



**BOARD OF SUPERVISORS AGENDA ITEM REPORT**  
**CONTRACTS / AWARDS / GRANTS**

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 12/17/2019

\* = Mandatory, information must be provided

or Procurement Director Award ☐

**\*Contractor/Vendor Name/Grantor (DBA):**

Department of Justice Office of Justice Programs

**\*Project Title/Description:**

Forensic Science Improvement Program FY18-19

**\*Purpose:**

To approve a no-cost extension for award 2018-CD-BX-0066. This award was first accepted by the Board of Supervisors on 11/20/2018, and will be amended to extend the program period through 6/30/2020. This grant will reduce DNA analysis backlog currently existing at the Pima County Forensic Science Center, and assist in the possible identification of 245 currently unidentified individuals. A no-cost extension request was approved by the Funder, the Department of Justice, on 12/05/2019.

**\*Procurement Method:**

This grant award is a non procurement contract and is not subject to procurement rules.

**\*Program Goals/Predicted Outcomes:**

245 individuals who have yet to be identified have confounded other methods of identification and require DNA testing, which is more costly than fingerprint or dental record matching. These DNA results need to be derived from bone and must be compared to a sample, usually a family members', for positive identification. The Paul Coverdell Forensic Science Improvement award will cover these costs and facilitate the possible identification of these individuals.

**\*Public Benefit:**

This award will aid in the potential identification of 245 individuals, and hopefully provide closure and peace for those with missing loved ones. In a practical sense, identification will also free up needed storage space at the Forensic Science Center. In addition, this program will provide meaningful on-the-job training within the Medical Examiner's Office to a recent PhD graduate in a specialized field.

**\*Metrics Available to Measure Performance:**

Number of DNA analyses completed.

**\*Retroactive:**

No.

*Bill approved 12/11/19 LJS*  
Revised 9/2019

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☐ Expense Amount: \$\* \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

**\*Funding Source(s) required:**

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

**If Yes, is the Contract to a vendor or subrecipient?** \_\_\_\_\_

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Effective Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ \_\_\_\_\_

Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:**

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)

☐ Award ☒ Amendment

Document Type: GTAM Department Code: FSC Grant Number (i.e., 15-123): 20\*022

Effective Date: 01/01/2019 Termination Date: 06/30/2020 Amendment Number: 1

☐ Match Amount: \$ 0 ☐ Revenue Amount: \$ 0

**\*All Funding Source(s) required:** Department of Justice (DOJ) Office of Justice Programs

**\*Match funding from General Fund?** ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Match funding from other sources?** ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Funding Source:** \_\_\_\_\_

**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Direct from Federal Government

Contact: Molly Hilber

Department: GMI

Telephone: 724-8562

Department Director Signature/Date: Dr. Gregory Hess


Deputy County Administrator Signature/Date: \_\_\_\_\_

County Administrator Signature/Date: \_\_\_\_\_

(Required for Board Agenda/Addendum Items)

## GRANT APPLICATION APPROVAL REQUEST

Instructions: Fill out the top section of this form completely. Contact the Program Grants Management & Innovation (GMI) Lead if you require assistance (724-2240). Email your completed request to: GMI@pima.gov. Your request will be forwarded to County Administration for review. Notification of approval requests should be submitted at least 15 business days prior to the application's submission deadline (AP 5-1 Procedure).

Requesting department or entity:	Office of the Medical Examiner	Date: 12/8/19
Contact information:	Name: Chris Smith	Telephone: (520) 724-8809
Funding opportunity title:	Paul Coverdell Forensic Science Improvement	
Link to opportunity:	<a href="https://nij.ojp.gov/sites/g/files/xyckuh171/files/media/document/NIJ-2018-13760.pdf">https://nij.ojp.gov/sites/g/files/xyckuh171/files/media/document/NIJ-2018-13760.pdf</a>	
Funding agency:	US Dept. of Justice Office of Justice Programs	
Amount to be requested:	\$ 0.00	
Due date and time:	Select One	
What are you going to spend the money on?	<p>The Dept. of Justice Office of Justice Programs approved a no-cost extension request on 12/5/2019, extending the program period from 1/1/2019-12/31/2019 to 1/1/2019 - 6/30/2020. No additional award has been made, but the program period has been extended.</p> <p>Grant funds awarded to the PCOME were accepted by the Board of Supervisors on 11/20/2018. Funds under this grant are being used for a full-time post-doctoral research fellow and analyze 245 backlogged DNA samples in an attempt to identify individuals.</p>	
What will be the benefit to Pima County?	<p>This no-cost extension request was granted due to delays in contract execution that stemmed from the 2018-2019 Federal Government shutdown, which occurred from 12/22/2018-1/25/2019.</p> <p>In addition to the reduction of DNA backlog and progression of cases that have remained unidentified, this funding affords a recent PhD graduate the opportunity to train within a medical examiner's office which has a strong emphasis on identification.</p>	
Indirect costs – check one:	<input checked="" type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: 10 % <input type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet) <input type="checkbox"/> I need help understanding indirect costs	
By: 	Date: 12-9-19 Department Director or Designee	

<b>GRANT COST/BENEFIT ANALYSIS</b> <b>To be completed by GMI staff</b>	
CFDA No.	16.742
Competitive Criteria:	The \$250,000 grant award was accepted by the BOS on 11/20/2018. Approval to direct select the contracted lab was received by the Administrator 11/30/2018, but approval from the federal government was delayed until 3/20/2019; the contract was executed with a start date of 5/1/2019.
Other Factors:	Delayed receipt of federal approval led to delayed contractor activities. The contractor has received all samples and conducted analysis, but requires more time to upload and match analyzed samples to national and foreign databases to determine identification. Final invoices and reports will be received by 6/30/2020.
Number of Awards:	n/a <span style="float: right;">Total amount to be awarded:</span>
Match Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If required what is the amount/percent: _____	
Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):	Remaining funds will solely be spent on contractor costs for osseous sample analysis. Administrative costs to support invoice processing and reports are captured as indirect costs. The contractor will continue to analyze DNA samples and match them to federal and foreign databases in an attempt to identify cases already sent by the PCOME. Funded PCOME staff extracted, processed, and sent all 245 DNA samples to the contracted lab as of 12/6/2019 and anticipate receiving all results and invoices back from the lab by 6/30/2020.
<div style="display: flex; justify-content: space-between;"> <div> Will this project require additional office/project space?  Will this project require staff time that cannot be paid for by the grant?  Will your project require any equipment items over \$5,000 per item?  Does the proposal use a fixed price contract?  Is this project subject to Human Subjects compliance?  Does this project involve subrecipients?  Is there a Statutory Funding Preference from the funding agency? </div> <div style="text-align: right;"> <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> </div> </div>	
Allowable Indirect Rate: <u>10</u> If Indirect is not allowed, attach documentation.	
List any other proposal or funder specific requirements:	PCOME submitted a no-cost extension request 11/15/2019 and received approval 12/6/2019. The program period has been extended to 6/30/2020. No changes to the budget or scope have occurred.
<b>GMI notes &amp; recommendations:</b> Completed by: MH  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">   By: _____  GMI Director </div> <div style="text-align: center;"> Date: <u>12/10/19</u> </div> </div>	
<b>County Administrator Approval Request</b>	
Approved: <u>1</u> Not Approved: _____ Subject to Further Review: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">   By: _____  County Administrator or Designee </div> <div style="text-align: center;"> Date: <u>12/10/2019</u> </div> </div>	



Grant Adjustments - Approved GANs



- All Active
- Change Requested
- Approved
- Denied
- Draft
- Create Grant Adjustment

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ID	GAN Type	Multiple Awards	Program Office	Status	Award Number	Project Title	Date Submitted
1252024	Project Pd.	No	NIJ	Approved	2018-CD-BX-0066	Elimination of Unidentified DNA Backlog and Creation of Post-Doctoral Anthropology Training Position at the Pima County Office of the Medical Examiner	12/05/2019

Recovery Act



## Change Project Period GAN

[All Active](#)[Change Requested](#)[Approved](#)[Denied](#)[Draft](#)[Create Grant Adjustment](#)[Help/Frequently Asked Questions](#)US DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

## GRANT ADJUSTMENT NOTICE

Grantee Information				
<b>Grantee Name:</b>	County of Pima	<b>Project Period:</b>	01/01/2019 - 06/30/2020	<b>GAN Number:</b> 006
<b>Grantee Address:</b>	130 West Congress Tucson, 85701	<b>Program Office:</b>	NIJ	<b>Date:</b> 12/05/2019
<b>Grantee DUNS Number:</b>	01-955-6867	<b>Grant Manager:</b>	Christine Torres	
<b>Grantee EIN:</b>	86-6000543	<b>Application Number(s):</b>	2018-90942-AZ-CD	
<b>Vendor #:</b>	866000547	<b>Award Number:</b>	2018-CD-BX-0066	
<b>Project Title:</b>	Elimination of Unidentified DNA Backlog and Creation of Post-Doctoral Anthropology Training Position at the Pima County Office of the Medical Examiner		<b>Award Amount:</b>	\$250,000.00

Change Project Period				
<b>Current Grant Period:</b>	Month: 11	Day: 30	<b>New Grant Period:</b>	Month: 17 Day: 29
<b>Project Start Date:</b>	01/01/2019		<b>*New Project Start Date:</b>	01/01/2019
<b>Project End Date:</b>	12/31/2019		<b>*New Project End Date:</b>	06/30/2020

**\*Required Justification for Change Project Period:**

The Pima County Office of the Medical Examiner (PCOME) Forensic Science Center requests a no-cost extension period of six months, or 182 calendar days. This would move the end date from December 31, 2019, to June 30, 2020. The Pima

Attachments:

Filename:	User:	Timestamp:	Action:
No-Cost Extension PCOME.pdf	RKelly4	11/15/2019 4:38 PM	Delete Attachment

Actions:

Close

Printer Friendly Version

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:
Approved-Final	OCFMD - Financial Analyst	SYSTEM_USER	12/05/2019 12:00 PM	View Note
Submitted	PO - Grant Manager	RKelly4	11/18/2019 11:55 AM	View Note
Draft	EXTERNAL - External User	RKelly4	11/18/2019 11:54 AM	View Note
Draft	EXTERNAL - External User	RKelly4	11/18/2019 11:50 AM	View Note
Change Requested	EXTERNAL - External User	torresc	11/18/2019 9:56 AM	View Note
Change Requested	PO - Grant Manager	torresc	11/18/2019 9:56 AM	View Note
Submitted	PO - Grant Manager	RKelly4	11/15/2019 4:40 PM	View Note
Draft	EXTERNAL - External User	RKelly4	11/15/2019 4:39 PM	View Note
Change Requested	EXTERNAL - External User	torresc	11/15/2019 1:53 PM	View Note
Change Requested	PO - Grant Manager	torresc	11/15/2019 1:53 PM	View Note
Submitted	PO - Grant Manager	RKelly4	11/12/2019 6:53 PM	View Note
Draft	EXTERNAL - External User	RKelly4	11/12/2019 6:52 PM	View Note
Draft	EXTERNAL - External User	RKelly4	11/12/2019 6:50 PM	View Note

## **No-Cost Extension Request for Award 2018-CD-BX-0066**

The Pima County Office of the Medical Examiner (PCOME) Forensic Science Center requests a no-cost extension period of six months, or 182 calendar days. This would move the end date from December 31, 2019, to June 30, 2020.

### Current, unobligated balance:

As of 9/30/2019, the 2018 unobligated balance was \$160,952. Salary, fringe, and supplies have been charged consistently and are forecasted to be expended by December 31, 2019, the end of the program period; the bulk of funding to be spent is for contracted DNA analysis and CODIS upload, which are proportionate to delays experienced during contract execution.

### Explanation for why the project could not be finished before the current grant end date:

Delays in contract execution with the subcontracted lab led to a delay in osseous sample delivery and receipt of results. The PCOME requested and received sole-source approval from the Pima County Administrator on 11/30/2019 and requested sole-source approval via a Grants Adjustment Notice in the Office of Justice Program's Grants Management System per the special conditions in the grant award. The Federal Government shutdown, which occurred from 12/22/2018 to 1/25/2019, caused delayed communications with the NIJ grants officer; though the request was submitted before the program period began 1/1/2019, a sole-source approval request submitted through the GMS was not able to be authorized until 3/20/2019. Negotiations between the Pima County Attorney's Office and the contracted lab concluded on 5/13/2019. The contract between the PCOME and the subcontractor was executed with the retroactive date of 5/1/2019 to prevent further delay, but still caused the timeline of activities with the contractor to be pushed back by five months.

### Description of the pending activities to be completed during the requested extension period:

The contracted lab, Bode Technologies, is able to process minimum batch sizes of 50 osseous samples within 90 days, excluding intraskeletal and familial comparisons and CODIS upload. Intraskeletal matches are intermittent and cases designated for uploading into CODIS are reviewed within 60 days of Bode submission. As of November 1, 2019 all 245 backlogged DNA samples as designated in the grant proposal have been sent to Bode Technologies. Bode anticipates it can process the totality of samples sent as of November 1, 2019 by June 30, 2020. Sample processing includes STR-DNA analysis, internal Bode database searches, and uploading samples to the Federally-hosted CODIS system. The latter two searches are conducted to potentially find matching DNA profiles of known individuals or their family members that will lead to an identification. All 245 samples budgeted in the contract have been sent to Bode, and the PCOME anticipates the final invoice will be received by June 30, 2020.

### How grant funds will be used during the requested extension period:

Compensation for the Forensic Anthropologist Fellow was not effected by delays with executing the contract with Bode. This position will be paid for with other funds after 12/31/19. The PCOME projects that all costs incurred during the extension period will be strictly used for outside contracted activities, defined in the scope of work as DNA analysis and CODIS upload.



Breakdown of costs for the additional time requested:

As of November 1, 2019 all 245 contract-designated backlogged DNA samples have been sent to Bode Technologies. STR DNA analysis costs \$575 per case of skeletal remains, and CODIS uploads cost \$150, meaning each sample analysis and upload to CODIS will cost \$725; therefore, the PCOME anticipates the breakdown of costs will be as follows:

Invoice date	Action	# of Samples	Invoice amount
August 31, 2019 (received)	STR Analysis	65	\$37,375
September 30, 2019 (received)	STR Analysis	61	\$35,075
November 30, 2019 (outstanding)	STR Analysis	58	\$33,350
December 31, 2019 (outstanding)	STR Analysis	49	\$28,175
January 30, 2020 (outstanding)	STR Analysis	12	\$6,900
March 30, 2020 (outstanding)	CODIS Upload	245	\$36,750
<b>Grand Total:</b>			<b>\$177,625</b>

To the best of our knowledge, all applicable Federal Financial Reports and Progress Reports are on file and current. All special conditions attached to the award have been satisfied as of November 1, 2019, except for those conditions that must be fulfilled in the remaining period of the award.

If a no-cost extension request is denied, outstanding samples will not receive analysis, preventing the PCOME from reaching its programmatic goals and preventing these individuals from receiving potential identification and justice.