

December 14, 2011

1.17

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

**SUBJECT:** TRANSMITTAL OF THE GRANT APPLICATION FOR THE 2011  
FORENSIC DEOXYRIBONUCLEIC ACID (DNA) BACKLOG REDUCTION  
PROGRAM

**RECOMMENDED ACTIONS**

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE this report.
2. That the Board TRANSMIT the attached grant application, pursuant to Administrative Code Section 14.6(a), to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst and to the City Clerk for committee and City Council consideration.
3. That the Board REQUEST the Mayor and City Council to:
  - A. AUTHORIZE the Chief of Police to ACCEPT the grant award for the 2011 Forensic DNA Backlog Reduction Program in the amount of \$1,570,465 for the period of October 1, 2011, through March 31, 2013, from the National Institute of Justice, United States Department of Justice;
  - B. AUTHORIZE the Chief of Police to negotiate and execute the Cooperative Agreement, subject to City Attorney's approval as to form and legality;
  - C. AUTHORIZE the Los Angeles Police Department (LAPD) to submit grant reimbursement requests to the grantor and deposit grant receipts in Fund No. 339, Department No. 70;
  - D. AUTHORIZE the Controller to establish a grant receivable in Fund No. 339 in the amount of \$1,570,465;
  - E. AUTHORIZE the LAPD to establish an appropriations account to be determined within Fund No. 339, Department No. 70, for disbursement of the 2011 Forensic DNA Backlog Reduction Program;
  - F. AUTHORIZE the LAPD to spend up to the grant amount of \$1,570,465 in accordance with the grant award agreement;

- G. AUTHORIZE the Controller to increase appropriations for 2011 Forensic DNA Backlog Reduction Program as needed from appropriation account number to be determined in Fund No. 339, Department No. 70, to Fund No. 100, Department No. 70, account number and amount as follows:

Account No. 001090, Civilian Overtime:	\$65,334
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- H. AUTHORIZE the Chief of Police or his designee to negotiate and execute either new agreements or to amend any agreements with contract laboratory service providers, subject to the approval of the City Attorney; and
- I. AUTHORIZE the LAPD to prepare Controller Instructions for any technical adjustments, subject to the approval of the CAO, and AUTHORIZE and INSTRUCT the Controller to implement the instructions.

## DISCUSSION

Funding from this grant will allow the LAPD to reduce its backlog by 550 cases and increase its laboratory capacity to meet existing and future demand for DNA screening and testing. To accomplish its objectives, the LAPD will provide training, purchase equipment, and procure contract laboratory services. Moreover, this strategy reduces bottlenecks that have in the past prevented the LAPD from meeting all of its goals.

If you have any questions, please have a member of your staff contact Senior Management Analyst Nancy Cammarata, Officer in Charge, Contracts and Grants Section, at (213) 486-0380.

Respectfully,



CHARLIE BECK  
Chief of Police

Attachments

# DNA Backlog Reduction Program – Program Narrative Form | FY2011

Agency Name: City of Los Angeles

Application Number: 2011-90857-CA-DN Grant Point of Contact Phone #: (213) 486-0380

Grant Point of Contact: Kurtis Kobayashi Email: V9815@lapd.lacity.org

Federal Assistance Funding Requested for:

DNA Laboratory (State or local): \$1,570,465

DNA Database Laboratory Supplemental: \$ \_\_\_\_\_

Estimated Federal Funding Allocated for:

DNA Laboratory (State or local): \$1,570,465

DNA Database Laboratory Supplemental: \$ \_\_\_\_\_

**INSTRUCTIONS:**

Please complete all of the following fields. If there is an area that does not pertain to your agency, choose "N/A". Any additional paperwork, forms, certifications, etc. can be uploaded to GMS along with this completed application form.

Please note that the text boxes below do not have a limit on the number of characters you can enter. If you exceed the visible space, continue to type and a scroll bar will appear to the right of the text box. Once you click outside of that text box, a black square with a cross in it will appear indicating there is text beyond what is shown in the text box.

**Please indicate that the following actions have been completed and that the following materials (if applicable) have been submitted along with this completed form:**

- CCR claim entered in GMS ..... Yes
- SF424 ..... Yes
- Budget Narrative ..... Yes
- Budget Detail Worksheet (Provided by the Program Office) ..... Yes
- Resumes of Key Personnel ..... Yes
- Accreditation Certificate (w/ Scope of Accreditation if ISO accredited) ..... Yes
- Standard Assurances Form ..... Yes
- Certifications Regarding Lobbying; Debarment, Suspension and  
Other Responsibility Matters; and Drug-Free Workplace Requirements..... Yes
- NEPA Checklist ..... Yes  N/A
- Indirect Cost Rate Agreement..... Yes  N/A
- Accounting System & Financial Capability Questionnaire  
(only applicable to new grantees) ..... Yes  N/A
- Disclosure of Lobbying Activities..... Yes  N/A

DNA Backlog Reduction Program – Program Narrative Form | **FY2011**

**ELIGIBILITY AND PROGRAM SPECIFIC REQUIREMENTS:**

1. Are you a unit of State or local government?.....Yes  No

Statement: Scientific Investigation Division (SID) within the Los Angeles Police Department (LAPD) is a full service forensic laboratory providing services for the City of Los Angeles, California.

2. Do you have an existing forensic DNA laboratory?.....Yes  No

Statement: LAPD SID operates a full service forensic DNA casework laboratory.

3. Is your agency a state designated existing crime laboratory that conducts analysis of DNA database samples? If you are not an agency eligible to receive funding under the DNA Database Supplemental Funding Formula, this question is not relevant, check "N/A".....Yes  No  N/A

Statement:

4. Are you accredited by a nonprofit professional organization actively involved in forensic science and nationally recognized within the forensic science community?.....Yes  No

Statement: LAPD SID is a forensic science laboratory that is currently accredited under the ASCLD-LAB Legacy (American Society of Crime Laboratory Directors/Laboratory Accreditation Board) program, and is actively pursuing ASCLD-LAB International accreditation. The Legacy accreditation certificate is attached to this application.

5. Does your lab undergo external DNA quality assurance audits once every 2 years?.....Yes  No

Statement: LAPD SID's DNA casework unit undergoes external quality assurance audits in accordance with the FBI's Quality Assurance Standards at least once every two years. The SID laboratory also conducts internal audits once each intervening year.

6. Will all eligible DNA profiles obtained with funding from this program be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (NDIS), or do you have an agreement with another NDIS lab to upload profiles generated under this program for you? (if the latter is applicable, a copy of the agreement should be attached with this application).....Yes  No

Statement: All eligible DNA profiles obtained with funding from this program will be entered into CODIS and, where applicable, uploaded to NDIS. LAPD SID's laboratory is an NDIS-participating laboratory in good standing.

DNA Backlog Reduction Program – Program Narrative Form | **FY2011**

7. Will all DNA analysis performed under this program be maintained under the applicable Federal privacy requirements?.....Yes  No

Statement: All DNA analyses performed under this program will be maintained under the applicable Federal privacy requirements and state laws.

**Required Statements:**

- Questions 1- 3 are required for all applications
- Questions 4-7 are required if you are requesting funding for outsourcing, overtime, or supplies for the analysis of casework and/or database samples.
- Questions 8-9 are required if you are requesting funding for grant-funded analysts to test casework or convicted offender and/or arrestee samples.

1. What is the **current** average length of time (in days) it takes to process, record, screen and analyze a **forensic DNA case** from submission of a request to the laboratory to delivery of forensic DNA test result?

Number of Days – **forensic DNA Case**:

Statement: The current length of time it takes to handle, screen and analyze a forensic DNA case from submission to the laboratory to the delivery of forensic DNA test results is 113 days.

2. What is the **current** average length of time (in days) from the receipt in the laboratory of a **DNA database sample** to the upload of the profile to CODIS?

Number of Days – **DNA Database Sample**:  N/A  (Not a database laboratory)

Statement:

3. What is the **current** average number of **forensic DNA samples** and/or **DNA Database samples** analyzed per analyst/per month?

Number of **forensic DNA Samples**:  Number of Database Samples:   
OR  
N/A (Not a database laboratory):

Statement: The current average of DNA samples analyzed per DNA casework analyst per month is 19.

4. What is the estimated number of **forensic DNA cases** that can be processed, recorded, screened, and analyzed **in-house** using Federal funding for casework assistance within the 18 months of this FY2011 program? This number represents the number of forensic DNA cases to be analyzed above and beyond the number that will be analyzed using other sources of funding. ***In-house funding requests (for overtime and supplies only) should not exceed \$1000/case.***

Cases (In-house):  N/A  (No funds requested for overtime and/or supplies to test casework samples)

Statement:

5. What is the estimated number of **forensic DNA cases** that can be **outsourced** using Federal funding for casework assistance within the 18 months of this FY2011 program? This number represents the number of forensic DNA cases to be outsourced above and beyond the number that will be outsourced using other sources of funding. ***Outsourcing cost per case requests should be reasonable.***

Cases (Outsourced):  N/A  (No funds requested for outsourcing cases)

Statement:

6. What is the estimated number of **DNA database samples** that can be processed, recorded, screened, and analyzed **in-house** using Federal funding for database sample testing assistance within the 18 months of this FY2011 program? This number represents the number of DNA database samples to be analyzed above and beyond the number that will be analyzed using other sources of funding. ***In-house requests (for overtime and supplies only) should be based on actual costs and should not exceed \$40.00 per sample (including the \$5.00 per sample review).***

DNA Database Samples (In-house):  N/A  (No Funds requested for overtime and/or supplies to test DNA database samples)  
 N/A  (Not a database laboratory)

Statement:

7. What is the estimated number of **DNA database samples** that can be **outsourced** using Federal funding for DNA database sample testing assistance within the 18 months of this FY2011 program? This number represents the number of DNA database samples to be outsourced above and beyond the number that will be outsourced using other sources of funding. ***Outsourcing costs per sample must be based on actual costs.***

DNA Database Samples (Outsourced):  N/A  (No funds requested for outsourcing DNA database samples)  
 N/A  (Not a database laboratory)

Statement:

8. If you are requesting capacity enhancement funding for **grant-funded analysts for casework**, what is the estimated number of cases that can be processed, recorded, screened, and analyzed by grant-funded analysts within the 18 months of this FY2011 program? **This number represents the number of DNA cases to be analyzed solely by grant-funded analysts and does not include cases reported in questions #4 or #5.**

Cases:

N/A  (No funding requested for grant funded analysts)

Statement:

9. If you are requesting capacity enhancement funding for **grant-funded analysts for DNA database sample testing**, what is the estimated number of DNA database samples that can be handled and analyzed by grant-funded analysts with in the 18 months of this FY2011 program? **This number represents the number of DNA database samples to be handled or analyzed by grant-funded analysts that does not include samples reported in questions #6 or #7.**

DNA Database Samples:

N/A  (No funding requested for grant funded analysts)

N/A  (Not a database laboratory)

Statement:

**PROJECT ABSTRACT:**

The Los Angeles Police Department Serology/DNA Unit (LAPD SDU) intends to reduce its backlog by 550 cases and increase its laboratory capacity to meet existing and future demand for Deoxyribonucleic Acid (DNA) screening and testing. To accomplish its objectives, the LAPD will provide training, purchase equipment, utilize analyst overtime, and procure contract laboratory services for DNA analysis and validations. Moreover, this strategy reduces bottlenecks that have in the past, prevented the LAPD from meeting its goals.

Training will ensure that Criminalists acquire the skills necessary to perform DNA typing, and will enable those who are already trained, to meet continuing education requirements that are necessary to keep the laboratory's accreditation. Independent of this or any grant, the City has hired additional criminalists in support of DNA testing. Once these newly hired Criminalists are trained, they can perform evidence screening that will improve efficiency and reduce turnaround time. Those Criminalists who are already trained to perform DNA typing will be able to increase the number of samples that they analyze, further reducing turnaround time.

To improve the overall capacity of the DNA analysis, the LAPD SDU continues to reorganize the testing process. The acquisition of additional robotic platforms will further increase capacity, increase sample throughput capabilities, and improve our casework analysis efficiency. In order to fulfill the robotic needs, the following instruments will be purchased with funds from this grant: one additional high capacity, high throughput DNA extraction, purification and quantification robot; two high capacity, high throughput DNA amplification set-up and normalization robots; two high capacity, high throughput DNA differential extraction robots; and, one high capacity Real Time PCR quantitation instrument. Grant funds will be used for method validation of the new robotic platforms.

During this grant period, a new LAPD policy will be instituted requiring that all sexual assault evidence be screened and have the DNA analysis performed in-house. This is a departure from past protocols when much of our sexual assault evidence was sent to contract laboratories for analysis, both screening and DNA. This will +

**NARRATIVE BODY:**

What are the project goals & objectives?

Goal 1: To Reduce Backlogged DNA Casework

Objective A: To reduce the backlog of over 2000 cases by utilizing grant funded overtime to screen 250 cases and perform DNA typing on 125 cases.

Objective B: To reduce the backlog of over 2000 cases by outsourcing 300 cases to contract laboratories.

Objective C: Purchase the service of outside contractors to assist in the validation of new analytical techniques, freeing up DNA analysts to analyze casework, thereby reducing the backlog.

Objective D: By reducing the backlog through the use of FY2011 Backlog Reduction Grant funds to perform in-house case analysis and send out cases to contract laboratories, the LAPD will free up experienced DNA analysts to provide training to existing criminalists (who have only, so far, been trained to screen evidence) for the purpose of becoming new DNA analysts, which will further help to reduce the backlog.

Goal 2: Increase Capacity in the Forensic Casework Laboratories by Introduction of New Technology

Objective A: Purchase one high capacity, high throughput DNA extraction, purification, and quantitation robot.

Objective B: Purchase two high capacity, high throughput normalization and amplification set-up robots.

Objective C: Purchase two high capacity, high throughput differential extraction robots.

Objective D: Purchase one high capacity, high throughput PCR quantitation instrument.

Objective E: Reduce the time required to validate new instrumental methods by purchasing the service of

What are the expected results of your project and how will it address your goals and objectives?

The LAPD SDU expects to decrease the backlog by at least 250 cases through in-house testing using federal overtime and supplies, and by at least 300 cases through outsourcing for a total of at least 550 cases over the award period.

The LAPD SDU expects to decrease the turnaround time by 10% or more through the introduction of new equipment, PCR techniques, and improved team batching methods.

The expected increase in analyst throughput by the end of the award period is 5% with the addition of new equipment and improved team batching systems. This is a conservative estimate based upon the fact that many new analysts have been coming on-board and will continue to do so during the lifetime of this grant. New analysts do not traditionally produce as much as experienced analysts, so more significant improvement in this number will take time.

By the end of the award period, it is expected that 60 analysts will have fulfilled their required continuing education and/ or training through this grant.



Are there any observed and/or anticipated increases in DNA submissions that would be expected to significantly impact the DNA laboratory's backlog and/or capacity and that may negatively impact the project's expected results?

During this grant period, a new LAPD policy will require that all sexual assault evidence be screened and have the DNA analysis performed in-house. This is a departure from past protocols when much of our sexual assault evidence was sent to contract laboratories for analysis, both screening and DNA. This will increase our monthly case load significantly, which will require more overtime for the analysis of backlogged cases in-house.

In addition, there continues to be a steadily increasing demand for DNA analyses: the success of solving property crimes through DNA, and a greater ability to solve crimes through "touch" DNA. "Touch DNA" is DNA that is left behind at low levels when hands or other skin surfaces come into contact with an object. Also, there is a steady increase in numbers of profiles that are being uploaded into CODIS since the expansion of California Proposition 69, which was implemented January 1, 2009. Proposition 69 requires all adult felony arrestees in California to provide DNA samples through cheek or buccal swabs.

**Detailed Plan:**

What current challenges will this project address?

The City of Los Angeles is currently facing considerable budgetary challenges. By some estimates, the budget shortfall for the next fiscal year may well approach \$500 million. This has resulted in enormous cutbacks including furloughing of employees and potential reduction in staffing. Despite looming cut-backs, the demand for DNA analysis continues to rise. Under intense scrutiny, the LAPD SDU has recently completed the analysis of what were termed "historical" backlogged sexual assault cases, approximately 6,000 of them. As the public becomes more conscious of the usefulness of DNA analysis, the laboratory is continually receiving an increasing number of requests for DNA analysis, a trend which is expected to continue. Over the last several years, the laboratory has hired a large number of new analysts that need to be trained, and in the current atmosphere, funds for training are virtually non-existent. Providing in-house training of these personnel depletes internal DNA analysis capacity in the short term. The city has also cut all funds for overtime and the budget for new instrumentation is minimal. In addition to all this, as of July 2011, in order to decrease the amount spent on outside contractors, the laboratory has been instructed to perform all of the DNA analysis on sexual assault cases in-house. With a rise in demand, less resources, continuing political pressure to address the backlog, and expectations to perform analysis on increasing types of samples, the laboratory faces considerable financial difficulties keeping up with backlog.

How will this project be implemented?

The LAPD SDU will implement the program, upon receiving the award. To ensure timely implementation of the program, the LAPD SDU has identified equipment and training that it will procure. The LAPD SDU will establish DNA analysis contracts with accredited fee-for-service vendors that will allow it to better meet its outsourcing needs. As part of the City contract, all contractors are required to have an approved Finding of No Significant Impact (FONSI) on file with the National Environmental Policy Act (NEPA). LAPD plans to outsource 300 cases to contract laboratories, and to perform an estimated 120 subcontractor reviews on the resulting contractor DNA profiles, in order to determine suitability for upload into CoDIS and NDIS databases. To further reduce the backlog, LAPD will use grant funded overtime to screen 250 cases in-house and perform in-house DNA typing on approximately 125 of the cases screened in-house.

The following is a description of already identified bottlenecks and a plan to resolve them.

1. Bottleneck: DNA training for screening analysts.

Solution: Training materials and programs developed, implemented and refined through the joint efforts of the Los Angeles Sheriff's Department (LASD) and the LAPD at the Los Angeles Regional Crime Laboratory will be

How will the above plan achieve the following programmatic goals:

Reduce turnaround time?

To reduce turnaround time as well as reduce the backlog, grant funded overtime will be used to provide analysts with more time to work on cases. The LAPD SDU intends to meet the demand for screening and/or testing by improving the laboratory's capacity to turnaround cases and increase throughput through training, re-organization, and additional, improved robotic automation. By utilizing grant funded overtime, DNA analysts will be freed up from casework responsibilities, allowing for the training of six to eight existing screeners to become DNA analysts during the 18 month period of the FY2011 Backlog Reduction grant. The additional DNA analysts will allow for the assignment of cases in less time and speed up the analysis of casework, which will reduce turnaround time.

Increase throughput and capacity?

To increase throughput and capacity, five additional high throughput, high capacity robots will be acquired as additional DNA extraction, purification, quantification, and amplification tools, thus increasing the number of samples an analyst can work on in the same amount of time. Two of the robots will be installed at our HDFSC facility and three will be utilized at our PTC facility. In order to increase the capacity to quantitate DNA samples at our PTC facility, a Real Time PCR quantitation instrument will be purchased using funds from this grant. The use of FY2011 Backlog Reduction grant funded overtime to screen cases and perform the DNA analysis in-house will allow us to increase our throughput and capacity by not only directly increasing the number of samples and cases analyzed, but will also free up experienced DNA analysts to train a projected six to eight new DNA analysts from our pool of existing screeners. The addition of new DNA analysts (hired independently of any grant) will further allow the laboratory to have higher sample throughput and will increase the capacity of the laboratory.

Reduce the number of samples awaiting analysis (backlog)?

The LAPD SDU expects to decrease the backlog by at least 250 cases through in-house testing using funds from this grant to pay for analyst overtime and supplies, and by at least 300 cases through outsourcing for a total of at least 550 cases over the award period. Also, by increasing the throughput and capacity of the laboratory, the cases will be worked on in a shorter amount of time, which will continue to keep the backlog down, even after this grant funding has ended.

**List of Key Personnel:**

Please note that it is not required to include every member of the DNA Unit, just key personnel. Do not forget to attach the CVs in GMS for all key personnel listed here.

Greg Matheson, Chief Forensic Chemist - II  
 Laboratory Director  
 Criminalistics Laboratory  
 (323) 415-8112, email: B8927@lapd.lacity.org

Jeffrey Thompson, Chief Forensic Chemist - I (acting)  
 Assistant Laboratory Director  
 Serology/DNA Unit, Criminalistics Laboratory  
 (323) 415-8811, email: N2769@lapd.lacity.org

Larry Blanton, Supervising Criminalist  
 Serology/DNA Unit, Criminalistics Laboratory  
 (323) 415-8801, email: E9482@lapd.lacity.org

Vincent Anderson, Acting Supervising Criminalist  
 Serology/DNA Unit, Criminalistics Laboratory  
 (323) 415-8803, email: N1930@lapd.lacity.org

Collin Yamauchi, Supervising Criminalist  
 Serology/DNA Unit, Criminalistics Laboratory  
 (323) 415-8812, email: G8880@lapd.lacity.org

**Data Collection Plan:**

What is your plan for collecting the data required for performance measures? Describe who will collect and analyze the data, how the performance measures will be derived, and state that the data will be accurate and auditable as well as available for 3 years post award.

Cases identified for this grant will be entered into a combination of two databases, MS Excel and a commercial LIMS system. These databases will be operated and maintained by the Serology DNA Unit (SDU) of the Scientific Investigation Division (SID). The following information will be tracked, including, but not limited to: Divisional Record (DR) No., request date, crime investigated, work performed, average number of overtime hours per case, analysts assigned, cost of overtime, type of case (in-house analysis vs. outsourcing) and CODIS uploads and hits. The information will be auditable and accurate, and available for 3 years after the award end date.

Management Analyst II Kim Fletes will be responsible for collecting grant data and handle the contractor billing and overtime allocation. Supervising Criminalist Larry Blanton of the Piper Tech Center (PTC) laboratory and Acting Supervising Criminalist Vincent Anderson of the Hertzberg Davis Forensic Science Center (HDFSC) laboratory will be responsible for analyzing and presenting the data. Mr. Blanton will collect the capacity metrics for each laboratory via the Crystal reporting tool of the LAPD - SID Laboratory Information Management System (LIMS), that is operational in both laboratories, as well as by use of MS Excel spreadsheets. The LIMS in place allows any analyst in either laboratory to see statistics from both laboratories. Ms. Fletes will get data for the backlog cases worked through the Crystal reporting tool of the LIMS and MS Excel spreadsheets. The CODIS data will be collected with the cooperation of our laboratory CoDIS administrator, Nick Sanchez.

In the past, LAPD relied upon MS Excel to generate much of our statistical data, but we now rely heavily upon our LIMS system. The LIMS system has been on-line since late 2009 and SID has fully transitioned to this platform for routine case tracking and to provide the statistical data that we need to monitor the progress of the various grants that we have been awarded. The turnaround time for DNA cases will be derived using our LIMS.

To assist NIJ in determining baseline national backlogs, all applicants are asked to supply the baseline backlog data requested in the following “Casework Laboratories” table as part of their program narrative. If the applicant has State DNA database laboratory responsibilities, the request encompasses backlog data for the database laboratory, regardless of whether assistance is being sought for the database operation.

**Casework Laboratories**

Number of <b>backlogged requests</b> for <b>DNA</b> as of January 1, 2010.	2591
Please estimate percentage of these requests that were from property crimes	15%
Number of new <b>requests</b> for <b>DNA received</b> in 2010	3451
Please estimate percentage of these requests that were from property crimes	7%
Total number of <b>requests completed</b> in 2010	4452
Please estimate percentage of these cases that were property crimes	1.1%
Number of <b>backlogged requests</b> for <b>DNA</b> on December 31, 2010	1590
The average number of days needed to complete (including peer review and report) current load of <b>non-priority</b> forensic cases. Please indicate violent crime time with “V” and nonviolent crime time with a “NV.” If you cannot separate violent and nonviolent cases, please mark your response with “X.”	115 daysX

**Database Laboratories**

The number of <b>backlogged requests</b> for <b>DNA</b> of <b>convicted offender samples</b> as of January 1, 2010.	
The number of new convicted offender <b>samples received</b> in 2010.	
The total number of offender <b>samples completed</b> in 2010.	
Average number of days to complete current load of convicted offender samples (including upload to CODIS)	
The number of <b>backlogged requests</b> for <b>DNA</b> of <b>arrestee samples</b> as of January 1, 2010.	
The number of new arrestee <b>samples received</b> in 2010.	
The total number of arrestee <b>samples completed</b> in 2010.	
Average number of days to complete current load of arrestee samples (including upload to CODIS)	

## Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided.

**A. Personnel--**List each position by title. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation			Cost		
	Amount per unit	(define unit)	# units		# Individuals	
CRIMINALIST I- ANDERSON, LISA	\$57.66	per hour	96	1	Individual	\$5,535.36
CRIMINALIST III- ANDERSON, VINCENT J.	\$79.26	per hour	96	1	Individual	\$7,608.96
CRIMINALIST II- BABICKA, JON F.	\$75.53	per hour	96	1	Individual	\$7,250.40
CRIMINALIST II- BRODERICK, ROBERT	\$75.53	per hour	96	1	Individual	\$7,250.40
CRIMINALIST III- FRANCIOS, JENNIFER M.	\$79.26	per hour	96	1	Individual	\$7,608.96
CRIMINALIST II- CABRAL, MELLING	\$75.53	per hour	96	1	Individual	\$7,250.40
CRIMINALIST II- CALDERARO, ALEXA C.	\$75.53	per hour	96	1	Individual	\$7,250.40
CRIMINALIST I- CHOW, KING	\$57.66	per hour	96	1	Individual	\$5,535.36
CRIMINALIST II- CIRVELLO, MEGHAN K.	\$75.53	per hour	96	1	Individual	\$7,250.40
CRIMINALIST II- CRUZ, SHERILLELYNN	\$75.53	per hour	96	1	Individual	\$7,250.40
CRIMINALIST II- DEBACA, TANISHA	\$75.53	per hour	96	1	Individual	\$7,250.88
CRIMINALIST I- DOOLEY, GREGORY	\$57.66	per hour	96	1	Individual	\$5,535.36
CRIMINALIST I- EICHMANN, SABINE	\$57.66	per hour	96	1	Individual	\$5,535.36
CRIMINALIST I- FITZGERALD, LATERICIA	\$57.66	per hour	96	1	Individual	\$5,535.36
CRIMINALIST I- GONZALEZ, ALYSSA	\$57.66	per hour	96	1	Individual	\$5,535.36
CRIMINALIST I- HERNANDEZ-ARMENTA, CRISELY	\$57.66	per hour	96	1	Individual	\$5,535.36
CRIMINALIST II- HOLLOWAN, GUY J.	\$75.53	per hour	96	1	Individual	\$7,250.40
LABORATORY TECHNICIAN I- HONG, SAMUEL	\$38.67	per hour	96	1	Individual	\$3,712.32
CRIMINALIST II- HUICK, PATRICIA	\$75.53	per hour	96	1	Individual	\$7,250.40
CRIMINALIST II- HUYNH, QUAN THIEN	\$75.53	per hour	96	1	Individual	\$7,250.40
LABORATORY TECHNICIAN I- JACOBE, MARGRITT	\$38.67	per hour	96	1	Individual	\$3,712.32
CRIMINALIST I- KELLY, SHANNAN	\$57.66	per hour	96	1	Individual	\$5,535.36
CRIMINALIST II- KIM, JAMES D.	\$75.53	per hour	96	1	Individual	\$7,250.40
CRIMINALIST I- KUKENAS, ONA	\$57.66	per hour	96	1	Individual	\$5,535.36
LABORATORY TECHNICIAN I- KUO, ALBERT	\$38.67	per hour	96	1	Individual	\$3,712.32
LABORATORY TECHNICIAN I- LAM, CHRISTOPHER	\$38.67	per hour	96	1	Individual	\$3,712.32
CRIMINALIST I- LAMBLLOTTE, ANNAJO	\$57.66	per hour	96	1	Individual	\$5,535.36
CRIMINALIST I- MAR, KARI	\$57.66	per hour	95	1	Individual	\$5,477.70

CRIMINALIST III- MASTROCOVO, MICHAEL	\$79.26	per hour	95	1	1	Individual	\$7,529.70
CRIMINALIST I- MENUJAR, ROSA	\$57.66	per hour	95	1	1	Individual	\$5,477.70
LABORATORY TECHNICIAN II- NATION, ELIZABETH	\$45.86	per hour	95	1	1	Individual	\$4,356.23
CRIMINALIST II- NGUYEN, QUANG	\$75.53	per hour	95	1	1	Individual	\$7,174.88
CRIMINALIST I- PALISOC, ALFENEZZA	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST II- PAPE, PATRICIA	\$75.53	per hour	95	1	1	Individual	\$7,174.88
CRIMINALIST II- PARK, ERNEST S.	\$75.53	per hour	95	1	1	Individual	\$7,174.88
CRIMINALIST II- REID, PENNY M.	\$79.26	per hour	95	1	1	Individual	\$7,529.70
CRIMINALIST III- RINEHART, SUSAN F.	\$75.53	per hour	95	1	1	Individual	\$7,174.88
CRIMINALIST II- ROSNER, SUPRIA	\$79.26	per hour	95	1	1	Individual	\$7,529.70
CRIMINALIST III- SANCHEZ, NICK	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- SAO, DYNA	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- SHIRASAKI, DYNA	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- SHOLL, ELIZABETH	\$38.67	per hour	95	1	1	Individual	\$3,673.65
LABORATORY TECHNICIAN I- SIEVERT, ELIZABETH	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- SIMPSON, HEATHER	\$38.67	per hour	95	1	1	Individual	\$3,673.65
LABORATORY TECHNICIAN I- SIU, KUANG	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- SUND, SAMUEL	\$38.67	per hour	95	1	1	Individual	\$3,673.65
LABORATORY TECHNICIAN I- TAN, STEPHANIE	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- TOM, BRADLEY	\$75.53	per hour	95	1	1	Individual	\$7,174.88
CRIMINALIST I- TOSCH, SAMANTHA	\$75.53	per hour	95	1	1	Individual	\$7,174.88
CRIMINALIST II- VALLES, JESSICA	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST II- VANDERSCHAAF, STACY R.	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- WILLIAMS, JONATHAN	\$75.53	per hour	95	1	1	Individual	\$7,174.88
CRIMINALIST I- YUMORI, FORREST	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST II- ZDANOWSKI, ANGELA M.	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- ZDANOWSKI, PATRICIA	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- ZEPEDA, RANDY	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- ZIELINSKI, MONICA	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- MUECK, GABRIEL	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- MENDOZA, ALBERT	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- RAMIREZ, ALEJANDRA	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- GREENFIELD, DANIEL	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- SANCHEZ, JENNIFER	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- SCRIVEN, KATHERINE	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- VOLKMANN, KORI	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- BITTROLFF, ANGELA	\$57.66	per hour	95	1	1	Individual	\$5,477.70
CRIMINALIST I- DO, THANH-NHAN	\$57.66	per hour	95	1	1	Individual	\$5,477.70

**TOTAL \$392,005.75**

Note - In the # of units column - you can display the entry as a % or a number. To change between numbers and percentage - select the cell, then right click; select FORMAT, then CELL, then NUMBER - then select number or percentage

**B. Fringe Benefits**--Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project.

	Amount of Personnel for basis	% of Amount of Personnel	Additional computation (optional)	
Employer's FICA		0%		\$0.00
Retirement		0%		\$0.00
Uniform Allowance		0%		\$0.00
Health Insurance		0%		\$0.00
Workman's Compensation		0%		\$0.00
Unemployment Compensation		0%		\$0.00
<b>TOTAL</b>				<b>\$0.00</b>

**Total Personnel & Fringe Benefits** **\$392,005.75**

**C. Travel--**Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people at a 3-day training at \$X airfare, \$Y lodging, \$Z subsistence). For training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied: Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation				Cost
			Cost	# Individuals	# Nights/Days	# Trips	
American Academy of Forensic Sciences February 20-25, 2012	Atlanta	Airfare	\$350.00	15	1	1	\$5,250.00
		Hotel	\$150.00	15	5	1	\$11,250.00
		Meals	\$60.00	15	6	1	\$5,400.00
Symposium on Human Identification October, 2012		Airfare	\$350.00	15	1	1	\$5,250.00
		Hotel	\$150.00	15	4	1	\$9,000.00
		Meals	\$60.00	15	5	1	\$4,500.00
CCI-Clothing CCI-Bio Fluid (2) (When Offered)	Sacramento	Airfare	\$350.00	15	1	1	\$5,250.00
		Hotel	\$150.00	15	4	1	\$9,000.00
		Meals	\$60.00	15	5	1	\$4,500.00
<b>TOTAL</b>							<b>\$59,400.00</b>

**D. Equipment--**List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. The budget narrative for this category should explain how the equipment is necessary for the success of the project as well as describe the procurement method to be used.

Item	Computation			Cost
	Cost per Unit	# Units		
Qiagen QIAAsymphony	\$180,045.30	1		\$180,045.30
Qiagen QIAgility	\$55,000.00	2		\$110,000.00
Qiagen QIAcube	\$25,000.00	2		\$50,000.00
ABI 7500	\$35,000.00	1		\$35,000.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>TOTAL</b>				<b>\$375,045.30</b>



**E. Supplies--**List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation		# Units	Cost
	Cost per unit			
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>TOTAL</b>				<b>\$0.00</b>

**F. Construction--**As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
N/A	Not allowable under these awards	\$0.00

**TOTAL \$0.00**

**G. Consultants/Contracts--**Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions

**Consultant Fee:** For each consultant, enter the name, if known, service to be provided, hourly or daily fee (8 hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation		Cost
		Cost per unit (define unit)	# Units	
				\$0.00
				\$0.00
				\$0.00
Subtotal				\$0.00

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation			Cost
		Cost per unit (define unit)	# Units	# Individuals	
					\$0.00
					\$0.00
					\$0.00
Subtotal					\$0.00

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Vendor	Service Provided		Cost
		Service Provided	Cost	
Outsourcing Casework Samples	TBD by bid process	DNA analysis	\$600,000.00	
Validation of ABI's Mini-Filer	TBD by bid process	Validation of Min-Filer method	\$65,000.00	
Validation of Qiagen's QiaCube robot	Qiagen or bid process	Validation of QiaCube extraction robot	\$13,000.00	
Subtotal				\$678,000.00

**CONSULTANTS/ CONTRACTS TOTAL \$678,000**

**H. Other Costs**--List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.

Description	Computation Cost per unit	(define unit)	# Units	Cost
AAFS Registration	\$295.00	per individual	15	\$4,425.00
Symposium Registration	\$670.00	per individual	15	\$10,050.00
CAC Seminar Registration	\$295.00	per individual	15	\$4,425.00
				\$0.00
				\$0.00
				\$0.00
<b>TOTAL</b>				<b>\$18,900.00</b>

**I. Indirect Cost**--Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation		Cost
Dept. Administration and Support	\$1,570,465.00	3%	\$47,113.95
			\$0.00
<b>TOTAL</b>			<b>\$47,113.95</b>

**Budget Summary--**When you have completed this budget worksheet, the totals for each category will transfer to the spaces below. The total costs and total project costs will be computed via Excel formula. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$392,005.75
B. Fringe Benefits	\$0.00
C. Travel	\$59,400.00
D. Equipment	\$375,045.30
E. Supplies	\$0.00
F. Construction	\$0.00
G. Consultants/Contracts	\$678,000.00
H. Other	\$18,900.00
Total Direct Costs	\$1,523,351.05
I. Indirect Costs	\$47,113.95
<b>TOTAL PROJECT COSTS</b>	<b>\$1,570,465.00</b>
Federal Request	\$1,570,465.00
Non-Federal Amount	\$0.00

**NOTE:** If a Non-Federal amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.

## **BUDGET NARRATIVE**

### **The 2011 DNA Backlog Reduction Program**

#### **Los Angeles Police Department**

The Los Angeles Police Department (LAPD) is requesting a total of \$1,570,465 in Deoxyribonucleic Acid (DNA) Backlog Reduction Grant funding for the 2011 fiscal year. Funds will be used to provide overtime to Criminalists and to procure equipment, training and contractor services to improve turnaround time by increasing the number of cases and samples tested. In addition, funds will be used to pay contractors to validate analytical and robotic platforms for the DNA testing of biological samples.

#### **A. Personnel/Overtime - \$392,005.75**

The LAPD will utilize \$392,005.75 to provide Criminalists with overtime to screen 250 cases at a rate of seven hours per case; to perform DNA typing on approximately 125 cases at a rate of 15 hours per case; to screen and send out 300 cases to contract laboratories at a rate of eight hours per case; and, to perform sub-contractor data review (SCR) on 120 cases (SCR is a mandatory FBI requirement prior to upload of unknown profiles into the CoDIS database) at a rate of two hours per case. The overtime amounts listed here include required technical and administrative reviews. Based on an average overtime wage rate of \$62.25 per hour, the LAPD intends to reduce its backlog by 550 cases.

#### **B. Fringe Benefits - \$0**

There is no funding requested in this budget category.

#### **C. Travel - \$59,400**

To increase productivity, the LAPD will utilize \$59,400 to procure DNA/STR and related training for Criminalists. Staff will attend one or more of the following four major annual DNA training events: American Academy of Forensic Sciences annual meeting, the International Symposium on Human Identification, the California Association of Criminalists seminars, and courses given by the California Criminalistics Institute (CCI). These training events will provide DNA Criminalists with the annual DNA training required by the current version of the "FBI Quality Assurance Standards Audit for Forensic DNA Testing Laboratories" document (utilized by ASCLD/LAB and other forensic accrediting bodies when accrediting forensic DNA laboratories) or will provide trainees with additional background to prepare for independent DNA casework. In addition, the training events will allow Criminalists to remain current on salient topics in forensic science.

#### **D. Equipment - \$375,045.30**

The LAPD intends to purchase five high capacity automated robotic platforms in an effort to increase the casework output. The five robotic instruments are as follows:

- One Qiagen QIASymphony high capacity automated extraction and purification robot, with AS module, at \$180,045.30. This instrument will allow LAPD to go to the next level in automation, where extraction, purification, and set-up for quantitation will all be performed on one platform. It serves to increase the capacity for robotic extraction, purification, and quantitation set-up from the current M-48 robot, which performs only extraction and purification (with quantitation set-up being performed by hand pipetting) on 48 samples vs. 96 for the QIASymphony. The QIASymphony will be installed at our main facility, the Hertzberg Davis Forensic Science Center (HDFSC), and will at first augment and then replace our M-48, since Qiagen plans to no longer support the older platform. The discontinuation of the M-48 robot precludes purchasing a second M-48 to increase robotic capacity to 96 samples. The QIASymphony will increase our capacity to analyze DNA samples and improve our sample throughput.
- Two Qiagen QIAgility high capacity robots for normalization and amplification set-up, at \$55,000 per instrument. This will allow our laboratory to transfer the 96 well plates, produced from the extraction and purification process on the QIASymphony, to the QIAgility, have the quantitation values normalized, and the amplification set-up performed in one step. This will require no hand-pipetting or calculations by the analysts, which will be a significant time saving step that will improve our sample capacity and throughput.
- Two QIAcube high capacity, high throughput robots for differential extractions of samples from sexual assault cases, at \$25,000 per instrument. This will allow our analysts to perform differential extractions on a large scale basis, without having to do the laborious and lengthy process by hand. This not only improves our capacity and throughput, but will complete the process in approximately four to five hours instead of two days, and greatly decreases the chance of sample mix-up due to the large number of tubes involved in performing the process by hand.

The QIASymphony, QIAgility, and QIAcube instruments from Qiagen will be purchased with installation, training, and all analytical software necessary for LAPD analysts to complete analyses. These instruments from Qiagen will be purchased as sole source based upon existing training and validation using the Qiagen instrument platforms and chemistry, and the fact that Qiagen is the only manufacturer of these instruments.

- One ABI 7500 Real Time high capacity quantitation instrument at \$35,000. This will be a second 7500 for our Piper Tech Center (PTC) facility and will be required to support the additional analysts that the City has hired (independent of any grant funding) and are expected to be trained towards the end of this grant period. The result will be to increase our sample capacity and throughput.

**E. Supplies - \$0**

There is no funding requested in this budget category.

**F. Construction - \$0**

There is no funding requested in this budget category.

**G. Consultants/Contracts - \$678,000**

Funding will also be utilized to obtain contract laboratory services at a cost of \$600,000. The LAPD will send approximately 300 cases to contract labs. The median price per case is approximately \$2,000 to perform DNA typing on the samples that may contain foreign DNA. LAPD will use the competitive bid process for establishing new contract labs, with the new contracts anticipated to be in place prior to funding of this grant (currently, outsourced DNA casework is being completed under letters of agreement with previous vendor laboratories under previously awarded competitive-bid contracts, continuing the provisions of those previous contracts). All existing DNA analysis contracts were acquired through a competitive bid process. Any contract laboratory services paid for by funds from this grant will have an approved Finding of No Significant Impact (FONSI) on file for the National Environmental Policy Act (NEPA).

The LAPD will spend approximately \$78,000 to hire contractors to perform internal validations on new analytical and robotic platforms. The new analytical platform can provide the potential for higher sensitivity and greater ease of handling through a redesigned, higher performance, robust amplification technology. Once validated, DNA analysts will be better equipped to handle degraded DNA and inhibited samples. In addition, the QIAcube high capacity, high throughput robotic platform will also be validated.

**H. Other - \$18,900**

The LAPD will also use \$18,900 to pay registration fees for four training opportunities: American Academy of Forensic Sciences, California Association of Criminalists, International Symposium on Human Identification, and courses given by California Criminalistics Institute. These training opportunities are expected to help Criminalists meet the continuing education requirements and to provide training for new DNA analysts.

**I. Indirect Costs - \$47,113.95**

The LAPD intends to utilize \$47,113.95, the full 3 percent of the grant award amount allowed by the Federal Government, to cover Department administration and support.