. The Firearms Unit of the laboratory needs a virtual comparison microscope. This will allow safety in the firearms unit, and the ability to examine evidence without solely relying on light microscopy. In turn, this will speed up the analysis process and decrease our turnaround time, thus increasing our efficiency. The Coverdell 2024 Program will provide the Forensic Laboratory with funds for the continuing education/training and equipment needs of the laboratory to enhance the quality of forensic services. Some of the opportunities identified by the Program Manager for continuing education/training include the Association of Firearms and Tool Mark Examiners Training Seminar. The equipment identified as being needed, not only for the health and safety of the Criminalists within the lab, but also for the efficiency and quality of the services being provided by the firearms unit within the laboratory.

Question 3 *

Describe the plan to employ, train, and assist, forensic laboratory personnel and medicolegal death investigators, as needed, to eliminate backlogs.

The Forensic Laboratory plans to provide continuing education and training in technical and professional skills to the laboratory's Criminalists in order to improve their level of expertise, ensure that they effectively and efficiently conduct their laboratory work; and in turn, maintain quality and reduce case turnaround time. Knowledge, training, and experience are among the most important attributes of a Criminalist. These are often combined under the general heading of "expertise." The Forensic Laboratory has had to seek out and provide training opportunities to qualifying scientists to develop and maintain expertise and proficiency in their current assignment or discipline. The intent of the Forensic Laboratory's Professional Development Program is to: 1) develop the knowledge, skills, and abilities of the laboratory staff to ensure continuous quality improvement of their work product; 2) create a positive workplace environment; and 3) maintain the laboratory's prominence in the forensic science community. Professional Criminalists working at the bench level need to keep abreast on new developments in the forensic field through continuing education, which typically is comprised of two components: theoretical and practical. Theoretical training focuses on the knowledge a scientist needs to understand their job in the Forensic Laboratory. Theoretical training may cover such topics as how a particular analytical method or piece of equipment works and generally consists of specialized or university-level educational courses. Practical training provides the scientist with the skill set and an ability to successfully perform his/her job in the forensic laboratory and generally consists of external, short informational courses or workshops from a variety of sources. It was recommended in Forensic Sciences: Review of Status and Needs that in addition to theoretical and practical training of forensic scientists should have formal quality assurance and expert witness training. Combined, these two training components - theoretical and practical - are expected to improve an analyst's quality of casework and their ability to efficiently turnaround cases in a shorter time.

Question 4 *

Describe the plan to address any emerging forensic science issues (such as statistics, contextual bias, and uncertainty of measurement) and emerging forensic science technology (such as high-performance automation, statistical software, and new types of instrumentation).

With the 2024 Coverdell grant the Forensic Laboratory intends to purchase a Cadre Virtual Comparison Microscope.

Virtual comparison microscopy (VCM) is a 3D imaging technique that allows examiners to visually examine and compare microscopic toolmarks on bullets and cartridge cases without physical access to the evidence. VCM is used by some state, local, and federal agencies, including the FBI.

VCM has several advantages, including:

Remote collaboration: Labs can quickly share digital 3D scans for consultation or comparison without having to physically ship the evidence.

Chain of custody: VCM simplifies documentation by reducing the need to physically exchange evidence.

Accuracy and efficiency: VCM can help examiners reach conclusions more quickly and accurately

The desktop system (high-capacity) with trays is the main system providing high-resolution batch scanning of cartridge cases. It comes with a core TopMatch software. It allows scanning of cartridge cases and intact bullets.

VCM software allows examiners to:

Load and compare scans side-by-side

Rotate and translate scans

Zoom into details

Adjust lighting

Annotate surface details

Export high-resolution screenshots

Some of the Cadre software features include:

- 1. Automatic Masking: after the auto-mask there is still have the ability to review and adjust before accepting.*
- 2. New Notes Export - two new note types are available from the Incident Analysis screen. One is a summary of an examiners work and the second is a triage report.*
- 3. New Annotation Tool - new way of selecting corresponding areas of interest on two scans*
- 4. Incident Export / Import - move an entire incident between systems rather than one x3p file at a time*

According to the Journal of Forensic Sciences Criminalistics paper entitled Performance evaluation of a Cadre Forensics TopMatch-GS 3D system for cartridge case comparisons: "The Cadre Forensics BFAS algorithm's overall performance with the selected firearms and ammunition was excellent, as illustrated by the ROC AUC of 0.946."

The system is approximately \$140,000 (including the equipment, first year of support/license, remote VCM client software for up to 25 additional computers, delivery, etc.) The total cost for the equipment is more than the Coverdell 2024 grant; however, funds for the remaining amount owed will be covered by the Sheriff's Office Criminalistics Lab fund.

Question 5 *

How will forensic pathologists be trained on appropriate protocols?

Does not apply (no forensic pathologists will be trained using the Coverdell grant)

Question 6 *

Indicate whether Grant Subaward funds will be utilized to facilitate accreditation of medical examiners' and coroners' offices and certification of medicolegal death investigators?

Does not apply (no medical examiners or coroners offices will utilize the Coverdell grant)

Subrecipient Risk Assessment Form

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding.

How many years of experience does your current grant manager have managing grants?	<i>>5 years</i>
How many years of experience does your current bookkeeper/accounting staff have managing grants?	<i>>5 years</i>
How many grants does your organization currently receive?	<i>3-10 grants</i>
What is the approximate total dollar amount of all grants your organization receives?	<i>\$2,827,419</i>
Are individual staff members assigned to work on multiple grants?	<i>Yes</i>
Do you use timesheets to track the time staff spend working on specific activities/projects?	<i>Yes</i>
How often does your organization have a financial audit?	<i>Annually</i>
Has your organization received any audit findings in the last three years?	<i>No</i>
Do you have a written plan to charge costs to grants?	<i>No</i>
Do you have written procurement policies?	<i>Yes</i>
Do you get multiple quotes or bids when buying items or services?	<i>Sometimes</i>
How many years do you maintain receipts, deposits, cancelled checks, invoices?	<i>>5 years</i>
Do you have procedures to monitor grant funds passed through to other entities?	<i>N/A</i>

Funding Source Allocation

Instructions:

- Please be sure to review page for accuracy.

Funding Source Allocation

Funding Source Name	Fiscal Year	Type	Amount Available	Total Match Amount Required	Available Funding Total	Funding Requested	Cash Match Amount	In Kind Match Amount	Total Project Costs
2024 FSIA	2024	Federal	\$51,136	\$0	\$51,136	\$51,136	\$0	\$0	\$51,136
			\$51,136	\$0	\$51,136	\$51,136	\$0	\$0	\$51,136

Budget Cost Categories

Cost Form Selection(s)

Personnel Costs

Volunteer Costs

Contractor/Consultant Costs

Rent Costs

☒ **Travel Costs**

☒ **Equipment Costs**

Financial Assistance For Client's Costs

Second-Tier Subward Costs

Audit Costs

Indirect Costs

Other Operating Costs

Travel Budget Category Form

Navigation Instructions:

- All required fields are marked with an *****.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- To add another Line Item click the **ADD** button.
- To delete this Line Item, click the **DELETE** button. **WARNING: This action cannot be undone.**
- When done, click the **SAVE** button.

Form Specific Instructions

- If you have selected that the travel will be Out of State, please be sure to complete the required Out-of-State travel Request fields.

Travel Costs

Travel Cost Type *

Travel

Budget/Project Line-Item *

2025 AFTE National Training Conference

Description *

Hosting hotel for the training:

Lodging is estimated at \$182/night for 8 nights = \$1,456/per person

Plus estimated hotel sales taxes/occupancy tax at 17.6% = \$256.25/per person

Plus FY 25 GSA rate for M&I at \$688/per person

Parking /Mileage at \$500.75/per person

Registration at \$225/per person

☒ In State

☐ Out of State

Staff Traveling * Travel Cost Per Staff *

2 \$3,126.00

Calculation Total *

\$6,252.00

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2024 FSIA	2024	Federal	\$6,252	\$	\$0	\$6,252	\$		Not Applicable
				\$6,252		\$0	\$0	\$0	\$6,252

Equipment Budget Category Form

Navigation Instructions:

- All required fields are marked with an *****.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- To add another Line Item click the **ADD** button.
- To delete this Line Item, click the **DELETE** button. **WARNING: This action cannot be undone.**
- When done, click the **SAVE** button.

Form Specific Instructions

- If Automobile Purchase or Lease is selected as Cost Type, complete the required Automobile Justification fields.

Equipment Costs Type: * ☒ Standard

Automobile Purchase or Lease Costs

3D Virtual Comparison Microscope
Description *

Virtual Comparison Microscopy

Please indicate cost per unit regardless of the amount budgeted to this Grant Subaward.

Number of Units *	Cost per Unit *	Calculation Total *
1	\$155,000.00	\$155,000

Funding Source Allocations

Fund Source Allocations Instructions

- Select the Fund Source(s) to the line-item
- Add amount(s)
- Click the + symbol to request money from another funding source.
- Click the - symbol to remove request from a funding source.

Funding Source Name	Fiscal Year	Type	Allocation	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	Federal Fund
2024 FSIA	2024	Federal	\$44,884	\$	\$0	\$44,884	\$		Not Applicable
				\$44,884		\$0	\$0	\$0	\$44,884

Application Signatures Form

Assurances/Signatures

Authorized Body of Five *

This certifies that each member of the Approval Authority has approved the HSGP application for funding.

Proof of Authority/Governing Body Resolution *

This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

Upload Proof of Authority/Governing Body Resolution *

Standard Certification of Compliance *

By checking this box, I certify the Subrecipient will comply with the requirements of the Standard Certification of Compliance. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

Program Standard Assurance Addendum *

The undersigned represents that he/she is authorized to enter into this Addendum for and on behalf of the Applicant/Subrecipient. Applicant/Subrecipient understands that failure to comply with this Addendum or any of the assurances may result in suspension, termination, reduction, or de-obligation of funding. Applicant/Subrecipient agrees to repay funds in the event there is a violation of grant assurances.

Fund Assurances *

By checking this box, I certify I have read all applicable Federal Fund Grant Subaward Assurances and the Subrecipient will comply with the requirements. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

California Public Records Act *

I understand the Grant Subaward applications are subject to the California Public Records Act, Government Code section 7920.000 et seq.

Additional information: Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

Upload California Public Records Act Exemption

Authorized Agent

Name:

Title:

Signature:

Date:

FOR ACCOUNTING USE ONLY:

Fund: 0001
Subclass: 10000
Org: 31116339
Account: 7415/8300