



"Enriching Lives"

COUNTY OF LOS ANGELES

DEPARTMENT OF CORONER

1104 N. MISSION RD., LOS ANGELES, CALIFORNIA 90033



Anthony T. Hernandez
Director

Lakshmanan Sathyavagiswaran, MD
Chief Medical Examiner-Coroner

October 18, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ACCEPT A GRANT AWARD FROM THE FEDERAL NATIONAL
INSTITUTE OF JUSTICE'S PAUL COVERDELL FORENSIC
SCIENCE IMPROVEMENT PROGRAM
FOR THE FISCAL YEARS 2011-12 AND 2012-13
AND APPROVE AN APPROPRIATION ADJUSTMENT
(ALL DISTRICTS)(4 VOTES)**

SUBJECT

Approval for the Director, Department of Coroner, to accept a grant award in the amount of \$174,200 from the Federal Paul Coverdell Forensic Science Improvement Program to improve the quality and timeliness of forensic science and medical examiner services and approve appropriation adjustment.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director, Department of Coroner, to accept a grant award in the amount of \$174,200 from the National Institute of Justice to implement "Streamlining Medical Examiner's Work Processes Using a Machine-Readable labeling System".
2. Delegate authority to the Director, Department of Coroner, or his designee, to act as agent for the County to execute and submit all grant

Accreditations:

*National Association of Medical Examiners
California Medical Association-Continuing Medical Education
Accreditation Council for Graduate Medical Education*

*American Society of Crime Laboratory Directors/LAB
Peace Officer Standards and Training Certified*

Law and Science Serving the Community

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#34 OCTOBER 18, 2011

Sachi A. Hamai

SACHI A. HAMAI
EXECUTIVE OFFICER

documents, including but not limited to applications, agreements, modifications, amendments, extensions, and payment requests that may be necessary for completion of this program that do not increase Net County Cost.

3. Approve the attached Appropriation Adjustment, recognizing \$174,000 in grant funding for FY 2011-12 and FY 2012-13 in the Department's Services and Supplies appropriation in the amount of \$174,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The Department of Coroner recommends that your Board, as the County's governing body, approve the Federal allocation of Paul Coverdell program funds to the County; authorize implementation of the County-administered project; and authorize the Director, Department of Coroner to enter into this grant award agreement on your Board's behalf with the National Institute of Justice.

IMPLEMENTATION OF STRATEGIC PLAN GOALS:

Approval of the recommended action is consistent with the County's Strategic Plan, Goal 1. Operational Effectiveness. The project will streamline and improve services provided by the Department of Coroner and promote information technology services which are cost effective, reliable, accessible and secure.

FISCAL IMPACT/FINANCING:

Board approval of the attached Appropriation Adjustment (Attachment B) will allow sufficient funding in the Department's Services and Supplies appropriation in the amount of \$174,000 for project costs during the current fiscal year and into the following fiscal year.

The Paul Coverdell Forensic Sciences Improvement Grant funding will offset project costs. No match is required. Funds will be used to hire consultants to analyze the Department of Coroner's needs, develop appropriate software, train employees and purchase equipment needed to implement the project.

No new employees will be hired for this project. After the Federal grant expires, there will be minor continuing costs for supplies and maintenance of equipment.

There is no impact on net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Each year the National Institute of Justice allocates grant funds under the Paul Coverdell Forensic Science Improvement Program. These funds are allocated to state and local governments for one or more of three purposes: 1) To carry out all or a substantial part of a program intended to improve the quality and timeliness of forensic science or medical examiner services in the state 2) To eliminate a backlog in the analysis of forensic science evidence 3) To train, assist and employ forensic laboratory personnel as needed to eliminate such a backlog.

The Department of Coroner's project "Streamlining Medical Examiner's Work Processes Using a Machine-Readable Labeling System" will create a system of machine-readable labels for property, evidence, and laboratory specimens, thus increasing the accuracy and timeliness of processing items for which the Coroner is responsible.

This project implements machine readable labeling technology to reduce human error, avoid illegible or missing labels, and reduce backlogs in areas responsible for property and evidence.

The anticipated improvements in timeliness and quality include the following:

- Reduced human error in identifying and storing physical items.
- Reduced time for investigating and resolving discrepancies in identification of physical items.
- Reduced backlog of items such as property letters.
- Improved reporting of backlogs and processing rates to management, with resulting opportunities to correct delays.
- Backup of logs of physical items to an off-site computer. This is a necessary step in business continuity planning.
- Improved legibility of labels, which will be printed rather than handwritten or stamped

Paul Coverdell Grant funds will provide for consultants to assist in analyzing Coroner's work processes, design and implement a system of machine-readable labels, and hardware needed to implement the labeling system. Due to budget reduction at the state and local levels in California, this project is unlikely to be funded using local resources.

This project is recommended in the Management Audit of the Department of Coroner dated April 27, 2010.

The Paul Coverdell Forensic Sciences Improvement Program is authorized by the Paul Coverdell Forensic Sciences Improvement Act of 2000, as amended. The grant period will be from October, 2011 to September, 2012. This Board letter has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES OR PROJECTS:

Acceptance of this grant award will enable the Department to expand on the Physical Object Tracking System, which was awarded by this same agency and accepted by your Board during FY 2010-11. This grant award will cover all costs for a Contractor to analyze and implement additional modules of the system for tracking of decedent's personal property and associated costs for software and hardware.

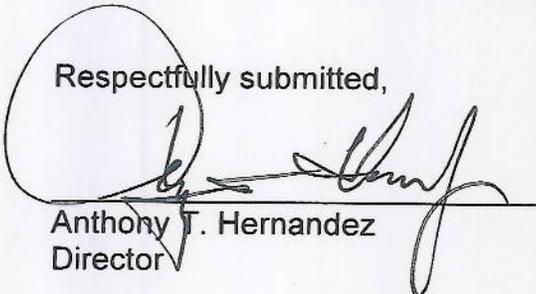
This program will initially create workload increases, particularly for the Coroner's Forensic Data Information Systems and Contract offices. In the long term, there will be a net workload reduction by eliminating handwritten tags and labels, as well as an improvement in the accuracy of labeling. This project will interface with the Department of Coroner's document management system, which is currently in development.

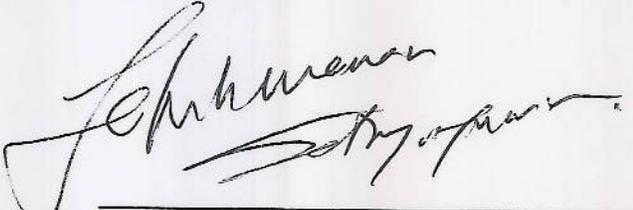
CONCLUSION:

Following Board approval, the Executive Officer-Clerk of the Board is requested to return one copy of the adopted Board letter to:

Department of Coroner
Attention: Elizabeth Seung, Contracts Manager

Respectfully submitted,


Anthony T. Hernandez
Director


Lakshmanan Sathyavagiswaran, MD
Chief Medical Examiner-Coroner

Attachment

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors

Los Angeles County Chief Executive Office

Grant Management Statement for Grants \$100,000 or More

Department: *LOS ANGELES COUNTY DEPARTMENT OF CORONER*

Grant Project Title and Description

Streamlining Medical Examiner's Work Processes Using a Machine Readable Labeling System

Funding Agency

*DOJ Office of Justice
Programs - National
Institute of Justice*

Program (Fed. Grant #/State Bill or Code #)

2011-CD-BX-0065

Grant Acceptance Deadline

October 29, 2011

Total Amount of Grant Funding: *\$174,200*

County Match: *0*

Grant Period:

Begin Date: *10/11*

End Date: *9/12*

Number of Personnel Hired Under This Grant:

Full Time: *0*

Part Time: *0*

Obligations Imposed on the County When the Grant Expires

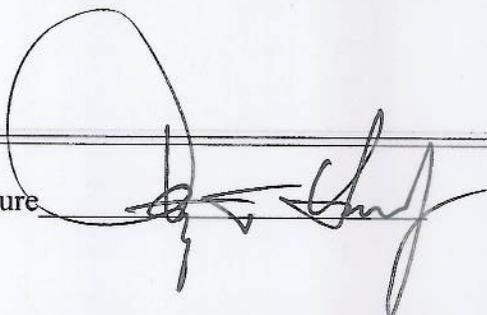
Will all personnel hired for this program be informed this is a grant-funded program?	Yes <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
Will all personnel hired for this program be placed on temporary ("N") items?	Yes <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
Is the County obligated to continue this program after the grant expires?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If the County is not obligated to continue this program after the grant expires, the Department will:		
a.) Absorb the program cost without reducing other services	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b.) Identify other revenue sources (describe below)		
	Yes <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Impact of additional personnel on existing space:

N/A

Other requirements not mentioned above:

Department Head Signature



Date:

10-5-11



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

August 24, 2011

Mr. Anthony Hernandez
Los Angeles County Department of the Coroner
1104 N. Mission Road
Los Angeles, CA 90033

Dear Mr. Hernandez:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 11 Paul Coverdell Forensic Science Improvement Grants Program in the amount of \$174,200 for Los Angeles County Department of the Coroner. This funding is for the project titled, "FY 2011 Paul Coverdell Forensic Science Improvement Grants Program."

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Alan Spanbauer, Program Manager at (202) 305-2436; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Robinson", is positioned above the typed name.

Laurie Robinson
Assistant Attorney General

Enclosures



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

August 24, 2011

Mr. Anthony Hernandez
Los Angeles County Department of the Coroner
1104 N. Mission Road
Los Angeles, CA 90033

Dear Mr. Hernandez:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

Ensuring Access to Federally Assisted Programs

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO Plan), 28 C.F.R. § 42.301-308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

1) Meeting the EEO Plan Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEO Plan reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEO Plan and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEO Plan, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEO Plan specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEO Plan, but it does not have to submit the EEO Plan to OCR for review. Instead, your organization has to maintain the EEO Plan on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEO Plan requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

2) Submitting Findings of Discrimination

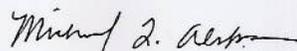
In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEO Plan, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



Department of Justice
Office of Justice Programs
Office of the Chief Financial Officer

Washington, D.C. 20531

August 24, 2011

Mr. Anthony Hernandez
Los Angeles County Department of the Coroner
1104 N. Mission Road
Los Angeles, CA 90033

Reference Grant Number: 2011-CD-BX-0065

Dear Mr. Hernandez:

I am pleased to inform you that my office has approved the following budget categories for the aforementioned grant award in the cost categories identified below:

Category	Budget
Personnel	\$0
Fringe Benefits	\$0
Travel	\$0
Equipment	\$0
Supplies	\$28,200
Construction	\$0
Contractual	\$146,000
Other	\$0
Total Direct Cost	\$174,200
Indirect Cost	\$0
Total Project Cost	\$174,200
Federal Funds Approved:	\$174,200
Non-Federal Share:	\$0
Program Income:	\$0

Match is not required for this grant program.

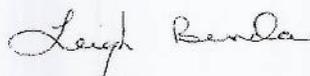
All Sole Source procurement in excess of \$100,000 requires written justification and the prior approval of OJP.

If you have questions regarding this award, please contact:

- Program Questions, Alan Spanbauer, Program Manager at (202) 305-2436
- Financial Questions, the Office of Chief Financial Officer, Customer Service Center(CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Leigh Benda".

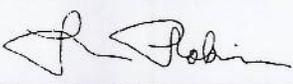
Leigh Benda
Chief Financial Officer



Department of Justice
Office of Justice Programs
National Institute of Justice

Grant

PAGE 1 OF 6

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Los Angeles County Department of the Coroner 1104 N. Mission Road Los Angeles, CA 90033		4. AWARD NUMBER: 2011-CD-BX-0065	
		5. PROJECT PERIOD: FROM 10/01/2011 TO 09/30/2012 BUDGET PERIOD: FROM 10/01/2011 TO 09/30/2012	
1A. GRANTEE IRS/VENDOR NO. 956000959		6. AWARD DATE 08/24/2011	7. ACTION Initial
3. PROJECT TITLE Streamlining Medical Examiner's Work Processes Using a Machine-Readable Labeling System		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
		10. AMOUNT OF THIS AWARD \$ 174,200	
		11. TOTAL AWARD \$ 174,200	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY11(NIJ - Coverdell Forensic Science Improvement) 42 USC 3797j-3797o; 28 USC 530C			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Laurie Robinson Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Anthony Hernandez Director	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES		21. KCDSGT0117	
FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.
			REG.
			SUB.
			POMS
			AMOUNT
X	B	CD	60 00 00 174200

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Justice
Office of Justice Programs
National Institute of Justice

AWARD CONTINUATION
SHEET
Grant

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PROJECT NUMBER 2011-CD-BX-0065

AWARD DATE 08/24/2011

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.



Department of Justice
Office of Justice Programs
National Institute of Justice

**AWARD CONTINUATION
SHEET
Grant**

PAGE 3 OF 6

PROJECT NUMBER 2011-CD-BX-0065

AWARD DATE 08/24/2011

SPECIAL CONDITIONS

8. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
9. The recipient agrees to comply with applicable requirements regarding Central Contractor Registration (CCR) and applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ccr.htm> (Award condition: Central Contractor Registration and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award 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).
10. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own operate in his or her name).
11.

A. Generally Accepted Laboratory Practices. The recipient 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.

B. External Investigations. The recipient shall ensure that requirements associated with 42 U.S.C. section 3797k(4) (which relate to processes in place to conduct independent external investigations into allegations of serious negligence or misconduct by employees or contractors) are satisfied with respect to any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant amount.

C. Use of Funds; No Research. Funds provided under this award shall be used only for the purposes and types of expenses set forth in the fiscal year 2011 grant announcement. 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 award funds for construction of new facilities is restricted by statute. Any questions concerning this provision should be directed to the NIJ Program Manager prior to incurring the expense or commencing the activity in question.

D. Performance Measures. To ensure compliance with the Government Performance and Results Act (Pub. L. No. 103-62), program performance under this fiscal year 2011 award is measured by the following: (1) percent reduction in the average number of days from the submission of a sample to a forensic science laboratory to the delivery of test results to a requesting office or agency (calculated by reporting the average number of days to process a sample at the beginning of the grant period versus the average number of days to process a sample at the end of the grant period); (2) percent reduction in the number of backlogged forensic cases (calculated by reporting the number of backlogged forensic cases at the beginning of the grant period versus the number of backlogged forensic cases at the end of grant period), if applicable to the award; and (3) the number of forensic science or medical examiner personnel who completed appropriate training or educational opportunities with fiscal year 2011 Coverdell funds, if applicable to the award. Recipients are required to collect and report data relevant to these measures.



Department of Justice
Office of Justice Programs
National Institute of Justice

**AWARD CONTINUATION
SHEET**
Grant

PAGE 4 OF 6

PROJECT NUMBER 2011-CD-BX-0065

AWARD DATE 08/24/2011

SPECIAL CONDITIONS

12. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
13. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
14. The recipient agrees to submit a final report, at the end of this award, documenting all relevant project activities during the entire period of support under this award. This report will include the following: (1) a summary and assessment of the program carried out with the fiscal year 2011 grant, which shall include a comparison of pre-grant and post-grant forensic science capabilities (and shall cite the specific improvements in quality and/or timeliness of forensic science or medical examiner services); (2) the average number of days between submission of a sample to a forensic science laboratory or forensic science laboratory system in that State operated by the State or by a unit of local government and the delivery of test results to the requesting office or agency; and (3) an identification of the number and type of cases currently accepted by the forensic science laboratory or forensic science laboratory system. The recipient is required to collect data necessary for this report. This report is due no later than 90 days following the close of the award period or the expiration of any extension periods. The report can be filed online through the Internet at: <https://grants.ojp.usdoj.gov/>.
15. The recipient acknowledges, that, as stated in the solicitation for the FY 2011 Paul Coverdell Forensic Science Improvement Grants Program, NIJ assumes that recipients (and 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 recipient shall submit the following information as part of its final report: (1) the number and nature of any allegations of serious negligence or misconduct substantially affecting the integrity of forensic results received during the 12-month period of the award; (2) information on the referrals of such allegations (e.g., the government entity or entities to which referred, the date of referral); (3) the outcome of such referrals (if known as of the date of the report); and (4) if any such allegations were not referred, the reason(s) for the non-referral.

Should the project period for this award be extended, the recipient shall submit the above information as to the first twelve months of the award as part of the first semi-annual progress report that comes due after the conclusion of the first twelve months of the project period, and shall submit the required information as to subsequent twelve-month periods every twelve months thereafter (as part of a semi-annual progress report) until the close of the award period, at which point the recipient shall submit the required information as to any period not covered by prior reports as part of its final report.

The recipient 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.

16. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.



Department of Justice
Office of Justice Programs
National Institute of Justice

AWARD CONTINUATION
SHEET
Grant

PAGE 5 OF 6

PROJECT NUMBER 2011-CD-BX-0065

AWARD DATE 08/24/2011

SPECIAL CONDITIONS

17. To assist in information sharing, the award recipient shall provide the NIJ program manager with a copy of all interim and final reports and proposed publications (including those prepared for conferences and other presentations) resulting from this award. Submission of such materials prior to or simultaneous with their public release aids NIJ in responding to any inquiries that may arise. Any publications (written, visual, or sound) - excluding press releases and newsletters - whether published at the recipient's or government's expense, shall contain the following statement: This project was supported by Award No. _____, awarded by the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect those of the Department of Justice.

NIJ defines publications as any planned, written, visual or sound material substantively based on the project, formally prepared by the award recipient for dissemination to the public.

18. The recipient shall transmit to the NIJ program manager copies of all official award-related press releases at least ten (10) working days prior to public release. Advance notice permits time for coordination of release of information by NIJ where appropriate and to respond to press or public inquiries.
19. The recipient acknowledges that the Office of Justice Programs (OJP) reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward; and (2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support.

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

It is the responsibility of the recipient (and of each subrecipient, if applicable) to ensure that this condition is included in any subaward under this award.

The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.

20. Approval of this award does not indicate approval of any consultant rate in excess of \$450 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.



Department of Justice
Office of Justice Programs
National Institute of Justice

**AWARD CONTINUATION
SHEET
Grant**

PAGE 6 OF 6

PROJECT NUMBER 2011-CD-BX-0065

AWARD DATE 08/24/2011

SPECIAL CONDITIONS

21. The recipient agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

Categorical Exclusion: Based upon the information provided by the recipient in its application for these funds, NIJ has determined and the recipient understands that the proposed activities meet the definition of a categorical exclusion, as defined in the Department of Justice Procedures for Implementing the National Environmental Policy Act found at 28 CFR Part 61 (including Appendix D). A categorical exclusion is an action that because of the proposed activities' very limited and predictable potential environmental impacts, both on an individual and a cumulative basis, does not have a significant impact on the quality of the human environment. Consequently, no further environmental impact analysis is necessary under the requirements of the National Environmental Policy Act, 42 U.S.C. 4321, for these categorically excluded activities.

Modifications: Throughout the term of this award, the recipient agrees that for any activities that are the subject of this categorical exclusion, it will inform NIJ of- (1) any change(s) that it is considering making to the previously assessed activities that may be relevant to the environmental impacts of the activities; or (2) any proposed new activities or changed circumstances that may require assessment as to environmental impact, such as new activities that involve the use of chemicals or involve construction or major renovation. The recipient will not implement a proposed change or new activity until NIJ, with the assistance of the recipient, has completed any applicable environmental impact review requirements necessitated by the proposed change or new activity (or changed circumstances) and NIJ has concurred in the proposed change or new activity. This approval will not be unreasonably withheld as long as any requested modification(s) is consistent with eligible program purposes and found acceptable under an NIJ-conducted environmental impact review process.



Department of Justice
Office of Justice Programs
National Institute of Justice

Washington, D.C. 20531

Memorandum To: Official Grant File
From: Alan Spanbauer, Program Manager
Subject: Categorical Exclusion for Los Angeles County Department of the Coroner

The recipient agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

Categorical Exclusion: Based upon the information provided by the recipient in its application for these funds, NIJ has determined and the recipient understands that the proposed activities meet the definition of a categorical exclusion, as defined in the Department of Justice Procedures for Implementing the National Environmental Policy Act found at 28 CFR Part 61 (including Appendix D). A categorical exclusion is an action that because of the proposed activities' very limited and predictable potential environmental impacts, both on an individual and a cumulative basis, does not have a significant impact on the quality of the human environment. Consequently, no further environmental impact analysis is necessary under the requirements of the National Environmental Policy Act, 42 U.S.C. 4321, for these categorically excluded activities.

Modifications: Throughout the term of this award, the recipient agrees that for any activities that are the subject of this categorical exclusion, it will inform NIJ of-- (1) any change(s) that it is considering making to the previously assessed activities that may be relevant to the environmental impacts of the activities; or (2) any proposed new activities or changed circumstances that may require assessment as to environmental impact, such as new activities that involve the use of chemicals or involve construction or major renovation. The recipient will not implement a proposed change or new activity until NIJ, with the assistance of the recipient, has completed any applicable environmental impact review requirements necessitated by the proposed change or new activity (or changed circumstances) and NIJ has concurred in the proposed change or new activity. This approval will not be unreasonably withheld as long as any requested modification(s) is consistent with eligible program purposes and found acceptable under an NIJ-conducted environmental impact review process.



Department of Justice
Office of Justice Programs
National Institute of Justice

**GRANT MANAGER'S MEMORANDUM, PT. I:
PROJECT SUMMARY**

Grant

PROJECT NUMBER
2011-CD-BX-0065

PAGE 1 OF 1

This project is supported under FY11(NIJ - Coverdell Forensic Science Improvement) 42 USC 3797j-3797o; 28 USC 530C

1. STAFF CONTACT (Name & telephone number)

Alan Spanbauer
(202) 305-2436

2. PROJECT DIRECTOR (Name, address & telephone number)

ELIZABETH SEUNG
CONTRACTS MANAGER
1104 N. MISSION
LOS ANGELES, CA 90033-1017
(323) 343-0682

3a. TITLE OF THE PROGRAM

NIJ FY 11 Paul Coverdell Forensic Science Improvement Grants Program

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

Streamlining Medical Examiner's Work Processes Using a Machine-Readable Labeling System

5. NAME & ADDRESS OF GRANTEE

Los Angeles County Department of the Coroner
1104 N. Mission Road
Los Angeles, CA 90033

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2011 TO: 09/30/2012

8. BUDGET PERIOD

FROM: 10/01/2011 TO: 09/30/2012

9. AMOUNT OF AWARD

\$ 174,200

10. DATE OF AWARD

08/24/2011

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

Coverdell funds are to be used to improve the quality and timeliness of forensic science and medical examiner services and/or to eliminate backlogs in the analysis of forensic evidence, including controlled substances, firearms examination, forensic pathology, latent prints, questioned documents, toxicology, and trace evidence.

ca/ncf

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. No. 340

DEPARTMENT OF CORONER

OCTOBER 5, 2011

AUDITOR-CONTROLLER,

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2011-12
4 - VOTES

SOURCES

DEPARTMENT OF CORONER
FEDERAL GRANTS
A01-ME-90-9031-19150
\$174,000

INCREASE REVENUE

USES

DEPARTMENT OF CORONER
SERVICES AND SUPPLIES
A01-ME-19150-2000
\$174,000

INCREASE APPROPRIATION

JUSTIFICATION

TO RECOGNIZE FEDERAL NATIONAL INSTITUTE OF JUSTICES PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT PROGRAM GRANT AWARD FOR FISCAL YEARS 2011-12 AND 2012-13. (See Attached)

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

[Signature]
DIRECTOR, DEPARTMENT OF CORONER

CHIEF EXECUTIVE OFFICER'S REPORT
34 OCT 18 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR -

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

October 5 20 11

[Signature]
CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER BY

Kenn Shikama

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

20

NO. 030

October 6 2011

BY

DEPUTY COUNTY CLERK