

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



Application Cover Sheet

RFA PROCESS

2018 California Coverdell Program (CQ)

Submitted by:
Michael D. Koop
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(Cal OES Use Only)			
Cal OES#	019.00000.04	FIPS#	019.00000.24
VS #		Subaward #	CQ 18 08 0100

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subrecipient: Fresno County 1a. DUNS#: 613665769
2. Implementing Agency: Fresno County Sheriff's Office 2a. DUNS#: 613665769
3. Implementing Agency Address: 1256 Divisadero Fresno 93721-1111
Street City Zip+4
4. Location of Project: Fresno Fresno 93721-1111
City County Zip+4
5. Disaster/Program Title: Paul Coverdell Forensic Science Improvement Program 6. Performance Period: 01/01/2019 to 12/31/2019
7. Indirect Cost Rate: ☒ N/A; ☐ 10% de minimis; ☐ Federally Approved ICR _____ %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2018	8. FSIA		\$ 54,343				\$ 0	\$ 54,343
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 54,343	\$ 54,343	\$ 0	\$ 0	\$ 0	12. G Total Project Cost \$ 54,343

13. Certification - 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.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. 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.

15. Official Authorized to Sign for Subrecipient: Thomas Trestler 16. Federal Employer ID Number: 94-6000512
- Name: Thomas Trestler Title: Administrative Services Director
- Telephone: (559) 600-8435 8503 FAX: (559) 233-1149 Email: Thomas.trestler@fresnosheriff.org
(area code) (area code)
- Payment Mailing Address: 2200 Fresno St. City: Fresno Zip+4: 93721-1111
- Signature: [Signature] Date: 11-13-18

(FOR Cal OES USE ONLY)

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Mary Quaker 4/23/19 [Signature] 4.24.19
Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

Yr: 2018-19 / Chapter: 29/ PCA No: 18628
 Item: 0690-102-0890 Component: 40.30.523
 FAIN #: 2018-CD-BX-0015 CFDA#: 16.742
 Federal Award Dates: 01/01/19 - 12/31/19
 Fund: Federal Trust
 Program: Paul Coverdell Forensic Science Improvement Program
 Match Req.: None
 Project No.: 18FSIA Amount: 64,343

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CAL OES
GRANTS MANAGEMENT

PROJECT CONTACT INFORMATION

Subrecipient: Fresno County

Subaward #: _____

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.

1. The **Project Director** for the project:

Name: Michael D. Koop

Title: Director of Forensic Services

Telephone #: 5592330308

Fax#: 5592331149

Email Address: michael.koop@fresnosheriff.org

Address/City/Zip: 1256 Divisadero, Fresno CA, 93721-1111

2. The **Financial Officer** for the project:

Name: Baldomero Berber

Title: Business Office Manager

Telephone #: 5594883939

Fax#: NA

Email Address: Baldomero.Berber@fresnosheriff.org

Address/City/Zip: 2200 Fresno Street, Fresno CA 93721-1703

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Michael D. Koop

Title: Director of Forensic Services

Telephone #: 5592330308

Fax#: 5592331149

Email Address: michael.koop@fresnosheriff.org

Address/City/Zip: 1256 Divisadero, Fresno CA 93721-1111

4. The **person** having **Routine Fiscal Responsibility** for the project:

Name: Bruce Roberts

Title: Senior Account

Telephone #: 5594883939

Fax#: N/A

Email Address: Bruce.Roberts@fresnosheriff.org

Address/City/Zip: 2200 Fresno Street, Fresno CA 93721-1703

5. The **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Margaret Mims

Title: Sheriff - County of Fresno

Telephone #: 5594883939

Fax#: N/A

Email Address: thomas.trester@fresnosheriff.org

Address/City/Zip: _____

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Thomas Trester

Title: Administrative Services Director

Telephone #: (559) 600-8503

Fax#: N/A

Email Address: thomas.trester@fresnosheriff.org

Address/City/Zip: 2200 Fresno Street Fresno CA 93721-1703

7. The **chair** of the **Governing Body** of the subrecipient:

Name: Nathan Magsig

Title: Chairman

Telephone #: 5596005000

Fax#: N/A

Email Address: District5@co.fresno.ca.us

Address/City/Zip: Hall of Records 2281 Tulare Room #300, Fresno CA 93721

SIGNATURE AUTHORIZATION

Subaward #: _____

Subrecipient: County of Fresno

Implementing Agency: Fresno County Sheriff's Office Forensic Laboratory

*The Project Director and Financial Officer are **REQUIRED** to sign this form.

*Project Director: Michael D. Koop

Signature: Michael D. Koop

Date: 11-7-18

*Financial Officer: Baldomero Berber

Signature: Baldomero Berber

Date: 11-13-18

The following persons are authorized to sign for the
Project Director

Valerie Bernardi

Signature

Valerie Bernardi

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer

Bruce Roberts

Signature

Bruce Roberts

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Paul Coverdell Forensic Sciences Improvement Act (FSIA) Fund

The Applicant must complete a Certification of Assurance of Compliance-FSIA (Cal OES 2-104e), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance and the special conditions for Subaward with the above mentioned fund. The Applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the Applicant formally notifies Cal OES that the Applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Paul Coverdell Forensic Sciences Improvement Act (FSIA) Fund

I, Thomas Trester hereby certify that
(official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

SUBRECIPIENT: Fresno County
IMPLEMENTING AGENCY: Fresno County Sheriff's Office
PROJECT TITLE: Paul Coverdell Forensic Science Improvement Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the *Subrecipient Handbook* for more detail.

- ☒ The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
☐ The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (*Subrecipient Handbook* Section 2151)

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.

Please provide the following information:

Equal Employment Opportunity Officer: Greg Gularte
Title: Captain
Address: 2200 Fresno Street, Fresno CA 93721
Phone: (559) 600-8134
Email: greg.gularte@fresnosherriff.org

III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES-funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Subrecipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)

(This applies to federally funded grants only.)

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The Applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

The Subrecipient complies will all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

IX. Special Conditions for Grant Subaward with Forensic Science Improvement Act (FSIA) Funds

1. Requirements of the Subaward; remedies for non-compliance or for materially false statements

The conditions of this Subaward are material requirements of the Subaward. Compliance with any certifications or assurances submitted by or on behalf of the Subrecipient that relate to conduct during the period of performance also is a material requirement of this Subaward.

Failure to comply with any one or more of these Subaward requirements, whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the Subaward period, may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the Subrecipient and the Subaward. Among other things, the OJP may withhold Subaward funds, disallow costs, or suspend or terminate the Subaward. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this Subaward (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this Subaward be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable; such provision shall be deemed severable from this Subaward.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2018 Subaward from Cal OES.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2018 Subaward supplements funds previously awarded by OJP under the same Subaward number (e.g., funds Subawarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that Subaward number (regardless of the Subaward date, and regardless of whether derived from the initial Subaward or a supplemental Subaward) that are obligated on or after the acceptance date of this FY 2018 Subaward.

3. Record retention and access

All grant records must be retained for seven years from the end of the Grant Subaward performance period. If the Subrecipient's source documentation records are retained in a database system, it must cover the entire performance period and be retrievable. If an audit, investigation, review, litigation, or any other action occurs during the Subrecipient's seven year retention period, the Subrecipient shall retain the records until the resolution of such process, or until the end of the seven year period, whichever is longer.

4. 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, including any updated version that may be posted during the period of performance. The Subrecipient agrees to comply with the DOJ Grants Financial Guide.

5. **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 to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP Subawards (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 Subaward 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 Subaward conditions, references set out in material incorporated by reference through Subaward conditions, and references set out in other Subaward requirements.

6. **Requirements related to System for Award Management and Universal Identifier Requirements**

The Subrecipient 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.

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

The details of the Subrecipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>, and are incorporated by reference here.

This condition does not apply to a Subaward to an individual who received the 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).

7. **Requirement to report actual or imminent breach of personally identifiable information (PII)**

The Subrecipient, and any Subrecipient at any tier, must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a Subrecipient) 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The Subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to a Cal OES Program Specialist no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

8. **All Subawards must have specific federal authorization**

The Subrecipient, and any Subrecipient at any tier, must comply with all applicable requirements for authorization of any Subaward. This condition applies to agreements that, for purposes of federal grants administrative requirements, OJP considers a "Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>, and are incorporated by reference here.

9. **Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate Subaward)**

The Subrecipient, and any Subrecipient at any tier, 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, or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any Subrecipient.

The details of the Subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>, and are incorporated by reference here.

10. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The Subrecipient, and any Subrecipient at any tier, must comply with all applicable laws, regulations, policies, and official Cal OES and 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 Subaward appears in the DOJ Grants Financial Guide and in the Cal OES *Subrecipient Handbook*.

11. OJP Training Guiding Principles

Any training or training materials that the Subrecipient, or any Subrecipient at any tier, develops or delivers with OJP Subaward funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

12. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The Subrecipient, and any Subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

13. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The Subrecipient, and any Subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

14. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The Subrecipient, and any Subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

15. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds Subawarded by OJP may not be used by the Subrecipient, or any Subrecipient at any tier, 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 Subawarded by Cal OES from being used by the Subrecipient, or any Subrecipient at any tier, 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 Subawarding 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 Subaward. 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 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 approval of Cal OES.

16. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2018)

The Subrecipient, and any Subrecipient at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

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

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

The Subrecipient 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 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 Subaward should be reported to Cal OES.

18. Restrictions and certifications regarding non-disclosure agreements and related matters

No Subrecipient under this Subaward, or entity that receives a procurement contract or subcontract with any funds under this 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 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.

1. In accepting this Subaward, the Subrecipient

a. represents that it neither requires nor 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. certifies that, if it learns or is notified that it 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, it will immediately stop any further obligations of Subaward funds, will provide prompt notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

2. If the Subrecipient does or is authorized under this Subaward to make Subawards, procurement contracts, or both

a. it represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive Subaward funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) 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 (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this 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, it will immediately stop any further obligations of Subaward funds to or by that entity, will provide prompt notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

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

The Subrecipient, and any Subrecipient at any tier, must comply with, and is 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.

The Subrecipient also must inform its 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 Subaward, the Subrecipient is to contact Cal OES for guidance.

20. 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 to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

21. Accreditation

Subrecipients, not including any medical examiner's office or coroner's office shall do one of the following :

- 1) if accredited, must continue to demonstrate such accreditation as a condition of receiving or using the Subaward funds; or,
- 2) if not accredited, must use the Subaward funds to prepare and apply for accreditation.

22. Use of Funds; No Research

Funds provided under this Subaward shall be used only for the purposes and types of expenses set forth in the Request for Application (RFA). 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 Subaward funds for construction of new facilities is restricted by statute. Any questions concerning this provision should be directed to the Cal OES Program Specialist prior to incurring the expense or commencing the activity in question.

Performance Measures

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 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 Subaward performance period versus the average number of days to process a sample at the end of the grant Subaward performance 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 Subaward performance period versus the number of backlogged forensic cases at the end of grant Subaward performance period), if applicable to the 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 Subaward. Subrecipients are required to collect and report data relevant to these measures.

23. The Subrecipient acknowledges that, as stated in the RFA for the Paul Coverdell Forensic Science Improvement Grants Program, Cal OES assumes that 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 period of the 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 Subaward be extended, the Subrecipient shall submit the above information as to the first twelve months of the Subaward as part of the first semi-annual progress report that comes due after the conclusion of the first twelve months of the project period, and shall submit the required 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 performance period, 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 Subawards), or other related requirements may be imposed, if the required information is not submitted on a timely basis.

24. 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.
25. To assist in information sharing, the Subaward Subrecipient shall provide the Cal OES Program Specialist with a copy of publications (including those prepared for conferences and other presentations) resulting from this Subaward, prior to or simultaneous with their public release. NIJ defines publications as any written, visual or sound material substantively based on the project, formally prepared by the Subaward Subrecipient for dissemination to the public. Submission of publications prior to or simultaneous with their public release aids Cal OES in responding to any inquiries that may arise. Any publications - excluding press releases and newsletters - whether published at the Subrecipient's or government's expense, shall contain the following statement: "This project was supported by Award No. _____, awarded by the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect those of the Department of Justice." This statement shall appear on the first page of written publications. For audio and video publications, it shall be included immediately after the title of the publication in the audio or video file.
26. The Subrecipient shall transmit to the Cal OES Program Specialist copies of all official Subaward-related press releases at least ten (10) 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.
27. Copyright; Data rights

The Subrecipient acknowledges that OJP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under Subaward; and (2) any rights of copyright to which a Subrecipient purchases ownership with Federal support.

The Subrecipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under a Subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).

It is the responsibility of the Subrecipient to ensure that this condition is included in any Subaward under this Subaward.

The Subrecipient has the responsibility to obtain from Subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the Subrecipient's obligations to the Government under this Subaward. If a proposed Subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the Subrecipient shall promptly bring such refusal to the attention of the Cal OES Program Specialist for the Subaward and not proceed with the agreement in question without further authorization from Cal OES.

28. Justification of consultant rate

Approval of this Subaward does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to Cal OES and approved by the OJP program office prior to obligation or expenditure of such funds.

29. 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 Subaward.

Environmental Assessment (EA): The Subrecipient agrees and understands that funded activities (whether conducted by the Subrecipient or contractors) may require the preparation of an EA as defined by the Council on

Environmental Quality's Regulations for implementing the Procedural Provisions of the National Environmental Policy Act (NEPA), found at 40 CFR Part 1500. An EA is a concise public document that briefly provides sufficient analysis for determining whether to prepare an environmental impact statement (EIS) or a finding of no significant impact for the proposed activity. If in completing an EA for a proposed activity, potential adverse environmental impacts are identified, the EA will serve as a vehicle for developing either alternative approaches or mitigation measures for avoiding or reducing the identified adverse environmental impacts.

Modifications: Throughout the term of this Subaward, the Subrecipient agrees 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. The Subrecipient will not implement a proposed change or new activity until NIJ, with the assistance of the recipient, has determined whether the proposed change or 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 NIJ-conducted environmental impact review process.

30. The Subrecipient may not obligate, expend, or draw down any funds until the program office has verified that the Subrecipient has submitted all necessary documentation required to comply with the Department of Justice Procedures for Implementing the National Environmental Policy Act found at 28 CFR Part 61 (including Appendix D), and a Grant Adjustment Notice (GAN) has been issued removing this condition.
31. The Subrecipient may not obligate, expend, or draw down any funds under this Subaward until: (1) the Subrecipient has submitted documentation sufficient to demonstrate that any forensic laboratory or forensic laboratory system that will receive any portion of the grant amount either is accredited or will (or will be required to) prepare and apply for accreditation consistent with the Coverdell law and (2) a Grant Adjustment Notice has been issued removing this special condition.
32. The Subrecipient may not obligate, expend, or draw down any funds under this Subaward until a revised budget reflecting the final Subaward amount has been received and approved by the National Institute of Justice, and a Grant Adjustment Notice (GAN) has been issued removing this condition.
33. The Subrecipient agrees promptly to provide, upon request, financial or programmatic-related documentation related to this Subaward, including documentation of expenditures and achievements.
34. The Subrecipient understands that it will be subject to additional financial and programmatic on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring.
35. The Subrecipient must follow the guidelines outlines in the most current version of the Cal OES *Subrecipient Handbook*.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Authorized Official's Typed Name: _____

Authorized Official's Title: _____

Date Executed: _____

Federal Employer ID #: _____

946000512

Federal DUNS # _____

613665769

Current System for Award Management (SAM) Expiration Date: _____

7/5/2019

Executed in the City/County of: _____

Fresno

AUTHORIZED BY: *(not applicable to State agencies)*

- ☐ City Financial Officer
☐ City Manager
☒ Governing Board Chair

- ☐ County Financial Officer
☐ County Manager

Signature: _____

Typed Name: _____

Title: _____

Date Executed: _____

Nathan Magsig

Chairman - Board of Supervisors

1-29-19

ATTEST:
BERNICE E. SEIDEL
Clerk of the Board of Supervisors
County of Fresno, State of California

By Susan Bishop
Deputy

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient:		Subaward #:	
A. Personal Services - Salaries/Employee Benefits			COST
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
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			\$0
			\$0
			\$0
			\$0
			Personal Section Totals
PERSONAL SECTION TOTAL			\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

Budget Narrative

The Fresno County Sheriff's Office Forensic Laboratory (hereafter referred to as crime laboratory) developed a budget that supports the goal of the Coverdell 2018 Program to improve the quality, timeliness, and credibility of forensic science services for criminal justice purposes.

The Coverdell 2018 Program requires maintenance of this laboratory's accreditation status. ANAB is our accreditation provider and the ISO 17025 Guideline 5.2 Training and Development state that the training and development of employees must be emphasized to improve accuracy, increase productivity, and enable them to assume greater responsibility. Included under Guideline 5.2 are standards important to the Coverdell 2018 Program. They are standards:

5.2.1 The agency management shall ensure the competence of all who operate specific equipment, perform tests and/or calibrations, evaluate results, and sign test reports and calibration certificates. When using staff that is undergoing training, appropriate supervision shall be provided. A training program to develop the technical skills of employees is essential in each applicable discipline and sub discipline.

ANAB goes on further to state examiners must have mastery of the theory, procedures, and techniques necessary to produce reliable results and conclusions; and, under criteria for each functional area of expertise that examiners must have education and experience/training commensurate with the examinations and testimony they provide. A baccalaureate degree in a natural science, Criminalistics, or closely related field is required.

The crime laboratory has met or exceeded the ANAB ISO 17025 criteria delineated above by hiring qualified staff that meets the educational degree requirement. The ISO 17025 criteria is also met through the operation of the laboratory's professional development program,

the training programs described in each laboratory procedures manual, and the specific training needs of the management and the individual technical units within the laboratory.

Mindful of the ANAB accreditation criteria and in accordance with the crime laboratory's Professional Development Program and Coverdell 2018 Program, the crime laboratory identified the appropriate training in technical and personal skills for the laboratory's qualifying forensic scientists. The training needs of this crime laboratory are extensive, they are necessary to stay abreast of the advances in forensic science, and they span the broad spectrum of forensic services offered by this crime laboratory.

Two (2) full-time qualifying forensic scientists are designated to receive training under the Coverdell 2018 Program. The qualifying forensic scientists include candidates from forensic Laboratory Criminalist classifications. The series classification is described as follows:

The classification of Criminalist has three levels that are assigned at the crime laboratory director's discretion in accordance with budget provisions, workload, organizational needs, and the individual's expertise and skill. The criminalist must have graduated from a four-year college or university with a major in chemistry, biochemistry, physics, pharmacology, biology, microbiology, criminalistics (with an emphasis in chemistry) or a closely related scientific field. Coursework must have included successful completion of 24 semester units of chemistry including qualitative analysis.

The training program identified in this budget is intended to improve the management of the crime laboratory's caseload as well as the crime laboratory's turnaround time in the targeted areas of analysis by maintaining a well-trained staff of professional forensic scientists, improving the quality of forensic services, and expanding the knowledge base of forensic scientists within functional areas with appropriate skill sets to complete the work as expediently as can reasonably be expected.

This training will be identified by the Crime laboratory's director, using various Quality Assurance Guidelines and training manuals. Training will consist of paying for two Criminalists to go to the AFTE 2019 Conference for the Firearms / Toolmark unit.

The firearms section of the laboratory is currently performing its test firing within one of the working lab spaces, not a dedicated range. This is a safety and health risk to the firearms examiners within the laboratory. In order to correct this issue, we are requesting funding to purchase a Self-Contained Portable Lab (Shooting Range) to be placed outside of the laboratory facility. This will allow test firing in a controlled space that is properly lighted and ventilated for this purpose. This will support the goals of the 2018 Coverdell Program by making the firearms unit more efficient and improve the quality of the work environment for the Firearms Analysts.

Travel Costs Associated with the Training Program

Travel costs are based on the travel policy guidelines of Fresno County, past history of travel expenditures as well as projected allowable costs for travel and per diem.

Travel from Fresno to:	Estimated Cost
Nashville, Tennessee (2 attendees) Association of Firearms and Toolmark examiners (2019 annual AFTE conference)	Airfare = \$700 Hotel = \$2832 Meals = \$728 Tuition/fee = \$595 Total = \$4854
Attending this annual meeting provides information about new advances and efficiencies in the forensic Firearms /Toolmark discipline. Case studies, poster presentations, and new advances in analytical methodologies as well as new instrumentation are demonstrated at the meeting. This meeting serves to introduce changes that affect all aspects of Firearms/Toolmark examination. The training candidates have experience in the Firearms and Toolmark examination.	

The total cost for the education and training component of the Coverdell 2018 Program is \$4,854.

Subrecipient: Fresno County Sheriff's Office

Subaward #: _____

Equipment Costs

Self-Contained Portable Lab - Shooting Range - Estimated Cost = \$49,489
Consists of an 8'x8'x20' container - fortified with electrical hookups, lighting and ventilation with Ballastic cotton box - \$41,265 + Tax
Installation, Crain Services - \$1594
Electrical Service installation - \$2504

The total cost for the equipment component of the Coverdell 2018 Program is \$49,489

Operating Expense (Consultant)

None

Other Costs

No other costs associated with this grant program.

Total Program Cost

The total cost for the crime laboratory's Coverdell 2018 Program is \$54,343

Project Narrative

Problem Statement

Training and continuing education of the staff of the Fresno County Sheriff's Office Forensic Laboratory (hereafter referred to as crime laboratory) is currently not being met due to training needs that exceed the existing funds available for crime laboratory personnel. Secondly, the firearms section of the laboratory is currently performing its test firing within one of the working lab spaces, not a dedicated range. This is a safety and health risk as well as inefficient for the firearms examiners within the laboratory.

The goal of the Coverdell Forensic Sciences Improvement Program (hereafter referred to as Coverdell 2018 Program) is to improve the quality, timeliness, and credibility of forensic services over current operations of the crime laboratory.

Training Problem

Providing continuing education and training to this laboratory's experienced scientists ensures that the crime 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 scientists working the forensic cases goes to the core of the crime laboratory's efforts to provide quality, credible and timely forensic services to Fresno County. The training needs of the crime laboratory are extensive and span the areas of forensic services offered and accredited (DNA & Firearms) by this crime laboratory. The most significant impact of training forensic scientists is at the journeyman level. Journeyman level forensic scientists 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.

The California State Auditor's report of December 1998 *Forensic Laboratories: Many Face Challenges beyond Accreditation to Assure the Highest Quality Services* provided an

assessment of California's forensic laboratories and recommendations to address deficiencies noted during the audit. The report concluded, among other issues, that many of the state's forensic laboratories could improve efficiency by providing comprehensive training programs for their staff of professional scientists.

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. Foremost among these management responsibilities are training employees in the principles of forensic science, maintaining employee skills and competency, and fostering staff development.

In the report, *California Attorney General Bill Lockyer's 2003 Task Force on Forensic Services*, data from every forensic laboratory in California provided a snapshot of the needs relative to providing quality forensic services to police and prosecution. The report states in part, "Forensic Science is clearly not a static field. One of the implications of just about every trend in forensic science is the need for ongoing training and education of professional staff. Many of today's technologies were not in use when current practitioners of forensic science were in school. Advanced degrees will soon be required for those who wish to reach the top levels in their specialties. Beyond training for existing examiners, the ever-growing forensic community needs a pool of properly educated candidates.¹"

¹ *Under the Microscope* California Attorney General Bill Lockyer's Task Force Report on Forensic Services, August 2003, pp. 17, 24-25.

The *California Crime Laboratory Review Task Force* (pursuant to AB 1079, codified as PC § 11062) is charged with a thorough review of California's state, county and local crime laboratories. The Task Force report issued in November 2009 also supports a strong education and training program for qualifying staff.

Providing training opportunities for the crime laboratory's forensic scientists is a problem that will be addressed and funded by the Coverdell 2018 Program.

Equipment Problem

The firearms section of the laboratory is currently performing its test firing within one of the working lab spaces, not a dedicated range. This is a safety and health risk to the firearms examiners within the laboratory. In order to correct this issue, we are requesting funding to purchase a Self-Contained Portable Lab (Shooting Range) to be placed outside of the laboratory facility. This will allow test firing in a controlled space that is properly lighted and ventilated and set up specifically for this purpose. This will support the goals of the 2018 Coverdell Program by making the firearms unit more efficient and improve the quality of the work environment for the Firearms Analysts.

Crime Laboratory Profile

The crime laboratory is accredited by the ANAB. The crime laboratory holds accreditation certificate number FT-0058.

The assessment of the laboratory's forensic science capabilities shows the crime laboratory has an infrastructure and experienced staff able to deliver quality forensic services to the criminal justice community in Fresno County.

The Crime Laboratory is comprised of the following staff:

- (1) Crime Laboratory Director
- (0) Supervising Criminalists
- (6) Criminalist Specialists (Advanced Journey level)
- (1) Level II Criminalists (Intermediate Journey level)

(1) Level I Criminalists**(1) Non-technical Support Staff**

Qualifying full-time scientists (including Supervising Criminalist and the laboratory director/project manager) comprise the technical staff that currently numbers ten (10).

The Crime Laboratory is organized into three technical units: Biology, Chemistry, and Firearms, and the laboratory administration which includes the director, DNA Technical Leader, Firearms Technical Leader, Controlled Substance Technical Leader and Quality Assurance Manager.

The level of complexity of forensic casework has increased significantly in recent years as judges and juries become more sophisticated in their understanding of the capabilities of forensic science. There is an expectation on the part of the jury that a complete and thorough scientific analysis of the physical evidence must be conducted by trained and knowledgeable forensic scientists. Hand-in-hand with the scientific analysis of physical evidence and scientist expertise are the capabilities of the Crime Laboratory.

The Crime Laboratory is equipped with over \$1 million of modern laboratory instruments designed to analyze drugs, and biological specimens for DNA profiling, and firearms evidence.

Plan

The crime laboratory plans to provide continuing education and training in technical and professional skills to the laboratory's forensic scientists 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 forensic scientist. These are often combined under the general heading of "expertise." The crime laboratory has had to seek out and provide training opportunities to qualifying scientists in order to develop and maintain expertise and proficiency in their current assignment or discipline.

The intent of the laboratory's Professional Development Program is to: 1) develop the knowledge, skills, and abilities of the laboratory staff in order 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 forensic scientists working at the bench level need to keep up to date 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 his/her 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*² that in addition to theoretical and practical training all 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 period.

Maintaining a well-trained staff of professional forensic scientists at the Crime Laboratory improves the quality of forensic services, expands the knowledge base of forensic scientists within functional areas, and reduces case turnaround times by virtue of employing well trained forensic scientists with appropriate skill sets to complete the work as expediently as can reasonably be expected.

² *Forensic Sciences: Review of Status and Needs*, U.S. Department of Justice Office of Justice Programs National Institute of Justice, February 1999, pp. 5-15

The equipment used in the laboratory is also extremely important. The firearms section of the laboratory is currently performing its test firing within one of the working lab spaces, not a dedicated range. This is a safety and health risk to the firearms examiners within the laboratory. In order to correct this issue, we are requesting funding to purchase a Self-Contained Portable Lab (Shooting Range) to be placed outside of the laboratory facility. This will allow test firing in a controlled space that is properly lighted and ventilated for this purpose. This will support the goals of the 2018 Coverdell Program by making the firearms unit more efficient and improve the quality of the work environment for the Firearms Analysts.

The Coverdell 2018 Program will provide the crime laboratory with funds for the continuing education/training and equipment needs of the laboratory to enhance of quality of forensic services. Some of the opportunities identified by the Laboratory's Director for continuing education/training include the symposia of professional forensic science organizations, staff development seminars provided by government agencies, drug enforcement seminars, the California Criminalistics Institute, and courses provided by equipment manufacturers, laboratory sponsored seminars and conferences, and/or university level courses. The equipment identified as being needed for not only 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.

Implementation

ANAB accredits the crime laboratory to the ISO 17025 standard. The laboratory received its Certificate of Re-Accreditation, number FT-0058, on October 24, 2018 and it expires on 10/31/2022. The laboratory is accredited in Firearms/Toolmark, which is the area that funds will be used to provide training. The crime laboratory uses generally accepted laboratory practices and analytical procedures to conduct the analysis of forensic evidence in accordance with accreditation guidelines.

In order to maintain accreditation, the Crime Laboratory must submit a new application for accreditation every four years, and undergo on-site inspections. The 2018 Accreditation

inspections was the crime laboratory fourth on-site inspection for an accreditation assessment under the ISO 17025:2005 guidelines.

Certification of External Investigation

The Director of the Fresno County Sheriff's Office Forensic Laboratory certifies that the Fresno County Sheriff's Office Internal Affairs Unit exists external to the crime laboratory's administration and an appropriate written process is in place to conduct independent external investigations. The crime laboratory agrees to notify Cal EMA Coverdell Program staff regarding any and all complaints or allegations of serious negligence or misconduct by employees or contractors substantially affecting the integrity of forensic results. At the conclusion of the investigative review process by the Sheriff's Office Internal Affairs Unit (an investigative body external to the crime laboratory) the crime laboratory director will notify Cal EMA Coverdell Program staff as to the resolution and that the matter has been resolved.

Program Objectives

There are two program objectives relative to the Coverdell 2018 Program:

- Provide educational opportunities and appropriate training for qualified forensic scientists.
- Purchase and install a Self-Contained Portable Lab (Shooting Range)

The grant objective is the training of laboratory staff. During the grant period two (2) qualifying forensic scientists will attend training and educational programs covering the Firearms forensic discipline. Secondly, we will purchase and install a Self-Contained Portable Lab (Shooting Range) for use by the firearms staff members.

The crime laboratory maintains a comprehensive training program as documented in the procedures manuals of each discipline. In addition the Sheriff's Office Training Unit tracks the training of all members of the Sheriff's Office. The crime laboratory's established training programs were used as references to determine the specific training and educational needs of the laboratory's qualifying forensic scientists.

Subrecipient: Fresno County Sheriff

Subaward #: _____

The Coverdell 2018 Program will provide the laboratory with funds for the continuing education/training and equipment needs of the laboratory's forensic scientists. The forensic discipline targeted for Coverdell 2018 Program training is firearms. Refer to the Budget Narrative for specific training and equipment to be funded with Coverdell 2018 funding.

The crime laboratory will report on the number of criminalists and type of training that was completed and the type of equipment that was purchased in the required progress reports.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient: Fresno County Sheriff's Office	DUNS # 613665769	FIPS #:
Grant Disaster/Program Title: 2018 Coverdell Program		
Performance Period: 01/01/2019 to 12/31/2019	Subaward Amount Requested: \$ 54,343	
Type of Non-Federal Entity (Check Box)	☐ State Gov. ☒ Local Gov. ☐ JPA ☐ Non-Profit ☐ Tribe	

Per Title 2 CFR § 200.331, 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. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	3-10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 4,291,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	No
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	3-5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

Certification: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

Signature: (Authorized Agent) 	Date: 11/13/18
Print Name: Thomas Trester	Print Title: Administrative Services Director
Program Specialist Only: SUBAWARD #	

PROJECT SERVICE AREA INFORMATION

1. **COUNTY OR COUNTIES SERVED:** Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

Fresno

2. **U.S. CONGRESSIONAL DISTRICT(S):** Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

21*, 16

3. **STATE ASSEMBLY DISTRICT(S):** Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

23, 31*, 32

4. **STATE SENATE DISTRICT(S):** Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

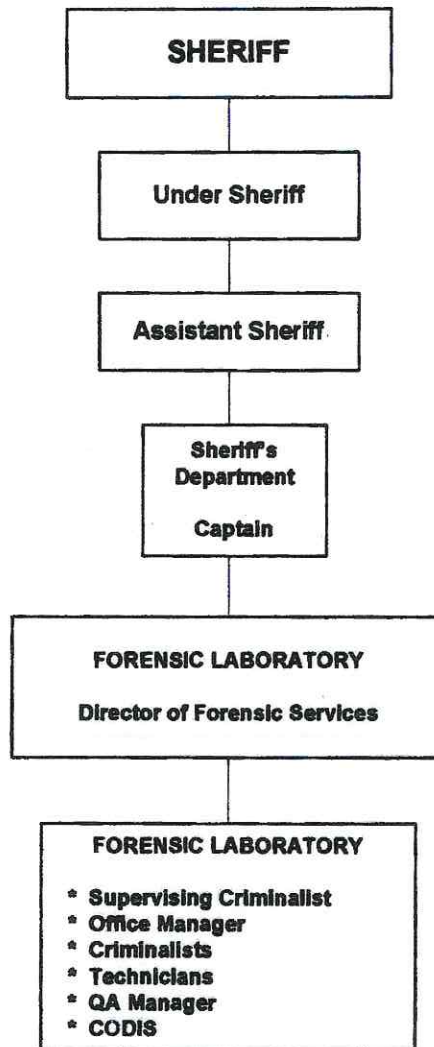
14*, 12 & 8

5. **POPULATION OF SERVICE AREA:** Enter the total population of the area served by the project.

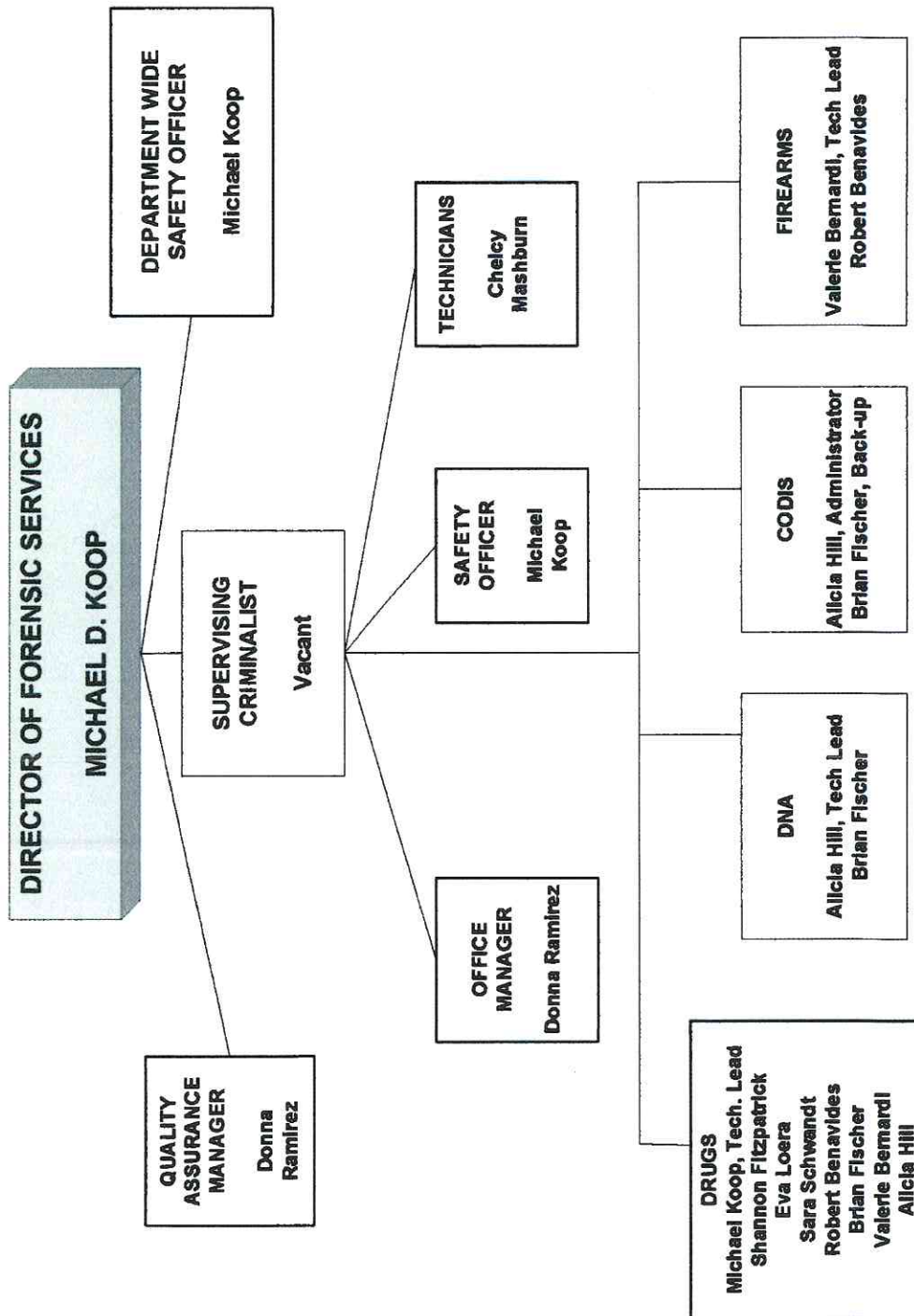
900,000

FRESNO COUNTY SHERIFF'S DEPARTMENT DIVISION ORGANIZATIONAL CHART

February 24, 2016



FORENSIC LABORATORY ORGANIZATIONAL CHART April 16, 2015



Subaward #: _____

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST**

SUBRECIPIENT

Agency: Fresno County Sheriff's Office
Project Director: Michael D. Koop Phone #: (559) 233-0308
Address: 1256 Divisadero
City: Fresno, CA Zip: 93721

ATTENDEE(S)

Name: Valerie Bernardi
Title: Criminalist Specialist Phone #: (559) 233-0308
Name: Robert Benavides
Title: Criminalist Specialist Phone #: (559) 233-0308

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 05/25/2019 to 5/31/2019
Destination (City/State) Nashville, Tennessee
Description
(Meeting/Conference/Other) 2019 AFTE Annual Training Seminar

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Continuing education for Forensic Scientists is essential for their development. This will improve the ability of our Lab to quickly process casework and provide timely results to the Justice System. No Brochure at this time.

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve

☐

Disapprove

☐

Program Specialist

Date

☐☐

Unit Chief

Date

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state's travel policy? Please specify:

Internal Travel Policy



State Travel Policy



Date of Trip: 5/25/2019 to 5/31/2019

Destination: Nashville, Tennessee

Purpose: Attend AFTE 2019 Annual Training Seminar

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

Airfare:

\$ 700

Additional Airport Expenses

Mileage: (\$4.5 cents per mile)

\$

Taxi/Shuttle:

\$

Parking:

\$

Auto Expenses:

Private Car:

\$

Rental Car:

\$

State/Agency Car:

\$

HOTEL/PER DIEM

Hotel:

7 days @ \$ 404.54 per day =

\$ 2832

Per diem:

7 days @ \$ 104 per day =

\$ 728

OTHER EXPENSES

Registration/Conference Fee:

\$

2019 AFTE Seminar Fees

\$ 595

\$

\$

\$

TOTAL COSTS NOT TO EXCEED:

\$ 4854

BASELINE DATA SHEET

The data presented on this document will establish the baseline for progress reporting. Please complete and submit the information requested below with your application.

PLEASE NOTE: Once a discipline is selected, you must report statistics on that discipline throughout the life of the Grant Subaward performance period. Please do not switch the disciplines mid-grant.

1. Identify the number of forensic analysts related to Coverdell Program: 2
2. Select the discipline(s) in your project and input the turn-around-time and number of backlogged cases per discipline in the chart.

Discipline	Turn-Around-Time	Back Log
Controlled Substances/Drug Chemistry		
Toxicology/Forensic Alcohol		
Trace		
Firearms	270 days	24
Questioned Documents		
Biology/DNA		
Crime Scene		
Latent Prints		
Digital Media		
Pathology		
NIBIN		

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 and to the California Governor's Office of Emergency Services (Cal OES):

- 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 Subaward.
- I agree to notify Cal OES Program Staff regarding any and all complaints and/or allegations of serious negligence and/or misconduct substantially affecting the integrity of forensic results committed by employees or contractors of the forensic laboratory system.
- At the *initiation, duration of, and at the conclusion* of the investigative review process and all appropriate action has been fulfilled, I will notify Cal OES Program Staff as to the resolution and that the matter has been resolved.

I personally have read and reviewed the section entitled "Eligibility" in the announcement for the Program. I acknowledge that a false statement in this certification or in the application that it supports may be subject to criminal prosecution, under 18 U.S.C. §1001. I also acknowledge that the Office of Justice Programs and/or Cal OES Grant Subawards, including certifications provided in connection with such Grants Subawards, are subject to review by the Office of Justice Programs, Department of Justice, Office of the Inspector General, and Cal OES.

I have authority to make this certification on behalf of the applicant agency.

Michael D. Koop
Signature of Certifying Official

Director of Forensic Services
Title of Certifying Official

Fresno County Sheriff's Forensic Laboratory
Name of Applicant Agency

10/25/2018
Date

Fresno County Internal Affairs Unit
Name of External Investigative Agency

B. Stalker
Contact at External Investigative Agency

Lieutenant
Title

(559) 600-8190
Phone #



CERTIFICATE OF ACCREDITATION

ANSI-ASQ National Accreditation Board

2000 Regency Parkway, Suite 430, Cary, NC 27518

This is to certify that

Fresno County Sheriff's Office Laboratory

has been assessed by ANAB
and meets the requirements of

ISO/IEC 17025:2005

**ANAB 17025:2005 Forensic Science Testing Laboratories
Accreditation Requirements:2017**

FBI Quality Assurance Standards for Forensic Testing Laboratories:2011

while demonstrating technical competence in the field of

FORENSIC TESTING

Refer to the accompanying Scope of Accreditation for information
regarding the types of tests to which this accreditation applies

Certificate Number: FT-0058

Valid to: 10/31/2022

Pamela L. Sale
Vice President, Forensics





ANSI-ASQ National Accreditation Board

SCOPE OF ACCREDITATION TO:

ISO/IEC 17025:2005

ANAB 17025:2005 Forensic Science Testing Laboratories Accreditation Requirements:2017

FBI Quality Assurance Standards for Forensic Testing Laboratories:2011

Fresno County Sheriff's Office Forensic Laboratory

1256 Divisadero
Fresno, CA 93721

FORENSIC TESTING

Valid to: October 31, 2022

Certificate Number: FT-0058

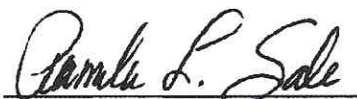
Discipline: Biology			
Component/Parameter or Characteristic Tested	Test Method	Items Tested	Key Equipment or Technology
Collection	Guidelines for the Examination of Physical Evidence	Physical Evidence	Refer to Method
DNA – STR	Flexible Scope ¹	Blood, Saliva, Hair, Semen, Epithelial Cells	Robotic System, Organic Extraction, Data Interpretation Systems
Individual Characteristic Database	CODIS Manual	Blood, Saliva, Hair, Semen, Epithelial Cells	Combined DNA Index System (CODIS)
Body Fluid Identification	Methods S2.0 – S5.0; S7.0; S10.0; S11.0; S18.0 – S21.0	Blood, Saliva, Semen, Epithelial Cells	Refer to Method(s)

Discipline: Firearms and Toolmarks			
Component/Parameter or Characteristic Tested	Test Method	Items Tested	Key Equipment or Technology
Physical Comparison	Comparison Microscope Examination	Firearm, Firearm components, Toolmark, Toolmark components	Comparison Microscope;
Determination of Functionality	Checking the Functionality of a Firearm	Firearm	Refer to Method
Product (Make/Model) Determination	Examination of Bullets and/or Projectiles	Firearm, Firearm Components	General Rifling Characteristics (GRC) Database



Trigger Pull Force Measurement	Measurement of Trigger Pull	Firearm	Force Gauge
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Note 1: A flexible scope has been granted for this component/parameter or characteristic tested. ANAB has assessed the competence required to develop, validate, and perform quality assurance within this provided service. New or modified methods for the item(s) and equipment/technology(ies) listed in this row on the Scope of Accreditation may be introduced. New measurement principles, item(s), and technology(ies) will require evaluation by ANAB prior to granting a scope extension. Contact the forensic service provider for information on the specific test method in use at any point in time and utilized for accredited testing work.



Pamela L. Sale
Vice President, Forensics

