

Standard Applicant Information

Project Information

Project Title FY21 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program	Proposed Project Start Date 10/1/21	Proposed Project End Date 9/30/23
Federal Estimated Funding (Federal Share) 288450.00	Applicant Estimated Funding (Non-Federal Share) 0.00	Program Income Estimated Funding 0.00
Total Estimated Funding 288450.00		

Areas Affected by Project (Cities, Counties, States, etc.)

Pinellas County, FL

Type Of Applicant

Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

Other (specify):

Application Submitter Contact Information

Application POC Prefix Name

Application POC First Name

Reta

Application POC Middle Name

Application POC Last Name

Newman

Application POC Suffix Name

Organizational Affiliation

Title

Director Pinellas County Forensics Lab

Email ID

rtnewman@co.pinellas.fl.us

Phone Number

727-582-6810

Fax Number

ORINumber

Executive Order and Delinquent Debt Information

Is Application Subject to Review by State Under Executive Order 12372? *

b. Program is subject to E.O. 12372 but has not been selected by the State for review

Is the Applicant Delinquent on Federal Debt?

No

SF424 Attachments (4)

 Name	Date Added
manifest.txt	6/8/21
 Name	Date Added
Form SFLLL_2_0-V2.0.pdf	6/8/21
 Name	Date Added
Form SF424_3_0-V3.0.pdf	6/8/21
 Name	Date Added
GrantApplication.xml	6/8/21

Authorized Representative

Authorized Representative Information

Prefix Name

Mr.

First Name Middle Name Last Name Suffix Name

Barry ————— Burton —————

Title

County Administrator

Verify Legal Name, Doing Business As, and Legal Address Certification

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile name and address is applicable to ALL applications and awards associated to this fiscal agent.

1. If this information is correct confirm/acknowledge to continue with completion of this application.

I confirm this is the correct entity.

Signer Name

Certification Date / Time

07/01/2021 09:21 AM

- 2. If the information displayed does not accurately represent the legal entity applying for federal assistance:
 - a. Contact your Entity Administrator.
 - b. Contact the System for Award Management (SAM.gov) to update the entity legal name/address.

- 3. If the above information is not the entity for which this application is being submitted, Withdraw/Delete this application. Please initiate a new application in Grants.gov with using the correct DUNS/SAM profile.

Proposal Abstract

The Pinellas County Forensic Laboratory (PCFL) performs DNA analyses of evidentiary materials for law enforcement agencies operating in Pinellas County, Florida & the District Six Medical Examiner which serves Pinellas and Pasco Counties. DNA analysis requests are accepted for both violent and non-violent crimes. The lab has considerable success with developing CODIS eligible profiles from non-violent crimes (i.e. residential burglaries, auto thefts, etc).

In order to maintain or improve laboratory metrics and to meet the stated goals of improving capacity and decreasing or maintaining turn around time and minimal back with an every increasing caseload, PCFL will use 2021 DNA CEBR funds to 1) continue to fund 1.5 DNA analysts (currently funded on the 2020 DNA CEBR) to perform casework activities including analysis, reporting, technical reviews, and testimony 2) fund DNA test kits (extraction, quantitation, amplification) for the funded analysts address procedural bottlenecks by acquiring additional equipment for use in sample preparation and contamination control.

Proposal Narrative

W	Name 2021 DNA -Program Narrative -PCFL.docx	Category Proposal Narrative	Created by Reta Newman	Application Number —	Date Added 06/30/2021	
---	---	--------------------------------	---------------------------	----------------------------	--------------------------	--

Goals, Objectives, Deliverables, and Timeline

Goal Statement

Increase capacity by improving efficacies in case processing and pre-analysis contamination control activities.

Objective	Fiscal Year	Quarter
Add 2 additional UV-crosslinkers to pre-processing workflow	2022	Q2
Add an additional autoclave to pre-processing workflow	2022	Q2
Add a freezer mill to the DNA bone and tooth sample preparation workflow	2022	Q2
Deliverable	Fiscal Year	Quarter
Purchasing Equipment	2022	Q2

Goal Statement

Maintain or increase laboratory analytical capacity by continuing to fund 1.5 FTE DNA analysts to perform casework relating activities for 12 months of the award period

to provide the associated DNA test kits for the analysts.

Objective	Fiscal Year	Quarter
Employee 1.5 FTE DNA analysis to preform case work activities.	2023	Ongoing
Provide test kits (extraction, quantitation, amplification) for use by grant funded analysts	2023	Ongoing
Deliverable	Fiscal Year	Quarter
Programmatic Reports	2023	Q4

Goal Statement

Increase casework capacity by maintaining annual contracts for maintenance and customer support of post-analysis statistical software (STRMIX).

Objective	Fiscal Year	Quarter
Extend maintenance agreements on three STRMIX software licenses.	Ongoing	Ongoing
Deliverable	Fiscal Year	Quarter
Software or other IT materials	Ongoing	Ongoing

Budget and Associated Documentation

Year 1 Year 2

> **Instructions**

Travel

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Contribution	Federal Reques
-------------------	----------	-----------------	-------	------	----------	------------	------------	------------	--------------------------	----------------

No items

Travel Total Cost

\$0.00

Year 1 Year 2

> **Instructions**

Equipment

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Reque
1 UV Crosslinkers	2.00	\$2,777.50	\$5,555.00		\$5,555.00
2 Freezer Mill	1.00	\$7,500.00	\$7,500.00		\$7,500.00
3 Autoclave	1.00	\$8,500.00	\$8,500.00		\$8,500.00

Equipment Total Cost

\$21,555.00

Additional Narrative

This equipment is necessary for the sucess of the project as it decreases current inefficiencies (bottlenecks) in the analytital process. PCFL autoclaves and/or UV cro: all applicable supplies and reagents prior to use in casework as a part of the laboratory's contamination control activities. The lab currently has one autoclave and on Crosslinker. This results in bottlenecks when mutple analysts are waiting to de-contaminate supplies prior to performing the corresponding casework activities.

PCFL performs analysis on bones and/or teeth for unidentified human remains for the medical examiner's office. A freezer mill is necessary for preparing these sample DNA extraction. The current freezer mill is dated and requires frequent repairs. Replacing it with a modern freezer mill will increase efficiency.

The Pinellas County Purchasing policies, processes, and capitalization process will be used for the acquisition of this equipment. The threshold for "equipment" is \$100

Year 1 Year 2

> **Instructions**

Supply Items

	Purpose of Supply Items	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
1	DNA Amplification	3.00	\$4,700.00	\$14,100.00		\$14,100.00
2	DNA Quantitation	2.00	\$1,922.00	\$3,844.00		\$3,844.00

Supplies Total Cost

\$17,944.00

Additional Narrative

DNA Amplification Kits (Quant Trio) and DNA Amplification Kits (GlobalFiler) will be used to re-create the laboratory's LEEP (Law Enforcement Elimination Profiles). This will help the laboratory meet objectives by removing bottlenecks created by the implementation of Globalfiler amplification and STRMix software.

Two quantitation (Quant Trio) and three amplification kits will be used to re-create this elimination data base with the most current technology.

Year 1 Year 2

> **Instructions**

Construction

Purpose of Construction	Description of Work	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
-------------------------	---------------------	------------	------	------------	--------------------------	-----------------

No items

Construction Total Cost

\$0.00

Year 1 Year 2

> **Instructions**

Subawards (Subgrants)

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
-------------	---------	------------	---------	----------------------	------	------------	--------------------------	-----------------

No items

Subawards Total Cost

\$0.00

Add Consultant Travel

Year 1 Year 2

> Instructions**Procurement Contracts**

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
-------------	---------	------------	---------	----------------------	------	------------	--------------------------	-----------------

No items

Do you need Consultant Travel?

Yes

Procurement Cost

\$0.00

Consultant Travel

COMPUTE THE COST OF EACH TYPE OF EXPENSE X THE NUMBER OF PEOPLE TRAVELING

Purpose of Travel	Location	Type of Expense	Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
-------------------	----------	-----------------	------	----------------------	------------	------------	--------------------------	-----------------

No items

Consultant Travel Total Cost

0.00

Procurement Total Cost

\$0.00

Year 1 Year 2

> Instructions**Other Costs**

Description	Quantity	Basis	Costs	Length of Time	Total Costs	Non-Federal Contribution	Federal Request
1 Annual License and Maintenance	3.00	Year	\$4,000.00	1.00	\$12,000.00		\$12,000.00

Other Costs Total Cost

\$12,000.00

Additional Narrative

Funds will be used to maintain annual licenses and maintenance for STRMIX software for 3 workstations (3 licenses). STRMIX was added to the laboratory's analysis workflow in the 2019 and 2020 DNA CEBR awards. Continuing to maintain and upgrade the software is important to meeting laboratory capacity goals.

[Year 1](#) Year 2

> **Instructions**

Indirect Costs

Description	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Reque
-------------	------	--------------------	------------	--------------------------	---------------

No items

Indirect Costs Total Cost

\$0.00

Additional Narrative

Budget Summary

Budget / Financial Attachments

Indirect Cost Rate Agreement

No documents have been uploaded for Indirect Cost Rate Agreement

Financial Management Questionnaire (Including applicant disclosure of high-risk status)



Name
2021FinancialCapability
signed.pdf

Category
Budget Financial Management
Questionnaire

Created by
Reta Newman

**Application
Number**
—

Date Added
07/01/2021



Additional Attachments

No documents have been uploaded for Additional Attachments

Additional Application Components

Additional Attachments

No documents have been uploaded for Additional Attachments

Other

No documents have been uploaded for Other

Signer Name

Certification Date / Time

07/01/2021 09:21 AM

- 2. If the information displayed does not accurately represent the legal entity applying for federal assistance:
 - a. Contact your Entity Administrator.
 - b. Contact the System for Award Management (SAM.gov) to update the entity legal name/address.

- 3. If the above information is not the entity for which this application is being submitted, Withdraw/Delete this application. Please initiate a new application in Grants.gov with using the correct DUNS/SAM profile.

Proposal Abstract

The Pinellas County Forensic Laboratory (PCFL) performs DNA analyses of evidentiary materials for law enforcement agencies operating in Pinellas County, Florida & the District Six Medical Examiner which serves Pinellas and Pasco Counties. DNA analysis requests are accepted for both violent and non-violent crimes. The lab has considerable success with developing CODIS eligible profiles from non-violent crimes (i.e. residential burglaries, auto thefts, etc).

In order to maintain or improve laboratory metrics and to meet the stated goals of improving capacity and decreasing or maintaining turn around time and minimal back with an every increasing caseload, PCFL will use 2021 DNA CEBR funds to 1) continue to fund 1.5 DNA analysts (currently funded on the 2020 DNA CEBR) to perform casework activities including analysis, reporting, technical reviews, and testimony 2) fund DNA test kits (extraction, quantitation, amplification) for the funded analysts address procedural bottlenecks by acquiring additional equipment for use in sample preparation and contamination control.

Proposal Narrative

W	Name 2021 DNA -Program Narrative -PCFL.docx	Category Proposal Narrative	Created by Reta Newman	Application Number —	Date Added 06/30/2021	
---	---	--------------------------------	---------------------------	----------------------------	--------------------------	--

Goals, Objectives, Deliverables, and Timeline

Goal Statement

Increase capacity by improving efficacies in case processing and pre-analysis contamination control activities.

Objective	Fiscal Year	Quarter
Add 2 additional UV-crosslinkers to pre-processing workflow	2022	Q2
Add an additional autoclave to pre-processing workflow	2022	Q2
Add a freezer mill to the DNA bone and tooth sample preparation workflow	2022	Q2
Deliverable	Fiscal Year	Quarter
Purchasing Equipment	2022	Q2

Goal Statement

Maintain or increase laboratory analytical capacity by continuing to fund 1.5 FTE DNA analysts to perform casework relating activities for 12 months of the award period

to provide the associated DNA test kits for the analysts.

Objective	Fiscal Year	Quarter
Employee 1.5 FTE DNA analysis to preform case work activities.	2023	Ongoing
Provide test kits (extraction, quantitation, amplification) for use by grant funded analysts	2023	Ongoing
Deliverable	Fiscal Year	Quarter
Programmatic Reports	2023	Q4

Goal Statement

Increase casework capacity by maintaining annual contracts for maintenance and customer support of post-analysis statistical software (STRMIX).

Objective	Fiscal Year	Quarter
Extend maintenance agreements on three STRMIX software licenses.	Ongoing	Ongoing
Deliverable	Fiscal Year	Quarter
Software or other IT materials	Ongoing	Ongoing

Budget and Associated Documentation

Year 1 Year 2

> **Instructions**

Travel

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Contribution	Federal Reques
-------------------	----------	-----------------	-------	------	----------	------------	------------	------------	--------------------------	----------------

No items

Travel Total Cost

\$0.00

Year 1 Year 2

> **Instructions**

Equipment

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Reque
----------------	------------	------	------------	--------------------------	---------------

No items

Equipment Total Cost

\$0.00

Year 1 Year 2

> **Instructions**

Supply Items

Supply items

	Purpose of Supply Items	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
1	DNA Extraction	36.00	\$563.00	\$20,268.00		\$20,268.00
2	DNA Amplification (STR)	13.00	\$4,700.00	\$61,100.00		\$61,100.00
3	DNA Amplification (YSTR)	1.00	\$3,700.00	\$3,700.00		\$3,700.00
4	DNA Quantification	8.00	\$1,922.00	\$15,376.00		\$15,376.00

Supplies Total Cost

\$100,444.00

Additional Narrative

The following casework supplies will be acquired with this award. All of the supplies are DNA kits (extraction, quantitation, amplification) for use in the analysis of evidentiary samples by the grant funded DNA analysts. All kits are NDIS approved and are fully validated for use at PCFL. These kits will support the objectives of this award by providing additional analytical capacity.

Specifically, the following items are included:

- 36 Prepfilr DNA Extraction Kits
- 12 GlobalFiler (STR) Amplification kits
- 8 QuantTrio DNA Quantitation kits
- 1 YFiler (Y-STR) Amplification kit

These expenses will be made in the 2nd year of the award.

Year 1 Year 2

> **Instructions**

Construction

Purpose of Construction	Description of Work	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
-------------------------	---------------------	------------	------	------------	--------------------------	-----------------

No items

Construction Total Cost

\$0.00

Year 1 Year 2

> **Instructions**

Subawards (Subgrants)

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
-------------	---------	------------	---------	----------------------	------	------------	--------------------------	-----------------

No items

Subawards Total Cost

Subaward Total Cost
\$0.00

Add Consultant Travel

Year 1 Year 2

> **Instructions**

Procurement Contracts

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
-------------	---------	------------	---------	----------------------	------	------------	--------------------------	-----------------

No items

Do you need Consultant Travel?

Yes

Procurement Cost

\$0.00

Consultant Travel

COMPUTE THE COST OF EACH TYPE OF EXPENSE X THE NUMBER OF PEOPLE TRAVELING

Purpose of Travel	Location	Type of Expense	Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
-------------------	----------	-----------------	------	----------------------	------------	------------	--------------------------	-----------------

No items

Consultant Travel Total Cost

0.00

Procurement Total Cost

\$0.00

Year 1 Year 2

> **Instructions**

Other Costs

Description	Quantity	Basis	Costs	Length of Time	Total Costs	Non-Federal Contribution	Federal Request
-------------	----------	-------	-------	----------------	-------------	--------------------------	-----------------

No items

Other Costs Total Cost

\$0.00

> **Instructions**

Indirect Costs

Description	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Reque
-------------	------	--------------------	------------	--------------------------	---------------

No items

Indirect Costs Total Cost

\$0.00

Additional Narrative

Budget Summary

Budget / Financial Attachments

Indirect Cost Rate Agreement

No documents have been uploaded for Indirect Cost Rate Agreement

Financial Management Questionnaire (Including applicant disclosure of high-risk status)



Name
2021FinancialCapability
signed.pdf

Category
Budget Financial Management
Questionnaire

Created by
Reta Newman

**Application
Number**
—

Date Added
07/01/2021



Additional Attachments

No documents have been uploaded for Additional Attachments

Additional Application Components

Additional Attachments

No documents have been uploaded for Additional Attachments

Other

No documents have been uploaded for Other

Certified

Pinellas County Forensic Laboratory
FY2021 DNA Backlog Reduction Program
Program Narrative

Statement of the Issue

The Pinellas County Forensic Lab (PCFL) provides DNA analyses to the criminal justice community (local, county, state, and federal) operating within Pinellas County for the purposes of criminal investigations for both violent and non-violent crimes and Pinellas and Pasco counties for death investigations. The use of DNA analytical results is a vital tool to the criminal justice community.

DNA case requests continue to increase. Between CY19 and CY 20 there was an increase of X% in submissions. Analytical bottlenecks exist in the use of shared equipment in the sample preparation process. Additional capacity in terms of personnel and casework supplies are needed to maintain target turnaround times.

Project Design and Implementation

Goals, Objectives, and Expected Results

Goal 1: Increase the capacity of the biology unit of the laboratory.

- Objective A: Continue to fund 1.5 FTE experienced DNA casework analysts
- Objective B: Continuing to fund (extraction, quantitation and amplification) supplies for casework analysis by program funded analysts.

Expected results: Grant analysts and the related supplies will increase laboratory throughput and reduce the number of DNA samples awaiting analysis. PCFL will be able to perform analysis of at least **250** cases and perform at least **200** technical reviews over 12 months of the award period with 1.5 FTE case analysts and providing analytical supplies for their analyses through this program. Without this award, case analyses and analytical capacity would be reduced, thus having a negative impact on backlogs and turnaround times.

The FTE positions will be funded under this program from January 1, 2021 to December 31, 2021. This is a continuation of funding of these positions from the 2015 DNA CEBR Program through the 2020 CEBR.

Goal 2: Increase casework capacity by maintaining annual contracts for maintenance and customer support of post-analysis statistical software (STRMIX).

Objective A: Extend annual maintenance agreements for STRMIX Software.

PCFL has three STRMIX workstation shared among 9 DNA analysts and technicians. Annual updates to the software and troubleshooting/customer support will assist the laboratory in maintaining a key element in the work process.

Goal 3: Increase capacity by improving efficacies in case processing and pre-analysis contamination control activities.

- Objective A: Add two additional cross linkers to the pre-processing workflow
- Objective B: Add an additional autoclave to the pre-processing workflow
- Objective C: Add a freezer mill to the DNA bone and tooth sample extraction process workflow.

Proposed Time Line for Grant Related Activities (responsible party)

Report Period 1: Oct 1-Dec 31, 2021

- Establish project and account numbers in OPUS (purchasing/accounting software) to maintain financial and purchasing records unique to this project. (Reta Newman, Keri Vizanidou)

Report Period 2: Jan1-Jun , 2022:

- Initiate acquisition process for equipment (UV Crosslinkers, Autoclave, Freezer Mill) (Reta Newman)

Report Period 3: Jul 2022-Dec,2022

- Implement use of new equipment in casework.
- Begin casework related grant activities by grant funded analysts. (Tim Hartzog and Bijal Shah)
- Initiate acquisition of STRMIX maintenance contract (Reta Newman)

Report Period 4: Jan-Jun, 2023

- Continue casework related grant activities by grant funded analysts. (Tim Hartzog and Bijal Shah)

Final Period; Jul-Sept 2023

- Complete award related casework by grant funded analysts (Tim Hartzog and Bijal Shah)
- Initiate and complete programmatic and fiscal reporting requirements.

Addressing Turnaround Time

In part through the success of CEBR program, PCFL maintains good turnaround time numbers, typically ranging from an average of 25-40 days from the date of request to the date the report is released to the case agency, which includes both the completion of the final technical and administrative reviews. Our internal target average turnaround time is 30 days. Constant annual increases in submissions are challenging our abilities to meet these goals.

The factors beyond the laboratory's control that impact these metrics include the increase in Sexual Assault Kits (SAK) due to state legislation that "all kits" are tested, fluctuations in submission related to property crimes, increase in the number of violent crimes, increases in the number of unidentified decedents, and analytical resources necessary to remain current in the field including validation and verification of new instruments, software, and other technologies as current ones are obsoleted.

This award allows us to maintain to minimize the impact on metrics (turnaround time and backlog) that otherwise would increase significantly with the current uptick in submission. Adding capacity with additional analysts and supplies and providing more resources to the analysts in the form of software support and laboratory equipment to minimize bottlenecks case processing processes.

Addressing Bottlenecks

The DNA unit operates very efficiently given the number of submissions we receive. However, increased submissions are taking a toll on laboratory metrics. The most pressing bottlenecks are in the pre-processing steps of the analytical workflow. To avoid contamination due to manufacturing and laboratory exposures, all applicable prepared reagents, plastics, and supplies are either UV crosslinked, autoclaved or both. The laboratory only has one of each piece of equipment, so bottlenecks ensue when multiple analysts are performing pre-extraction activities. By adding additional equipment and strategically placing it within the laboratory, these particular bottlenecks can be easily addressed.

Potential Increases in Submissions

The year to year rate of increase of DNA submission between 2019 and 2020 was 13%. 2021 is running 22% above the same time frame (Jan-Jun) from the previous year. The rate of increase of residential property crimes is has decreased (possibly due to quarantines associated with COVID, however, violent crimes have increased). The grant funded staff and casework supplies will be used to maintain casework capacity.

Statement of Impact of Program on Casework Capacity

PCFL estimates that the laboratory will be able to analyze **250** cases, perform **200** technical reviews using grant funding staff and casework supplies.

Sustainability plan

PCFL has minimized the amount of staff funded by CEBR funds as much as possible, in the event the funds are no longer available alternative means of funding the positions will be investigated or, more likely, the positions will be eliminated which will have an unfortunate impact on casework capabilities.

Without these funds, at this time, we would need to either accept longer turnaround times and backlogs or change our submission policies to minimize the acceptance of evidence from non-violent crimes. That said, the laboratory's long-term plans include adding additional non-grant funded staff; however an exact timeline has not been determined.

Long term maintenance of the equipment allocated with this award will be absorbed by the laboratory.

Capabilities and Competencies

Proposed Project Staff

Laboratory Staff:

Reta Newman, Laboratory Director will be the project point of contact/program manager for this project (Statement of Qualifications Attached). She will be responsible for the overall management of the grant to ensure completion of stated goals and objectives; gathering and reporting project progress and performance metrics; completing the quarterly FSR; and initiating reimbursements through the GPRS system. Note: funds are directly deposited into Pinellas County accounts, no funds are distributed directly to or from Pinellas County Forensic Laboratory staff and the OJP/NIJ. Ms. Newman has successfully managed various grants since 2008 include Byrne grants, 2008-2020 Coverdell Forensic Science Improvement Program Grants, and prior year's 2011-2020 CEBR grants.

Tim Hartzog (DNA Analyst) is the award-fund analyst (1 FTE) who will perform analysis of forensic DNA casework associated with this award (Statement of Qualifications Attached).

Bijal Shah (DNA Analyst) is the part time award-funded analysts (0.5 FTE) who will perform analysis of forensic DNA casework with this award (Statement of Qualification Attached).

Keri Vizandiou (Finance Section Manager of Pinellas County Human Services/Justice Coordination) will be responsible for setting up OPUS (purchasing and fiscal accounting software) accounts unique to this project. She will also be responsible for reviewing and approving Financial Status Reports prior to submission to JustGrants.

Plan for Collecting Required Data Required for Performance Measures

The JusticeTrax LIMS system will be used to track all metrics except CODIS hits for cases submitted to the lab after January 1, 2018. CODIS hits will be tracked through an Excel spreadsheet which itemized each Hit and relates it to any associated grants until that data collection is transitioned into the new LIMS program. The JusticeTrax program has been configured to capture:

- a) If an analysis is related to a grant (grant funded analyst or grant funded casework supplies).
- b) If so, which grant. This is the form of a dropdown menu, i.e. 2020 CEBR, 2021 CEBR so eliminate the possibility of double counting to multiple grants.
- c) If so, what activity. This is also in the form of a dropdown menu, i.e. grant funded analysts, grant funded overtime, grant funded supplies, etc).

This data is captured at the request level so all items of evidence and all analysis associated with that request can then be uniquely counted.

For unit specific metrics independent of the grant are calculated based upon case submission where the analysis type is “DNA”.

A report “Grant Report” has been created in association with the vendor (Justice Trax) to calculate all metrics, except CODIS hits, required by this award. The report has been fully validated to ensure accurate results by comparing values generated by the report to manual counts and calculations.

A detailed description as to how each metric will be calculated is provided below:

Data collection for performance measures for Casework Laboratories

Did your agency expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA casework samples this reporting period?

There are no funds for outsourcing DNA analysis in this award, nor does PCFL outsource DNA analysis, so by default, this answer will always be “no”, unless “N/A” is an option.

Did any subrecipient(s) under this award expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA casework samples during the reporting period?

There are no funds allotted to any subrecipient under this award, so by default, this answer will be “no” unless “N/A” is an option.

Please provide a list specifying each such private laboratory and the total amounts expended for such procurement contracts during the reporting period. Please indicate below by selecting “add laboratory” for the private laboratories your agency used this reporting period. For every laboratory added in “amount expended” field will generate in turn.

Since PCFL does not outsource or have subrecipient, this response will be “N/A”.

Please provide a list specifying each such private laboratory and the total amounts the subrecipient(s) expended for such procurement contracts during the reporting period.

Since PCFL does not outsource or have subrecipient, this response will be “N/A”.

Did your agency expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA database samples this reporting period?

PCFL is not handle of database samples and therefore this answer will be “no” unless “N/A” is an option.

Did any subrecipient(s) under this award expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA database samples during the reporting period?

PCFL does not handle of database samples and therefore this answer will be “no” unless “N/A” is an option.

Please provide a list specifying each such private laboratory and the total amounts expended for such procurement contracts during the reporting period. Please indicate below by selecting “add laboratory” for the private laboratories your agency used this reporting period. For every laboratory added in “amount expended” field will generate in turn.

PCFL does not handle of database samples and therefore this answer will be “no” unless “N/A” is an option.

Please provide a list specifying each such private laboratory and the total amounts the subrecipient(s) expended for such procurement contracts during the reporting period.

PCFL does not handle of database samples and therefore this answer will be “no” unless “N/A” is an option.

Baseline Metrics Data Collection

Number of untested/not completed forensic biology/DNA cases on hand on January 1, 2020.

This metric is extracted from the JusticeTrax LIMS database. The “DNA Grant Metric Report” for the date range Jan 1- Dec 31, 2019 provides the count of all “Requests Pending” at the end of the year which corresponds to the number of pending cases on Jan 1, 2020.

Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) on January 1, 2019.

This metric is extracted from the JusticeTrax LIMS. The “DNA Grant Metric Report” for the date range Jan 1- Dec 31, 2018 provides the count of all “Backlog Request” at the end of the year which corresponds to the number of incomplete cases that were greater than 30 days old on Jan 1, 2020.

Please estimate percentage of the backlogged cases that were from property crimes.

The offense (as submitted by the case agency) will be tallied and the percent of cases associated with property crimes will be calculated.

The number of new cases for forensic biology/DNA received in 2020.

This metric will be derived from the Justice Trax LIMS database. The “DNA Grant Metric Report” includes this metric. It is calculated as a count of case requests received within the report period in which the service type = Biology between Jan 1, 2020 and Dec 31, 2020.

Please estimate the percentage of these cases that were from property crimes.

This metric will be derived from the Justice Trax LIMS database. It is calculated by counting the number of completed cases in which the case offense (as provided by the case agency) is a property crime (i.e. residential burglary, commercial burglary, auto theft) divided by the total number of completed cases for all offense types.

Forensic biology/DNA cases closed by administrative means in 2020.

All cases closed by administrative means are removed from the Biology Service and placed in the Administrative Service in the Justice Trax program. Thus, these cases are not counted in “number of DNA submissions” metric.

Number of untested/not completed forensic biology/DNA cases on hand on December 31, 2020.

This metric will be derived from the Justice Trax LIMS database. The “DNA Grant Metric Report” includes this metric. It is calculated by counting the cases in which the case request report was not released to the agency on Dec 31, 2019.

Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) on December 31, 2020.

This metric will be derived from the Justice Trax LIMS database. The Grant Report for 2020 CEBR includes this metric. It is calculated by counting the cases in which the case request report was not released to the agency on Dec 31, 2020 and was submitted to the laboratory more than 30 days prior.

The average number of days needed to complete (including peer review and report) non-priority DNA case for calendar year 2020. Please indicate violent crime with a “V” and the nonviolent crime with a “NV”. If the applicant cannot separate the nonviolent cases, give the number with no other markings.

This metric will be estimated from the Justice Trax LIMS database based upon offense type. This program does not currently have a mechanism for separating violent from non-violent crimes, however the applicant laboratory is working with the vendor (JusticeTrax) to add that functionality.

Reporting Period Performance Measures Metrics

Number of forensic biology/DNA cases submitted to the laboratory during the reporting period.
The Justice Trax 2021 CEBR report provides a count of all DNA case requests submitted to the laboratory between the start and end date of the reporting period.

Total number of forensic biology/DNA cases completed by the laboratory during the reporting period.

The Justice Trax 2021 CEBR report provides a count of all DNA case requests completed (as defined as “released” by the laboratory between the start and end date of the reporting period.

Total number of forensic DNA samples completed by the laboratory during the reporting period.

The Justice Trax 2021 CEBR report provides a count of all items analyzed in a DNA case requests that was completed (as defined as “released” by the laboratory) between the start and end date of the reporting period. Items that we not analyzed (result=no analysis performed) are excluded from this metric.

Average number of days between the submission of a request, by type, for forensic biology/DNA analysis to the laboratory and the delivery of the test result at the beginning of the award period.

The Justice Trax CEBR report provides a calculation of average turnaround time. The calculation uses the difference between the date of release and the date of request to establish the turnaround time of each given case completed/released in the six months prior to the initial reporting period. It then averages those turnaround times to complete the metric.

Average number of days between the submission of a request, by type, for forensic biology/DNA analysis to the laboratory and the delivery of the test results at the end of the reporting period.

The “DNA Grant Metric Report” report provides a calculation of average turnaround time. The calculation uses the difference between the date of release and the date of request to establish the turnaround time of each given case completed/released in the reporting period. It then averages those turnaround times to complete the metric.

Number of backlogged forensic biology/DNA cases at the beginning of the award period.

The “DNA Grant Metric Report” will calculate the number of DNA and/or Serology cases in the laboratory that were not completed on Dec 31, 2020, but were received more than 30 days from the date of request.

Number of backlogged forensic biology/DNA cases at the end of the reporting period.

The “DNA Grant Metric Report” will calculate the number of DNA and/or Serology cases in the laboratory that were not complete on the last date of the reporting period, but were received more than 30 days from the end of the reporting period.

Total number of DNA profiles from forensic analyses entered into CODIS for the DNA laboratory.

The “DNA Grant Metric Report” will count the number of profiles that were entered into CODIS. Data is recorded for each DNA profile that reflects either “CODIS eligible” or “CODIS ineligible. Each item in each request completed within the reporting period in which “CODIS eligible” is selected will be counted.

Total number of CODIS hits from forensic analyses for the DNA laboratory.

The number of CODIS hits within a reporting period will be generated from the PCFL Excel Spreadsheet “CODIS Hit Report” which documents and manages all critical information regarding CODIS hits (both offender and forensic) obtained by the laboratory. This database is audited two times per year to ensure accuracy. The laboratory will use the counting function of EXCEL to determine the number of hits obtained within a given reporting period. (Note: this function will eventually be transferred to Justice Trax). Based on the case number-item number, the laboratory will be able to extract all hits that are associated with grant funded activities and report those metrics in the PMT and report narrative.

The grant report in the LIMS system has been validated against manual counting methods to ensure accurate counting and no “double counting among various awards”. Itemized reports detailing each counted activity including case number, item numbers, dates of requests, dates of release, and related grant activity are maintained in the background of the report and will be available for review upon request.

Data collection for performance measures for Database Laboratories

No metrics will be collected/reported for DNA analysis of database samples as PCFL does not perform DNA database analyses.

Additional Program Defined Metrics

Cases analyzed by program funded analysts and with grant funded supplies:

The “DNA Grant Metric Report” program has functionality to record grant activities on a request-by-request basis. The grant identified as well as the type of grant funds (analysts, supplies, or both) are tracked for every request. A report has been generated that counts the number of requests completed for each type of fund – the report includes drill-down functionality allowing for both a count and for an auditable document to ensure accuracy of each individual case.

Cases processed by through program funded overtime:

No overtime funds are requested in this award.

Responsibility for the performance measure data

The laboratory director (Reta Newman) will be responsible for collecting/reporting the data. All data will be maintained and be available for review three (3) years post award. The data will be stored in electronic form (pdf) on a secure and backed up county-maintained server.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2022

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

4. Name and Address of Reporting Entity:

Prime SubAwardee

* Name:

* Street 1: Street 2:

* City: State: Zip:

Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: <input type="text" value="Bureau of Justice Assistance"/>	7. * Federal Program Name/Description: <input type="text" value="DNA Backlog Reduction Program"/> CFDA Number, if applicable: <input type="text" value="16.741"/>
---	--

8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>
--	--

10. a. Name and Address of Lobbying Registrant:

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1 Street 2

* City State Zip

b. Individual Performing Services (including address if different from No. 10a)

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1 Street 2

* City State Zip

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature:

* Name: Prefix * First Name Middle Name
* Last Name Suffix

Title: Telephone No.: Date:

Federal Use Only: Authorized for Local Reproduction
Standard Form - LLL (Rev. 7-97)

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="06/08/2021"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="Pinellas County dba Board of County Commissioners"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-6000800"/>	* c. Organizational DUNS: <input type="text" value="0552002160000"/>	
d. Address:		
* Street1:	<input type="text" value="c/o Office of Management and Budget"/>	
Street2:	<input type="text" value="14 S. Ft. Harrison Ave - 5th FL"/>	
* City:	<input type="text" value="Clearwater"/>	
County/Parish:	<input type="text"/>	
* State:	<input type="text" value="FL: Florida"/>	
Province:	<input type="text"/>	
* Country:	<input type="text" value="USA: UNITED STATES"/>	
* Zip / Postal Code:	<input type="text" value="33756-5105"/>	
e. Organizational Unit:		
Department Name: <input type="text"/>	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>	* First Name: <input type="text" value="Reta"/>	
Middle Name: <input type="text"/>		
* Last Name: <input type="text" value="Newman"/>		
Suffix: <input type="text"/>		
Title: <input type="text" value="Director Pinellas County Forensics Lab"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="727-582-6810"/>	Fax Number: <input type="text"/>	
* Email: <input type="text" value="rtnewman@co.pinellas.fl.us"/>		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.741

CFDA Title:

DNA Backlog Reduction Program

*** 12. Funding Opportunity Number:**

O-BJA-2021-28001

* Title:

BJA FY 21 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

FY21 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="250,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="250,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

APPROVED AS TO FORM
By: Michael A. Zas
Office of the County Attorney



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: **Pinellas County Board of County Commissioners**
 Street1: **14 S. Fort Harrison Ave., c/o OMB, 5th Floor**
 Street2:
 City: **Clearwater**
 State: **FL**
 Zip Code: **33756**

2. Authorized Representative's Name and Title:

Prefix: **Mr.** First Name: **Barry** Middle Name:
 Last Name: **Burton** Suffix:
 Title: **County Administrator**

3. Phone: **727-464-3485** 4. Fax:
 5. Email: **grantsCOE@pinellascounty.org**

6. Year Established: 1911	7. Employer Identification Number (EIN): 596000800	8. DUNS Number: 0552002160000
-------------------------------------	--	---

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? Yes No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

Yes No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

Yes No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply):

"Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

Financial Statement Audit

Defense Contract Agency Audit (DCAA)

Other Audit & Agency (list type of audit):

Bureau of Justice Assistance

None (if none, skip to question 13)

11. Most Recent Audit Report Issued: Within the last 12 months Within the last 2 years Over 2 years ago N/A

Name of Audit Agency/Firm: Crowe Horwath, LLP

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

Unqualified Opinion Qualified Opinion Disclaimer, Going Concern or Adverse Opinions N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 0

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$0

Were material weaknesses noted in the report or opinion? Yes No

13. Which of the following best describes the applicant entity's accounting system:

Manual Automated Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

Yes No Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

Yes No Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

Yes No Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

PROPERTY STANDARDS AND PROCUREMENT STANDARDS

20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

TRAVEL POLICY

<p>24. Does the applicant entity:</p> <p>(a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

SUBRECIPIENT MANAGEMENT AND MONITORING

25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards
--	--



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

- Yes No Not Sure
- N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

- Yes No Not Sure
- N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

- Yes No Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

[Redacted]

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

[Redacted]

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

[Redacted]

Phone:

[Redacted]

Email:

[Redacted]

(d) Reason for "high risk" status, as set out by the federal agency:

[Redacted]

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name:

Matthew Tolnay

Date:

May 26, 2021

Title:

- Executive Director Chief Financial Officer Chairman

Other: County Administrator

Phone:

727-464-3485

APPROVED AS TO FORM

By: Matthew Tolnay
Office of the County Attorney



U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

- a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
- b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
- c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by

the Office on Violence Against Women, also may apply to an award made otherwise;

- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance--

- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C.

- §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c) (11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c) (11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a) (3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, 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 subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.



U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, 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, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid 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 this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

(a) is 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 or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by—

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and

- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, 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 subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.