

Application Information Form

Program:
Paul Coverdell Forensic Science Improvement Act - CQ26

Grant Subaward Performance Period:
07/01/2026 to 06/30/2027

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

Primary Location of Project/Services

Address	Address 2	
1256 Divisadero		
City:	County:	Zip Code:
Fresno	Fresno County	93721-1111

Contact Information Form

Grant Subaward Contacts

Grant Subaward Director

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

Last Name: Benavides
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State: California **Zip Code:** 93721-1703

Financial Officer

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Title: Business Manager
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City: Fresno

Last Name: Berber
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State: California **Zip Code:** 93721-1703

Programmatic Point of Contact:

Name: Robert
Title: Supervising Criminalist
Phone: (559) 600-8380
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City: Fresno

Last Name: Benavides
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Financial Point of Contact:

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Title: Accountant
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City: Fresno

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Chair of the Governing Body

Name:
Title:
Phone:
Address:
City:

Last Name:

Email:

State:

Zip Code:

Grant Subaward Authorized Agent

[X] Iesha Carter

Grant Subaward Assurances 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:

- Read all Grant Subaward Assurance and indicate compliance by checking acknowledgement box.

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 - 2025 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 \$30,000,000 or more in federal funds in the preceding fiscal years? * ☐ Yes ☒ No



**Federal Fund Grant Subaward Assurances
Paul Coverdell Forensic Science Improvement Formula
Grants Program – 2025 FSIA**

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

1. 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/funding/Explore/FY25AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipient) 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.

2. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38

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

Among other things, 28 C.F.R. Part 38 states that Subrecipients (and any Second-Tier Subrecipients) may not use direct Federal financial assistance from the Department of Justice to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment to the U.S. Constitution and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by the Department of Justice or in outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary 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 (and any Second-Tier Subrecipient 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. In addition, Part 38 states that a faith-based organization that participates in a Department of Justice funded program retains its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law.

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, see "Nondiscrimination provisions and the Religious Freedom Restoration Act," accessible at <https://www.ojp.gov/funding/explore/legaloverview2025/civilrightsrequirements>.

3. 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 assurance) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipient's (and any Second-Tier Subrecipient's) 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.

4. 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 assurance 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 subaward are posted on the OJP website at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

5. Specific Post-Award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed the Simplified Acquisition Threshold

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, as set forth in the Federal Acquisition Regulations (FAR). See the definition of simplified acquisition threshold in the FAR at 48 CFR part 2, subpart 2.1. 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> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed Simplified Acquisition Threshold)), and are incorporated by reference here.

6. 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"), including, without limitation, the provisions regarding termination in 2 C.F.R. 200.340, 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 be retained for a period of seven years after 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 C.F.R. 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.

7. 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:

- Submitted a claim that violates the False Claims Act; or
- 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 be reported Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

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

9. 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.

10. Compliance with DOJ Grants Financial Guide

Subrecipients (and any Second-Tier Subrecipients) must comply with all 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.

11. 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 28 C.F.R. § 42.106(d), 28 C.F.R. § 42.405(c), and 28 C.F.R. § 42.505(f), which contain notice requirements that covered recipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

12. 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.

13. Employment Eligibility Verification for Hiring under the Grant Subaward

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 assurance 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 assurance 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 assurance.
- 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 assurance.
- d. Rules of construction
- 1) Staff involved in the hiring process
- For purposes of this assurance, 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 assurance 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 assurance 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 assurance, 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/>).

Questions about the meaning or scope of this assurance should be directed to Cal OES, before Grant Subaward acceptance.

14. 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.

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

No Subrecipients (or 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, 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.

16. OJP Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward 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>.

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. 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.

19. 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 12 hours after an occurrence of an actual breach, or the detection of an imminent breach.

20. 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 assurance 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).

21. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (or 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 the Subrecipients (or any Second-Tier Subrecipients 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 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 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 written approval of Cal OES.

22. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

Among other items, 28 C.F.R. § 54.140 contains notice requirements that covered Subrecipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

23. 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 award uses generally accepted laboratory practices and procedures as established by accrediting organizations or appropriate certifying bodies.

24. External Investigations

Subrecipients (and any Second-Tier Subrecipients) shall ensure that requirements associated with 34 U.S.C. 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 Subaward.

25. Forensic Laboratory or Forensic Laboratory System 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:

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

The Coverdell statute (see 34 U.S.C. 10562(2)) and the Paul Coverdell Forensic Science Improvement Grants Program Notice of Funding Opportunity (NOFO) 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 NOFO 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.

26. 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 Notice of Funding

Opportunity (NOFO). 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.

27. 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)

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:

- 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);
- 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
- 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.

28. Supplanting

Subrecipients (and any Second-Tier Subrecipients) agree that federal funds under this Grant Subaward will be used to supplement but not supplant state or local government funds.

29. 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 (i.e. DNA testing services, medical examiner services, etc.) 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.

30. 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 Grants Analyst within fifteen business days of implementation of the change.

31. Allegations of Serious Negligence or Misconduct

Subrecipients (and any Second-Tier Subrecipients) acknowledge that, as stated in the Notice of Funding Opportunity (NOFO) 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:

- The number and nature of any allegations of serious negligence or misconduct substantially affecting the integrity of forensic results received during the Grant Subaward;
- Information on the referrals of such allegations (e.g., the government entity or entities to which referred, the date of referral);
- The outcome of such referrals (if known as of the date of the report); and
- 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.

32. Published Written and Web-Based Materials

Any publication (e.g., curricula, training materials, publications, reports, videos, or any other written, web-based, or audio-visual, or other materials) funded in whole or in part under this Grant Subaward, (with the exception of press releases, websites, and mobile applications), shall contain the following statement: "This project was supported by Grant No. 15PBJA-25-GG-02152-COVE 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."

Any website or mobile application that is funded in whole or in part under this Grant Subaward must include the following statement where most practicable: "This website [or application] was supported by Grant No. 15PBJA-25-GG-02152-COVE awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this website [or application] (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible. The statement may also be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

Upon specific request, Subrecipients (and any Second-Tier Subrecipients) must submit to Cal OES for review and approval (or, for Subrecipients that are institutions of higher education, review and comment) any publication or product developed under this Grant Subaward at least 15 working days prior to the targeted dissemination date.

The current edition of the DOJ Grants Financial Guide provides additional guidance on allowable printing and publication activities.

33. Grant Monitoring Guidelines, Protocols, and Procedures

Subrecipients (and any Second-Tier Subrecipients) agree to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and Office of Chief Financial Officers (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).

34. 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.

35. 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).

36. 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://www.justice.gov/olp/page/file/1204386/download>), 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.

37. Unmanned Aircraft Systems

No funds may be used for Unmanned Aircraft Systems (UAS) except with express prior approval from Cal OES. To request approval, Subrecipients must submit to Cal OES a written certification that:

- Certifies that only UAS verified by the Defense Contract Monitoring Agency's "Blue UAS Cleared List" or any successor list (available at <https://bluelist.appsplatformportals.us/>) as not manufactured by a "covered foreign entity" may be purchased or operated under the federal award and, further, that no modifications or additional accessories may be introduced to the UAS funded by the Grant Subaward. The purchased UAS may not be used to process, store, or transmit Federal information.
- Subrecipients (and any Second-Tier Subrecipients) must assure that it has sufficient policies and procedures regarding privacy, civil liberties, and information technology cybersecurity related to the operation of the UAS.
- Finally, Subrecipients (and any Second-Tier Subrecipients) may be required to provide additional documentation to verify purchase and the related policies for the UAS.

Funds proposed for the purchase of UAS may be withheld, pending confirmation of compliance with the terms of this Grant Subaward.

Additional information and the required certification form may be found here: <https://bja.ojp.gov/funding/uas>.

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 a Subrecipient (and any Second Tier Subrecipient) 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. Subrecipients (and any Second Tier Subrecipients) 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 Cal OES.

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 Grant Subaward 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. Compliance with National Environmental Policy Act and Related Statutes

Upon request, Subrecipients (and any Second-Tier Subrecipients) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental requirements in the use of these Grant Subaward funds.

Accordingly, if any of the following activities will be funded by the Grant Subaward, Subrecipients (and any Second-Tier Subrecipients) agree to follow BJA instructions regarding NEPA compliance.

The activities covered by this condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either
 - 1) Result in a change in its basic prior use or
 - 2) Significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are
 - 1) Purchased as an incidental component of a funded activity and
 - 2) Traditionally used, for example, in office, household, recreational, or education environments;
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories; and
- f. Any extraordinary or unusual project with potential to have a significant environmental impact.

Subrecipients (and any Second-Tier Subrecipients) understand and agree that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA.

2025 Paul Coverdell Forensic Science Improvement Formula Grants Program	
Assistance Listing Number and Title	16.742 - Paul Coverdell Forensic Sciences Improvement Grant Program
2025 FSIA Award Description	The 2025 Paul Coverdell Forensic Sciences Improvement Grant allows qualifying forensic laboratories in California to improve their efficiency and effectiveness to provide forensic science services through the improvement of the quality and timeliness of forensic services, the reduction of the number of backlogged cases, the facilitation of accreditation of forensic laboratories, and the addressing of emerging forensic science issues. Funds awarded through this grant will allow California's local forensic science laboratories, medical examiners' offices, and coroners' offices to continue to provide support to law enforcement and prosecutorial agencies throughout the state. California's Coverdell Program allows qualified forensic laboratories the flexibility to use a combination of any or all of the program objectives to meet the overall state goals and federal intent of the program. Each California crime laboratory, medical examiners' office, and coroners' office is unique. Cal OES will utilize the 2025 Paul Coverdell Forensic Sciences Improvement Grant funding to acquire and maintain accreditation for crime labs, reduce backlogs, and improve the quality and timeliness of forensic science services throughout the state.



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

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.

The Fresno County Sheriff's Office Forensic Laboratory maintains a structured approach to improving the quality and timeliness of forensic services through ongoing training and professional development for Criminalists in DNA and Firearms disciplines. This ensures staff remain current with changes in forensic science, maintain competency in accredited methods, and continue to provide reliable, timely casework support to the criminal justice system.

A primary focus of this plan is supporting journeyman-level Criminalists, who handle a large portion of casework and play a key role in maintaining case quality and efficiency. Ongoing training helps them stay current with new technologies, updated procedures, interpretation standards, and quality assurance practices, all of which directly impact the accuracy and turnaround time of casework.

The laboratory also invests in developing Criminalists who are early in their careers or still in training. Through structured training, mentoring, and exposure to accredited casework, these staff members build the skills needed to become fully competent examiners and help ensure long-term staffing stability as case demands continue to grow.

Training activities are aligned with ISO 17025 accreditation requirements and reinforce consistent application of validated methods, documentation standards, and quality practices. This helps ensure the laboratory continues to meet recognized national standards while producing dependable forensic results.

Overall, this training approach strengthens the laboratory's ability to provide accurate, efficient, and timely forensic services while maintaining accreditation and responding to the ongoing demands of criminal casework in Fresno County.

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 adequate staffing levels of well-trained Criminalists is a key factor in reducing and preventing casework backlogs within the Firearms Unit. Ongoing training and professional development improve examiner competency, increase efficiency, and support timely completion of casework, helping prevent the accumulation of pending examinations.

Training also supports the effective implementation of newly acquired equipment, including the Virtual Comparison Microscope (VCM) obtained last year. Continued education will allow examiners to become proficient in its use, incorporate it into casework, and support its validation for future examinations. This improves workflow, enhances comparison capabilities, and increases overall case throughput.

In addition, the acquisition of updated microscopes and a bullet trap will further strengthen the Firearms Unit's ability to conduct safe, accurate, and efficient examinations. The bullet trap improves safety and efficiency during test firing, while modern microscopes enhance evidence comparison and documentation. Together, these tools reduce examination time and improve consistency and quality of results.

Coverdell Program funding supports both training and equipment needs that directly impact backlog reduction. Continuing education opportunities, such as the Association of Firearm and Tool Mark Examiners (AFTE) Training Seminar and California Association of Criminalists (CAC) Training Seminar, ensure examiners remain current with best practices, emerging technologies, and validated methods. When combined with improved instrumentation and proper training on new systems like the VCM, these resources help ensure cases are processed more efficiently and consistently.

Overall, these investments in personnel development, validation of new technology, and upgraded instrumentation support a sustainable reduction in backlog while improving the quality, reliability, and timeliness of firearm examination services provided to the criminal justice system.

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's plan to employ, train, and support personnel is centered on a structured professional development program designed to improve expertise, efficiency, and casework capacity within the Firearms Unit. This approach directly supports backlog reduction by ensuring staff are properly trained to perform high-quality, timely forensic examinations.

The laboratory currently has one employee in firearms training who, upon completion of her academy, will enter the laboratory's formal firearms training program. This structured progression is designed to develop her into a competent and proficient firearms examiner capable of contributing to casework once fully trained. This helps build long-term staffing capacity and reduces workload pressure on existing examiners.

Forensic Criminalists receive both theoretical and practical training to develop and maintain expertise. Theoretical training builds scientific understanding of methods, instrumentation, and forensic principles, while practical training focuses on hands-on skill development needed for accurate casework performance. Together, these components ensure analysts are fully prepared to conduct examinations efficiently and in accordance with validated procedures.

The program also emphasizes continuing education, quality assurance, and professional development to maintain competency and support accreditation requirements. This includes training opportunities that enhance technical skills, improve courtroom testimony, and reinforce standardized forensic practices.

By investing in structured training, mentorship, and progressive skill development, the laboratory ensures a consistent pipeline of qualified Firearms examiners. This strengthens staffing levels, improves case throughput, and helps reduce and prevent backlogs while maintaining high-quality forensic services for the criminal justice system.

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).

The Forensic Laboratory continues to address emerging forensic science issues and technologies through training and the integration of new instrumentation into casework. With the prior 2024 Coverdell grant, the laboratory acquired a Cadre Virtual Comparison Microscope (VCM), which represents an important advancement in firearms examination technology.

VCM allows examiners to digitally capture, compare, and analyze 3D images of bullets and cartridge cases. This technology supports remote collaboration, improves documentation, and enhances efficiency by allowing evidence comparisons without physically transferring items. It also strengthens chain-of-custody practices and provides improved tools for visualization, annotation, and comparison of microscopic detail.

Although the system was recently implemented, ongoing training is essential to ensure examiners are fully proficient in its use and able to incorporate it effectively into casework. This training helps the laboratory remain current with emerging trends in forensic firearm examination and ensures the technology is used to its full potential.

By incorporating VCM technology and continuing related training, the laboratory is better positioned to address modern forensic challenges, improve consistency in comparisons, and enhance the overall quality and reliability of firearm examination results. This aligns with broader efforts in the discipline to adopt advanced instrumentation and improve analytical practices.

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?	<3 years
How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
How many grants does your organization currently receive?	3-10 grants
What is the approximate total dollar amount of all grants your organization receives?	\$3,062,300
Are individual staff members assigned to work on multiple grants?	Yes
Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
How often does your organization have a financial audit?	Annually
Has your organization received any audit findings in the last three years?	No
Do you have a written plan to charge costs to grants?	No
Do you have written procurement policies?	Yes
Do you get multiple quotes or bids when buying items or services?	Sometimes
How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
Do you have procedures to monitor grant funds passed through to other entities?	N/A

Funding Source Allocation

Funding Source Allocation

Funding Source Name	Fiscal Year	Type	Amount Available	Total Match Amount Available	Available Funding Total	Funding Requested	Cash Match Amount Requested	In-Kind Match Amount Requested	Total Project Costs
2025 FSIA	2025	Federal	\$50,834		\$50,834	\$50,834			\$50,834
			\$50,834	\$0	\$50,834	\$50,834	\$0	\$0	\$50,834

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

Budget Narrative Form

Budget Narrative

How the proposed budget supports the objectives and activities.

The proposed budget supports the Forensic Laboratory's goal of improving the quality, efficiency, and timeliness of firearm examinations through training and accessory purchases. Training funds will support attendance at the AFTE Training Seminar, CAC Training Seminar, ASCLD Symposium, and SHOT Show, providing continuing education, professional development, and exposure to emerging technologies and best practices. Accessory purchases, including microscopes and a bullet trap, will enhance the safe and efficient examination, testing, and comparison of firearms evidence, improving the quality and timeliness of forensic services.

How funds are allocated to minimize administrative costs and support direct services.

Grant funds are directed primarily toward activities that directly support forensic services. Approximately \$31,545 is allocated for training and professional development, while \$19,289 is allocated for accessory and operational needs, including microscopes, a bullet trap, and related accessories. No grant funds are allocated for salaries, benefits, administrative overhead, or indirect costs. This allocation maximizes the use of grant funds for direct service improvements that enhance examiner competency, laboratory efficiency, and the quality of forensic firearm examinations.

How shared costs are allocated.

Not applicable. There are no shared costs associated with this project.

How Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.

No staff salaries or personnel costs are funded through this grant. Existing laboratory personnel will utilize the training and accessories funded by the grant to enhance their knowledge, skills, and capabilities in firearm examination. These resources support examiner development, implementation of emerging technologies, and improved efficiency in casework processing, which contribute directly to the project's objectives.

The necessity for subcontracts and unusual costs.

Not applicable. There are no subcontracts or unusual costs associated with this project.

Need for mid-year salary range adjustments.

Not applicable. No salaries or personnel costs are funded through this grant.

Travel Budget Category Form

Travel Cost Type

Travel

Budget/Project Line-Item

2027 AFTE National Training - Non-Opioid

Description

Hosting hotel for the training/conference:
Lodging is estimated at \$164/night for 7 nights = \$1,148/per person
Plus estimated hotel sales taxes/occupancy tax at 13.42% = \$154.06/per person
Plus FY 27 GSA rate for M&I estimated at \$560/per person
Parking /Rental at \$1,563.82
Registration/Tuition at \$1,500/per person
Airfare \$666.67/per person
This is a non-opioid related training/conference.

☐ In State

☒ Out of State

Staff Traveling *

3

Travel Cost Per Staff

\$4,550.00

Calculation Total

\$13,650.00

Out-of-State Travel Request

Purpose of Travel

Training

Location of Travel (TBD is okay)

Frisco, TX

Description of how travel supports the intent of the Program:

The AFTE Training Seminar supports the Coverdell Program by providing specialized training and continuing education for firearm examiners. The seminar benefits examiners at all career stages, from those beginning their careers to experienced journeyman-level examiners, by sharing current research, methodologies, and emerging technologies. This training helps maintain accreditation requirements, examiner competency, and the delivery of high-quality forensic services.

Are all travelers included in personnel?

☒ Yes

☐ No

Funding Source Allocations

Funding Source Name	Fiscal Year	Type	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	
2025 FSIA	2025	Federal	\$13,650			\$0	\$13,650		
			\$13,650	\$0	\$0	\$0	\$13,650		

Travel Budget Category Form

Travel Cost Type

Travel

Budget/Project Line-Item

2027 ASCLD Symposium - Non-Opioid

Description

Hosting hotel for the training/conference:
Lodging is estimated at \$164/night for 6 nights = \$984/per person
Plus estimated hotel sales taxes/occupancy tax and fees at 13.42% = \$132.05/per person
Plus FY 27 GSA rate for M&I estimated at \$480/per person
Parking /Rental at \$603.95
Registration/Tuition at \$1,200/per person
Airfare \$700/per person
This is a non-opioid related training/conference.

☐ In State

☒ Out of State

Staff Traveling *

1

Travel Cost Per Staff

\$4,100.00

Calculation Total

\$4,100.00

Out-of-State Travel Request

Purpose of Travel

Training

Location of Travel (TBD is okay)

Madison, WI

Description of how travel supports the intent of the Program:

This supports Coverdell by providing forensic lab leaders with training on laboratory management, QA, accreditation, workforce development, and new issues in forensic science. The symposium offers opportunities to learn from and collaborate with leaders from forensic labs across the country, helping identify best practices that improve the quality, efficiency, and timeliness of forensic services. The knowledge gained is applied to strengthen lab operations and support continuous improvements.

Are all travelers included in personnel?

☒ Yes

☐ No

Funding Source Allocations

Funding Source Name	Fiscal Year	Type	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	
2025 FSIA	2025	Federal	\$4,100			\$0	\$4,100		
			\$4,100	\$0	\$0	\$0	\$4,100		

Travel Budget Category Form

Travel Cost Type

Travel

Budget/Project Line-Item

2027 SHOT Show - Non-Opioid

Description

Hosting hotel for the training/conference:
Lodging is estimated at \$175/night for 5 nights = \$875per person
Plus estimated hotel sales taxes/occupancy tax at 14% plus additional fees = \$315.49/per person
Plus FY 27 GSA rate for M&I estimated at \$430/per person
Transportation \$400 (\$200 per person)
Registration/Tuition at \$100/per person
Airfare \$400/per person
This is a non-opioid related training/conference.

[] In State

[X] Out of State

Staff Traveling *

2

Travel Cost Per Staff

\$2,320.50

Calculation Total

\$4,641.00

Out-of-State Travel Request

Purpose of Travel

Training

Location of Travel (TBD is okay)

Las Vegas, NV

Description of how travel supports the intent of the Program:

The SHOT Show supports the Coverdell Program by providing firearm examiners with exposure to the latest firearms, ammo, accessories, and related technologies entering the consumer and law enforcement markets. This knowledge helps examiners stay current on products that may be encountered in casework, improving their ability to identify, evaluate, and interpret evidence. Attendance also promotes professional development and enhances the quality and reliability of forensic firearm examinations.

Are all travelers included in personnel?

[X]Yes

[]No

Funding Source Allocations

Funding Source Name	Fiscal Year	Type	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	
2025 FSIA	2025	Federal	\$4,641			\$0	\$4,641		
			\$4,641	\$0	\$0	\$0	\$4,641		

Travel Budget Category Form

Travel Cost Type

Travel

Budget/Project Line-Item

2027 CAC Training - Non-Opioid

Description

Hosting hotel for the training/conference:
Lodging is estimated at \$218.20/night for 5 nights = \$1090.52/per person
Plus estimated hotel sales taxes/occupancy tax at 15% = \$163.65/per person
Plus FY 27 GSA rate for M&I estimated at \$460/per person
Transportation/county car \$0
Parking \$110
Registration/Tuition at \$1,300/per person
This is a non-opioid related training/conference.

☒ In State

☐ Out of State

Staff Traveling *

3

Travel Cost Per Staff

\$3,051.33

Calculation Total

\$9,153.99

Funding Source Allocations									
Funding Source Name	Fiscal Year	Type	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	
2025 FSIA	2025	Federal	\$9,154			\$0	\$9,154		
			\$9,154	\$0	\$0	\$0	\$9,154		

Other Operating Budget Category Form

Other Operating Costs

Budget/Project Line-Item
Computer Supplies - Non-Opioid

Description/Justification
Computer accessories, including monitors, CPUs, and related peripherals, support casework review and documentation. These support efficient operations and timely, high-quality forensic services.

Calculation Description
Monitors
1 unit at \$800
1 unit at \$239

Funding Source Allocations

Funding Source Name	Fiscal Year	Type	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	
2025 FSIA	2025	Federal	\$1,039			\$0	\$1,039		
			\$1,039	\$0	\$0	\$0	\$1,039		

Other Operating Budget Category Form

Other Operating Costs

Budget/Project Line-Item

Microscopes - Non-Opioid

Description/Justification

Microscopes are used to examine and compare evidence, supporting accurate analysis and documentation. These support efficient operations and timely, high-quality forensic services.

Calculation Description

Microscope 3c (1 unit at \$7,700) = \$7,700
Microscope 3 (1 unit at \$5,900) = \$5,900

Funding Source Allocations

Funding Source Name	Fiscal Year	Type	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	
2025 FSIA	2025	Federal	\$13,600			\$0	\$13,600		
			\$13,600	\$0	\$0	\$0	\$13,600		

Other Operating Budget Category Form

Other Operating Costs

Budget/Project Line-Item

Bullet Trap - Non-Opioid

Description/Justification

A bullet trap is required to safely contain bullets during firearm test firing, ensuring examiner safety and proper recovery of test fires. This supports efficient operations and timely, high-quality forensic services.

Calculation Description

Bullet Trap (1 unit at \$4,650) = \$4,650

Funding Source Allocations

Funding Source Name	Fiscal Year	Type	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements	
2025 FSIA	2025	Federal	\$4,650			\$0	\$4,650		
			\$4,650	\$0	\$0	\$0	\$4,650		

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.

Grant Subaward Assurances

By checking this box, I certify I have read all applicable 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: 7385/7415