

Standard Applicant Information (JGITS 424 and General Agency Information)

Funding Opportunity

Federal Agency Name Bureau of Justice Assistance	Funding Opportunity Number O-BJA-2022-171344	Funding Opportunity Title FY 22 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program (Formula)
Competition Identification Number _____	Competition Identification Title _____	Due Date July 16, 2022 12:59:00 AM UTC

Project Information

Project Title Oklahoma City Police Department DNA Backlog Reduction	Proposed Project Start Date 10/1/22	Proposed Project End Date 9/30/23
Federal Estimated Funding (Federal Share) 324612.00	Applicant Estimated Funding (Non-Federal Share) 0.00	Program Income Estimated Funding 0.00
Total Estimated Funding 324612.00		

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

No items

Type Of Applicant

Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

Other (specify):

Application Submitter Contact Information

Application POC Prefix Name

Application POC First Name

Michael

Application POC Middle Name

Application POC Last Name

Stroope

Application POC Suffix Name

Organizational Affiliation

City of Oklahoma City

Title

Business Manager

Email ID

Michael.Stroope@okc.gov

Phone Number

4053164199

Fax Number

Executive Order and Delinquent Debt Information

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

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

Is the Applicant Delinquent on Federal Debt?

No

Authorized Representative

Authorized Representative Information

Prefix Name

Mr.

First Name Middle Name Last Name Suffix Name

Michael ——— Stroope ———

Title

Business Manager

Verify Legal Name, Doing Business As, and Legal Address

Legal Name

OKLAHOMA CITY, CITY OF

Doing Business As

PLANNING DEPARTMENT

UEI

D3MUME8J5T25

Legal Address

Street 1

420 W MAIN ST 9TH FL

Street 2

City

OKLAHOMA CITY

State

OK

Zip/Postal Code

73102

Congressional District

05

Country

USA

Certification

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

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



I confirm this is the correct entity.

Signer Name

Michael Stroope

Certification Date / Time

07/12/2022 03:10 PM

✓ **Proposal Abstract***

The Oklahoma City Police Forensic DNA laboratory continues to see a significant increase in case submission requests as well as the number of samples to be analyzed per case and is seeking to enhance capacity through purchase of laboratory automation, training & reduction of backlog via outsourcing assistance case work analyst overtime.

The award project will consist of the following goals:

1. Purchase of laboratory automation. The laboratory seeks to enhance its capacity and efficiency by adding a liquid handling robot as well as a higher capacity DNA extraction robot to allow the laboratory to process more samples consistently with current staffing levels.
2. Continued analyst training – some funds are being pursued to assist with ongoing professional training conference attendance for DNA analysts.
3. Outsourcing of CODIS eligible backlogs DNA cases. This goal will involve outsourcing of backlogged cases to private testing laboratory with a goal of reducing the current backlog by around 20%. The laboratory will select and send out cases with CODIS candidate potential. Partnership with external testing laboratory will alleviate backlog and turn-around times.
4. Overtime for forensic casework - analyst overtime has proved a successful method of rapidly reducing the backlog to manageable levels in a short period of time while maximizing the number and speed of profiles viable for CODIS entry. Since the laboratory is currently seeing a high trend upwards in case submissions for service, this backlog is not expected to decrease anytime soon, utilizing award funds to attempt to reduce the backlog rapidly by at least eighty cases within the award period is anticipated to assist positioning the laboratory in a good standing to move forward and maintain a proactive approach to turn around times on casework. Part of this overtime goal will be to allow the laboratory staff to rapidly perform technical reviews of outsourced casework for NDIS entry. This project will also facilitate cases being worked faster, technical reviews to be conducted and additional profiles being uploaded into CODIS.

Goals, Objectives, Deliverables, and Timeline

Goal Statement

To expand DNA laboratory processing capacity and throughput by adding robotic instrumentation for higher capacity DNA extraction and automation.

Objective	Fiscal Year	Quarter
To purchase and add new laboratory automation instrumentation to expand on existing processing capabilities.	2024	Q3
Deliverable	Fiscal Year	Quarter
Purchasing Equipment	2024	Q3

Goal Statement

To reduce the casework backlog by at least 20% through a combination of outsourcing assistance of casework and addition of DNA analyst overtime for data review and casework. CODIS viable cases will be chosen.

Objective	Fiscal Year	Quarter
This project will be a combination of funding a vendor outsourcing contract for DNA testing, and also fund existing DNA analyst hours for review of this data and expedited entry of CODIS profiles as well as processing of additional backlog cases in house.	2024	Ongoing
Deliverable	Fiscal Year	Quarter
Other		
Vendor outsourcing assistance of backlog cases is expected to reduce the backlog by approximately 20% during lifetime of the award. Additional existing DNA analyst overtime will expedite the laboratory's ability to review and enter CODIS eligible profiles	2024	Ongoing

✓ **Budget and Associated Documentation**

	Year 1	Total
Personnel	\$79,710.75	\$79,710.75
Fringe Benefits	\$0.00	\$0.00
Travel	\$6,720.00	\$6,720.00
Equipment	\$128,000.00	\$128,000.00
Supplies	\$0.00	\$0.00
Construction	\$0.00	\$0.00

SubAwards	\$0.00	\$0.00
Procurement Contracts	\$107,001.25	\$107,001.25
Other Costs	\$3,180.00	\$3,180.00
Total Direct Costs	\$324,612.00	\$324,612.00
Indirect Costs	\$0.00	\$0.00
Total Project Costs	\$324,612.00	\$324,612.00

Total Project Cost Breakdown

	Total	Percentage
Federal Funds	\$324,612.00	100.00%
Match Amount	\$0.00	0.00%
Program Income Amount	—	0.00%

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

06/30/2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

Choose State...

8. APPLICANT INFORMATION:

* a. Legal Name:

City of Oklahoma City

* b. Employer/Taxpayer Identification Number (EIN/TIN):

736005359

* c. UEI:

D3MUME8J5T25

d. Address:

* Street1:

200 N. Walker Ave. Suite 300

Street2:

* City:

Oklahoma City

County/Parish:

Oklahoma

* State:

OK: Oklahoma

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

73102-2232

e. Organizational Unit:

Department Name:

Police Department

Division Name:

Finance

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Michael

Middle Name:

* Last Name:

Stroope

Suffix:

Title:

Business Manager

Organizational Affiliation:

City of Oklahoma City

* Telephone Number:

4053164199

Fax Number:

* Email:

Michael.Stroope@okc.gov

Application for Federal Assistance SF-424

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

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.741

CFDA Title:

DNA Backlog Reduction Program

* 12. Funding Opportunity Number:

O-BJA-2022-171344

* Title:

FY 22 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program (Formula)

13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Oklahoma City Police Department DNA Backlog Reduction

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="324,612.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="324,612.00"/>

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

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

☒ ** I AGREE

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

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

DISCLOSURE OF LOBBYING ACTIVITIES

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

OMB Number: 4040-0013

Expiration Date: 02/28/2025

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input type="text" value="City of Oklahoma City"/> * Street 1 <input type="text" value="200 N. Walker Ave. Suite 300"/> Street 2 <input type="text"/> * City <input type="text" value="Oklahoma City"/> State <input type="text"/> Zip <input type="text" value="73102-2232"/> Congressional District, if known: <input type="text" value="5"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: <input type="text" value="U.S. Department of Justice/OJP/BJA"/>	7. * Federal Program Name/Description: <input type="text" value="DNA Backlog Reduction Program"/> CFDA Number, if applicable: <input type="text" value="16.741"/>	
8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text" value="324,655.00"/>	
10. a. Name and Address of Lobbying Registrant: Prefix <input type="text"/> * First Name <input type="text" value="Potomac Strategic Development LLC."/> Middle Name <input type="text"/> * Last Name <input type="text" value="Potomac Strategic Development LLC."/> Suffix <input type="text"/> * Street 1 <input type="text" value="101 Constitution Ave. NW"/> Street 2 <input type="text" value="9th Floor"/> * City <input type="text" value="Washington"/> State <input type="text"/> Zip <input type="text" value="20001"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix <input type="text"/> * First Name <input type="text" value="Potomac Strategic Development LLC."/> Middle Name <input type="text"/> * Last Name <input type="text" value="Potomac Strategic Development LLC."/> Suffix <input type="text"/> * Street 1 <input type="text" value="101 Constitution Ave. NW"/> Street 2 <input type="text" value="9th Floor"/> * City <input type="text" value="Washington"/> State <input type="text"/> Zip <input type="text" value="20001"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: <input type="text" value="Michael Stroope"/> * Name: Prefix <input type="text"/> * First Name <input type="text" value="David"/> Middle Name <input type="text"/> * Last Name <input type="text" value="Holt"/> Suffix <input type="text"/> Title: <input type="text" value="Mayor"/> Telephone No.: <input type="text" value="405-297-2424"/> Date: <input type="text" value="06/30/2022"/>		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

OKLAHOMA CITY POLICE DEPARTMENT PROGRAM NARRATIVE (2022)

(A) Description of Issue

The Oklahoma City Police Forensic DNA laboratory continues to see an increase in DNA case submission requests, due to staffing limitations backlog is growing and is seeking to enhance capacity through purchase of laboratory instrumentation & reduce backlog via outsourcing & case work analyst overtime.

Primarily the focus of this award project is to invest in expanding robotic capacity at DNA extract and plate set up. Additional funds will support analyst overtime hours to assist in reducing backlog DNA cases via outsourcing assistance since staffing has not increased.

(B) Project Design & Implementation

1 – **Purchase of DNA automation instruments** – The laboratory currently utilizes Maxwell extraction robots however demand has increased. Upgrading to the larger FSC 48 instrument would allow to laboratory to improve on load times and allow for capacity enhancement by adding to existing case workflow capabilities. In addition, the lab would like to replace its aging liquid handling robot with another MaxPrep liquid handling robot, which would double the automation capacity and work efficiently with the FSC 48 instrument. Robotics are a successful strategy when staffing level increase is not viable.

2 – **Analyst travel & training (continuing education)** – By utilizing some of the award funds for training, the laboratory would be able to send two DNA analysts to attend annual training (International Symposium for Human Identification) and two analysts to obtain training at a regional Bode DNA conference.

3 - **Analyst Overtime for Forensic Casework** - Utilize overtime to allow a minimum of 80 cases to be processed from the backlog. This would allow each analyst additional hours of casework during the period and is the main goal of the award project in reducing backlog. This would be worked over weekends by current staff and allow for the review of outsourced data for CODIS entry. Analysts will also review outsourced data.

4 - **Outsourcing of DNA casework** - The laboratory would like to pursue outsourcing assistance to help eliminate approximately 120 DNA cases from the backlog. Due to staffing limitations accessing external help with DNA testing would ensure these cases are completed and entered into CODIS in a more reasonable timeframe.

EXPECTED RESULTS

1 - **Purchase of DNA automation instruments** - The addition of a larger capacity DNA extraction robot, would increase our capacity for automated DNA sample extraction allowing us to process more samples faster and free analyst time. This instrument also integrates with automation previously implemented by the laboratory as well as the MaxPrep. Adding a new MaxPrep would instantly double the lab capacity for DNA analysis (extraction to amp steps).

2 - **Analyst travel & training (continuing education)** - By utilizing some of the award funds for training, the laboratory would be able to send two DNA analysts to attend annual training conference either in person or virtually (if available).

3 - **Analyst Overtime for Forensic Casework** - Will reduce the backlog of unworked forensic cases effectively, reducing turnaround times, improved unit morale and better customer service. We are estimating that over the period of this award a minimum of 80 forensic cases (14%) can be completed in house on the requested funds and removed from the current

backlog, or turnaround times on these cases decreased. This is a backlog reduction goal and anticipated to assist in bringing the current backlog to an easily manageable level while improving response time to cases. In addition, using overtime for technical review would allow the data returned from outsourcing to be entered into CODIS faster.

4 - **Outsourcing of DNA casework** – Assistance with testing of 120 DNA cases would reduce the current backlog significantly (20%), as well as allow more profiles to be entered into CODIS in the next 12 months.

DETAILED PLAN

IMPLEMENTATION & TIMELINE

1- **Purchase of laboratory instruments** – It is anticipated this process will be bid immediately following award (6 weeks). Following sole source procurement of the successful vendor (Promega), the DNA unit will undergo the implementation and required validation of instrument with additional validation assistance from the vendor. The lab will assess the capabilities of the instrument in line with currently SWGDAM guidelines. These instruments are expanded capacity instrument, similar to existing instruments in the DNA laboratory and it is anticipated implementation will be rapid. Validation of this technology will be within the grant award period. It is estimated that total completion time for this part of the project from the sole source process to implementation will be 6 months, within the life of the award.

2 - **Analyst travel & training (continuing education)** – Upon approval by the award source, arrangements will be made to register. Two analysts will attend Promega ISHI symposium, and two analysts will attend a regional Bode conference at a to be determined data/locations. All training will be completed within 10 months of the award funds being available.

3 - **Analyst Overtime for Forensic Casework** - Once awarded, all participating analysts will work an additional day at weekends on backlog cases. Initially the laboratory will target the oldest violent crimes pending analysis. The laboratory will attempt to identify the best CODIS eligible cases as a priority. Technical reviews will also be included as overtime duties to expedite turnaround times and reduce bottlenecks. The plan will be carried out in accordance with overtime projects on previous awards.

The laboratory estimates completing at least 80 cases based on overtime in this award period at a cost of \$500 per case in analyst time estimating 460 hours of total time with 6 analysts. Tracking of all cases worked will be on a weekly detailed monthly Excel spreadsheet. Additional hours will be spent performing technical reviews of outsourced casework.

Timeline estimate for this overtime project is anticipated to start immediately one funds are awarded and run for 5-6 months until depletion.

4 - **Outsourcing of DNA casework** - A bid will be solicited for vendor services to assist with processing DNA (extraction to DNA profile) for 120 cases currently on the backlog. Once the contract has been awarded and onsite visit confirmed, the triaged samples (1-2 evidentiary samples and knowns) will be sent to the vendor laboratory. The OCPD DNA unit will then review the data and enter viable profiles into CODIS. This process is anticipated to take 6 months – 1 year from award.

HOW WILL PLAN ACHIEVE GOALS

1 - Purchase of instruments – Implementation of these instruments will expand the DNA extraction capacity from 16 samples to 48 samples per batch on extraction and double the capacity for plate set up. This allows us to process more samples with increased efficiency. Since

it integrates with the MaxPrep, a single analyst can now extract large batches of DNA casework, freeing up the time of other analysts. Having a small staff makes automation options critical.

2 - **Analyst travel & training (continuing education)** – Analyst annual training requirements can be met as well as returning current scientific knowledge to the laboratory to assist in some of the validation projects and laboratory improvements.

3 - **Analyst Overtime for Forensic Casework** – This allows the laboratory to reduce its backlog significantly, while entering more profiles into CODIS. It is also expected this goal will reduce turnaround time on violent case response. In addition, it allows the laboratory to review the data returned from the vendor laboratory faster. Overall the laboratory is hoping to see a 30% backlog reduction between overtime and outsourcing by end of award

4 - **Outsourcing of DNA casework** – By outsourcing casework, the laboratory will have the opportunity to process additional cases from the backlog. It is expected that completion of this goal would reduce the backlog by 20% and result in a substantial amount of new CODIS eligible DNA profiles and potential hits.

HOW WILL PLAN INCREASE THROUGHPUT & CAPACITY

Purchase of laboratory instruments – The sample capacity triples by adding this Maxwell FSC 48 and reduces the time per extraction sample. Since a single analyst can process an increased volume of samples direct to a liquid handling robot this is both an expansion of sample capacity as well as increasing throughput as samples are expected to move through the process faster as a larger batch. Having two liquid handling robots active allows both throughput and capacity increases by 50%.

Analyst Overtime for Forensic Casework – It is anticipated that by reducing the backlog we will also see an increase in capacity/throughput as analysts will be able to accept additional duties or cases as well as review any outsourced cases.

Outsourcing of DNA casework – Since the lab has limited staffing options, outsourcing 20% of the current backlog would effectively expand the labs capacity to perform analysis on cases by embracing external vendor assistance.

HOW WILL PLAN REDUCE BACKLOG

Purchase of laboratory instruments – By adding these instruments (FSC 48 & MaxPrep), the DNA laboratory can process more samples simultaneously allowing us to target the larger cases in the backlog in a single assay and process these cases in a single workflow. We now have a strategy available to address larger cases which the current backlog consists largely of.

Analyst Overtime for Forensic Casework – By adding more case processing hours future samples will be processed faster due to lower backlog. Extra case time will help to reduce the backlog by about 14% over the award period.

Outsourcing of DNA Casework - will allow us to process additional cases, up to 20% of the backlog would be processed by an outsource laboratory. In turn this allows OCPD lab staff to continue with max capacity as well as reviewing data returned from the external laboratory.

POSSIBLE CHALLENGES FACED DURING PROJECT

The laboratory continues to struggle in meeting customer submission demands successfully and has reached an output plateau. There are no plans to increase staffing, therefore the laboratory is seeking improved automation to fill this gap and must be resourceful with personnel.

Since the lab is familiar already with these instruments, it is not anticipated that there will be any significant challenges faced other than making time to incorporate the new instruments while doing other casework. Outsourcing of casework would be new to this laboratory and as such additional measure will have to be taken to satisfy QAS requirements relating to outsourcing, which may take time. There will also need to be contracted deadlines to ensure the cases are completed in a timely manner by the external laboratory.

DATA COLLECTION PLAN

All casework & CODIS metric data will be maintained and tracked on an Excel spread sheet.

1. Casework turnaround time

Turnaround times will be recorded for each case worked. The time will be determined from the date the request for analysis is received by the DNA laboratory to the date the report is issued to the customer. This data will be tabulated on an Excel spreadsheet and is recorded on a monthly basis for accurate data snapshots.

2. Average number of samples analyzed per analyst per month.

The DNA laboratory will record the number of samples subjected to DNA testing in each forensic case by each laboratory examiner on an Excel spreadsheet. Samples tested will be counted as samples undergoing DNA extraction.

The average will be calculated by counting the total number of samples subjected to DNA testing during the reporting period and dividing by the number of months in the reporting period and the number of examiners working cases.

Progress reports these will be represented by data collected over a 6 month interval.

All performance data will be recorded in Excel format, available for audit and maintained for a minimum of three years post-award for review.

All cases worked on overtime will be tracked on a separate, detailed spreadsheet monthly which will tabulate all data specific to the cases worked on overtime to include turnaround time, number of samples processed, hours used, and CODIS entries. This will assist in clarity between cases worked on overtime as opposed to routine week work to visualize the impact of the overtime assistance. This sheet can be filtered using excel depending on the data ranges desired for the duration of the award.

Backlog cases will be counted as all cases submitted for analysis that have not yet had a report issued. This will include any cases that are in progress.

These cases will be counted as two different categories - property crime cases backlogged, and violent crime cases backlogged.

These figures are maintained by the DNA Manager and are reported each month.

All CODIS hits and entries are categorized in terms of property crime and violent crime data.

Any CODIS hits or entries resulting from BJA funding will be clearly marked on the spreadsheet to prevent double counting. This can be filtered as a subset of the spreadsheet also for clarity and transparency.

This data is maintained on a monthly basis by the Local CODIS Manager and is checked and approved by the DNA Manager prior to reporting. All data is maintained on a secure server.

Since we are not a databasing laboratory no data will be maintained regarding database samples.

KEY PERSONNEL

GRANT POC: Michael Stroope

OCPD Business Manager, Oklahoma City Police Department 701 Colcord Drive

FINANCIAL POC: Kelly Parker

OCPD Management Specialist, Oklahoma City Police Department 701 Colcord Drive

DNA LAB PRIMARY POC: Campbell Ruddock, DNA Manager

Oklahoma City Police Department, 616 Colcord Drive

ADDITIONAL DNA LAB STAFF INVOLVED IN PROJECT

Dan Russell & Kyla England, Senior Forensic Scientists

Krysta Snyder, Allison Taylor, Kayla Becks Forensic Scientists

BASELINE DATA FOR CASE WORKING LABORATORY

BASELINE DATA FOR CASE WORKING LABORATORY SUMMARY 2021)	
Category	Result
Number of untested/not completed forensic biology/DNA cases on hand on January 1, 2021.	188
Number of untested/ not completed forensic biology/DNA cases more than 30 days old (backlogged) on January 1, 2021,	163
Please estimate percentage of these cases that were from property crimes.	20%
Number of new cases for forensic biology/DNA received in calendar year 2021.	698
Please estimate percentage of these cases that were from property crimes.	27%
Total number of cases completed in calendar year 2021.	381
Please estimate percentage of these cases that were property crimes	14%
Cases closed by administrative means in calendar year 2021.	0
Number of untested/ not completed forensic biology/DNA cases on hand on December 31, 2021,	505
Number of untested/ not completed forensic biology/DNA cases more than 30 days old (backlogged) on December 31, 2021.	476

The average number of days needed to complete all cases in calendar year 2021	121
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BASELINE DATA FOR DATA BASING LABORATORY

This laboratory is not a data basing laboratory.

The number of untested/ not completed convicted offender samples on hand on January 1, 2021.	NA
The number of untested/ not completed convicted offender samples on hand for more than 30 days (backlogged) as of January 1, 2021.	NA
The number of new convicted offender samples received in calendar year 2021.	NA
The total number of offender samples completed in calendar year 2021.	NA
Samples closed by administrative means (duplicates, non-authorized samples, etc.)	NA
Number of untested/not completed convicted offender samples on December 31, 2021.	NA
Number of untested/ not completed convicted offender samples more than 30 days old (backlogged) on December 31, 2021.	NA
Average number of days in calendar year 2021 to complete current load of convicted offender samples (including upload to CODIS).	NA
The number of untested/ not completed arrestee samples on hand as of January 1, 2021.	NA
The number of untested/ not completed arrestee samples more than 30 days old (backlogged) on January 1, 2021.	NA
The number of new arrestee samples received in calendar year 2021.	NA
The total number of arrestee samples completed in calendar year 2021.	NA
Samples closed by administrative means (duplicates, non-authorized samples, etc.)	NA
Number of untested/ not completed arrestee samples on December 31, 2021.	NA
Number of untested not completed (backlogged) arrestee samples more than 30 days old (backlogged) on December 31, 2021.	NA
Average number of days in calendar year 2021 to complete current load of arrestee samples (including upload to CODIS).	NA

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N (DOJ Financial Guide, Section 3.10)	Yes
---	-----

A. Personnel								
Name	Position	Computation						
List each name, if known.	List each position, if known.	Show annual salary rate & amount of time devoted to the project for each name/position.						
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Campbell Ruddock	DNA manager	\$71.04	hourly	225	100%	\$15,984		\$15,984
Kyla England	Senior Forensic Scientist	\$66.39	hourly	225	100%	\$14,938		\$14,938
Dan Russell	Senior Forensic Scientist	\$66.39	hourly	225	100%	\$14,938		\$14,938
Krysta Snyder	Forensic Scientist	\$50.15	hourly	225	100%	\$11,284		\$11,284
Allison Taylor	Forensic Scientist	\$50.15	hourly	225	100%	\$11,284		\$11,284
Kayla Becks	Forensic Scientist	\$50.15	hourly	225	100%	\$11,284		\$11,284
Total(s)						\$79,712	\$0	\$79,712

Narrative
Once awarded cases from the existing backlog will be separated for an overtime project, with all participating analysts working an additional day at weekends during the award period only on these separated cases. It is anticipated these funds should allow the DNA unit to process an additional 80 cases backlogged and technical reviews of outsourced data over the lifetime of the award. Initially the laboratory will target the oldest violent crimes (with CODIS profile potential) pending analysis since that is the current majority of the backlog. Cases will be processed only during overtime hours, however technical reviews may also be included as overtime duties to expedite turn around times on cases selected for outsourcing. The plan will be carried out in accordance with overtime projects on previous awards, which have been highly successful for the unit, and a data tracking process streamlined over the course of these prior projects. Should the cases be achieved before funds are depleted, analysts will continue to process additional cases with the goal of total backlog elimination. Project will allow for one technical leader (DNA manager), 2 senior DNA analysts, 3 DNA analysts to commit to overtime casework backlog project. All stated personnel are qualified to process DNA cases from start to finish and perform technical review. The goal is to maximise number of CODIS eligible profiles.

B. Fringe Benefits					
Name <i>List each grant-supported position receiving fringe benefits.</i>		Computation <i>Show the basis for computation.</i>			
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.	Compute the cost of each type of expense X the number of people traveling.						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
Attend 2023 Bode DNA Conference	TBD	Transportation	Round-trip	\$450.00	1	2	1	\$900		\$900
Attend 2023 Bode DNA Conference	TBD	Lodging	Night	\$225.00	4	2	1	\$1,800		\$1,800
Attend 2023 Bode DNA Conference	TBD	Meals	Day	\$75.00	4	2	1	\$600		\$600
Attend 2023 Bode DNA Conference	TBD	Other	N/A	\$15.00	2	2	1	\$60		\$60
Attend 2023 Promega ISHI symposium	TBD	Transportation	Round-trip	\$450.00	1	2	1	\$900		\$900
Attend 2023 Promega ISHI symposium	TBD	Lodging	Night	\$225.00	4	2	1	\$1,800		\$1,800
Attend 2023 Promega ISHI symposium	TBD	Meals	Day	\$75.00	4	2	1	\$600		\$600
Attend 2023 Promega ISHI symposium	TBD	Other	N/A	\$15.00	2	2	1	\$60		\$60
Total(s)								\$6,720	\$0	\$6,720
Narrative										
Travel locations have not been set due to uncertainty of travel at current time of writing. Locations and budget will be updated accordingly for both BODE and ISHI conferences. The stated budget will allow 4 analysts to travel to receive continuing education. The travel budget is less than 5% of total award. ISHI is expected to be in October 2023, and Bode in July 2023. Locations are to be determined.										

D. Equipment					
Item	Computation				
List and describe each item of equipment that will be purchased	Compute the cost (e.g., the number of each item to be purchased X the cost per item)				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Promega MaxPrep Liquid handling robotic workstation	1	\$78,000.00	\$78,000		\$78,000
Promega Maxwell FSC	1	\$50,000.00	\$50,000		\$50,000
			\$0		\$0
Total(s)			\$128,000	\$0	\$128,000
Narrative					
Following Oklahoma City sole source process Promega will be requested as a sole source provider of the requested instrumentation due to the fact these instruments are already validated for casework within the laboratory. As the sole distributor and manufacturer of this instrument sole source purchase is the only option for this category. Purchase of this instrument is a capacity enhancement goal, to increase the number of DNA samples that can be extracted and processed more efficiently. Since there is no expansion in staffing, the laboratory focuses on robotic automation to deal with capacity.					

E. Supplies					
Supply Items <i>Provide a list of the types of items to be purchased with grant funds.</i>		Computation <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
	1		\$0		\$0
	1		\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

G. Subawards (Subgrants)									
Description		Purpose		Consultant?					
Provide a description of the activities to be carried out by subrecipients.		Describe the purpose of the subaward (subgrant)		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.					
						Total Cost	Non-Federal Contribution	Federal Request	
								\$0	
Total(s)						\$0	\$0	\$0	
Consultant Travel (if necessary)									
Purpose of Travel		Location		Type of Expense		Computation			
Indicate the purpose of each trip or type of trip (training, advisory group meeting)		Indicate the travel destination.		Hotel, airfare, per diem		Compute the cost of each type of expense X the number of people traveling.			
				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
							\$0		\$0
Total						\$0	\$0	\$0	
Narrative									

H. Procurement Contracts									
Description		Purpose		Consultant?					
Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).		Describe the purpose of the contract		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.					
						Total Cost	Non-Federal Contribution	Federal Request	
Outsourcing agreement with private DNA testing laboratory (to be determined)		To assist with generating DNA profiles from backlogged cases				\$107,000		\$107,000	
Total(s)						\$107,000	\$0	\$107,000	
Consultant Travel (if necessary)									
Purpose of Travel		Location		Type of Expense		Computation			
Indicate the purpose of each trip or type of trip (training, advisory group meeting)		Indicate the travel destination.		Hotel, airfare, per diem		Compute the cost of each type of expense X the number of people traveling.			
				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
							\$0		\$0
Total						\$0	\$0	\$0	
Narrative									

The laboratoy seeks an outsourcing contract with a private accredited DNA labroatory to process DNA testing on 120 cases to assist with backlog reduction. Samples will be screened and selected by OCPD laboratory, with the selected vendor laboratory developing DNA profiles & data. The OCPD laboratory will perform techncial reviews and accept data prior to entry into NDIS. It is anticipated the selected cases will be sent as a batch to reduce costs, and expected costs are around \$850 per case. Contract and procurement will follow city policy for fair bidding and purchase/contract award. vendor laboratory will be NDIS approved.

I. Other Costs							
Description	Computation						
List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).	Show the basis for computation						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
					\$0		\$0
Conference registration fees (Bode & ISHI)	4	egistration fee	\$795.00	1	\$3,180		\$3,180
Total(s)					\$3,180	\$0	\$3,180
Narrative							
Registration & workshop costs will allow for 4 analysts attending ISHI & Bode to participate in an educational DNA workshop (to be determined). These are a one time registration fee payment							

J. Indirect Costs						
Description		Computation				
Describe what the approved rate is and how it is applied.		Compute the indirect costs for those portions of the program which allow such costs.				
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						



Background

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

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

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

1. Name of Organization and Address:

Organization Name: City of Oklahoma City

Street1: 100 N. Walker Ave.

Street2: Suite 300

City: Oklahoma City

State: Oklahoma

Zip Code: 73102

2. Authorized Representative's Name and Title:

Prefix: First Name: Alex

Middle Name:

Last Name: Fedak

Suffix:

Title: Controller

3. Phone: 405-297-2307

4. Fax:

5. Email: alex.fedak@okc.gov

6. Year Established:
1889

7. Employer Identification Number (EIN):
736005360

8. Unique Entity Identifier (UEI) Number:
14104777

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

If "No" skip to Question 10.

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



AUDIT INFORMATION

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

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

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

☒ Financial Statement Audit

☐ Defense Contract Agency Audit (DCAA)

☐ Other Audit & Agency (list type of audit):

☐ None (if none, skip to question 13)

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

Name of Audit Agency/Firm: AGH CPA's and Advisors

AUDITOR'S OPINION

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

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

Enter the number of findings (if none, enter "0"): 4

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$59,598

Were material weaknesses noted in the report or opinion?

☐ Yes ☒ No

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

☐ Manual ☒ Automated ☐ Combination of manual and automated

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

☒ Yes ☐ No ☐ Not Sure

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

☒ Yes ☐ No ☐ Not Sure

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

☒ Yes ☐ No ☐ Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
TRAVEL POLICY	
24. Does the applicant entity: (a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SUBRECIPIENT MANAGEMENT AND MONITORING	
25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards



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

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

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

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

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

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

☐ Yes ☒ No ☐ Not Sure

If "Yes", provide the following:

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

[Redacted]

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

[Redacted]

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

Name:

[Redacted]

Phone:

[Redacted]

Email:

[Redacted]

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

[Redacted]

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

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

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

Name: *Alex C. Fedak*

Date: 7/8/2022

Title: ☐ Executive Director ☐ Chief Financial Officer ☐ Chairman

☒ Other: Controller

Phone: 405-297-2307

ELIGIBILITY STATEMENT

1. The Oklahoma City Police Department (OCPD) Forensic laboratory services division operates a full service forensic laboratory including the biology DNA laboratory.

The DNA laboratory responds to requests for DNA analysis on criminal investigations including homicides. Sexual assaults, robbery, assault and property crime type cases. The laboratory's customer is the City of Oklahoma City Police Department.

The DNA laboratory is currently ANAB accredited and was previously consistently accredited since 2007 by ASCLD-LAB accreditation program. In compliance with maintaining this accreditation, this laboratory participates in external audits every 4 years by this accreditation agency. In addition to this, the DNA laboratory participates every two years in external QAS audits and successfully maintains accredited status.

2. As part of this funding award, the laboratory is declaring that all DNA profiles generated with the use of federal BJA award funds which are NDIS eligible will be uploaded to the applicable CODIS database category and remain in the CODIS system to be searched.

3. The DNA laboratory complies with the FBI QAS standards, and is current in the QAS audit cycle. The DNA laboratory has also participated in NDIS audits, the last of which was 2021.

The OCPD Forensic DNA laboratory is a casework laboratory only. Its mission is to generate DNA profiles from items of evidence in criminal investigations and upload these DNA profiles to CODIS at all levels. This laboratory is not a data basing laboratory.

This laboratory currently participates in the CODIS/NDIS structure and uploads DNA profiles to CODIS as a local DNA laboratory. All DNA profiles generated by the laboratory are in accordance with the QAS and current NDIS standards. This laboratory follows NDIS DNA Data Acceptance Standards for all profiles generated.

4. All DNA profiles that are generated and uploaded to NDIS comply with federal and state privacy requirements and will be uploaded to NDIS by the laboratory directly.

The Bureau of Justice Assistance Grants Programs Checklist

Instructions:

1. Complete the following information below: Applicant Name, Point of Contact Name, POC signature, Date Submitted, Application/Grant Number, and Grant Program.
2. Complete the Grants Programs Checklist, starting on page 2.
3. Return this document in electronic format with your application.

Applicant Name: City of Oklahoma City Police Department

Point of Contact Name: Michael Stroope

POC signature:

Date Submitted:
7/12/22

Application/Grant Number: A-459549

Grant Program: FY 2022 DNA Capacity Enhancement for Backlog Reduction Program

TCG Technical Recommendation:

BJA Approval:

Bureau of Justice Assistance Grants Program Checklist

Resource	Concern	Yes or No	Comments
Air Quality	Does the project comply with state air quality standards for all criteria pollutants?	Yes <input type="checkbox"/>	Project has not impact on air quality.
	Is the project located in an area designated by the EPA as in attainment for the seven criteria pollutants?	Yes <input type="checkbox"/>	
	Would the action produce minimal emissions (100 tons per year or less for each of the seven criteria pollutants and/or does not exceed 10% of an area's total emissions)?	Yes <input type="checkbox"/>	
	Would potential exposure to chemical emissions in a laboratory be controlled through the use of a biological hood?	Yes <input type="checkbox"/>	
	Would the project only produce emissions that do not impede the area's conformity with the State Implementation Plan under the Clean Air Act?	Yes <input type="checkbox"/>	
Significance Criteria			
<i>An impact would be considered significant if pollutant emissions result in exposure of people, wildlife, or vegetation to ambient air that does not meet the standards established under the Clean Air Act, or interfere with state ambient air quality standards.</i>			
Resource	Concern	Yes or No	Comments
Geology, Topography, Soils (includes Farmland Protection)	Would there be compliance with local soil erosion mitigation measures in construction and renovation projects?	Yes <input type="checkbox"/>	Project has no impact on soils or land.
	Would the project avoid erosion and deposition, compacting soils in fragile environments, or altering the character of soils over a large area?	Yes <input type="checkbox"/>	
	Would the project comply with the Farmland Protection Policy Act?	Yes <input type="checkbox"/>	
Significance Criteria			
<i>An action would cause a significant impact if soil erosion produced gullyng, damage to vegetation, or a sustained increase in sedimentation in streams. This includes a substantial loss of soil, and/or a substantial decrease in soil stability and permeability. Also, significant impacts can occur when soils are substantially disrupted, displaced, compacted or covered over. An action would also constitute a significant impact if the action caused ground fracturing, folding, subsidence, or instability. Impacts associated with soil contamination would be significant if the affected area was no longer able to support its current function or vegetative cover.</i>			





Resource	Concern	Yes or No	Comments
Water Resources (Water Quality, Surface Water, Wetlands, Floodplains, Coastal Barrier Resources, Wild and Scenic Rivers)	Would project activities avoid contamination, sedimentation, or otherwise significantly affecting the water quality or hydrology of a nearby surface water body?	Yes <input type="checkbox"/>	Project does not involve anything that could affect water quality.
	Would changes to surface water quality or hydrology be confined to the immediate project area?	Yes <input type="checkbox"/>	
	Does the project ensure that local and state regulations concerning stormwater runoff are followed?	Yes <input type="checkbox"/>	
	During construction activities, would all state, local, and tribal regulations concerning erosion controls, runoff abatement, and vegetation removal be followed?	Yes <input type="checkbox"/>	
	During construction activities, would proper hazardous spill procedures be in place to minimize impacts of spills on water quality?	Yes <input type="checkbox"/>	
	Would the project avoid affecting a designated Wild and Scenic River in any manner?	Yes <input type="checkbox"/>	
	Would the project avoid affecting any portion of a 100-year or 500-year floodplain or jurisdictional wetland?	Yes <input type="checkbox"/>	
Significance Criteria			
<p><i>Impacts on water resources would be considered significant if effluent or pollutant emissions result in exposure of people, wildlife, or vegetation to surface or ground waters that do not meet the standards established under the Clean Water Act, or interfere with state water quality standards.</i></p> <p><i>An action would cause a significant impact on wetlands and floodplains if the soil structure, hydrology or the vegetation of more than ¼ acre (1/10 ha) of a wetland would be altered, or a floodplain area is altered enough to present a reasonable flood danger to the area, causes the degradation or loss of habitat for populations indigenous to the floodplain area, or prohibits farming activities.</i></p>			
Resource	Concern	Yes or No	Comments
Natural Environment (Wildlife, Wildlife Habitat, and Vegetation)	Would the project avoid causing more than a short-term change in the composition, structure, or density of vegetation?	Yes <input type="checkbox"/>	Project does not involve any natural environmental resources or impact.
	Would the project avoid causing more than temporary disturbance or relocation of wildlife?	Yes <input type="checkbox"/>	
	Would the project avoid impacting current or future wildlife or vegetation biodiversity or species composition?	Yes <input type="checkbox"/>	

	Would the project insure that the potential for the establishment of non-native plant species within disturbed areas created by this project would be minimal?	Yes	<input type="checkbox"/>	
	Would project construction occur in an area other than a unique or sensitive plant community?	Yes	<input type="checkbox"/>	
	Would the project avoid extirpating any plants or animals from the project area?	Yes	<input type="checkbox"/>	
Significance Criteria				
<p><i>An action would cause a significant impact if any changes to native vegetation extend beyond a small area and affect the viability of a plant species population or vegetation community. Full recovery would not occur in a reasonable time, considering the size of the project and the affected resource's natural state.</i></p> <p><i>An action would cause a significant impact if any changes affect a large portion of a wildlife population and the viability of that population. Full recovery would not occur in a reasonable time, considering the size of the project and the affected species' natural state.</i></p> <p><i>An action would cause a significant impact if the degradation or loss of habitat is sufficient to cause native wildlife populations to leave or avoid the area.</i></p>				
Resource	Concern	Yes or No		Comments
Endangered Species	Would the project avoid impacts on T&E species or critical habitat?	Yes	<input type="checkbox"/>	Project is not anticipated to affect any endangered species.
	Is the project area free of any Federal or state listed T&E species or critical habitat, as determined by consultation with FWS or NMFS?	Yes	<input type="checkbox"/>	
	Would the project avoid impacting any areas in or adjacent to habitat for rare, threatened, or endangered species?	Yes	<input type="checkbox"/>	
	If the project is expected to adversely affect a listed species, would mitigation measures be employed that would successfully avoid such effects?	Yes	<input type="checkbox"/>	
Significance Criteria				
<p><i>Any effect to a federally listed species or its critical habitat would be so small that it would not be of any measurable or perceptible consequence to the protected individual or its population. This effect would equate to a "no effect" or "not likely to adversely affect" determination in U.S. Fish and Wildlife Service terms. Anything else would be considered significant.</i></p>				

Resource	Concern	Yes or No	Comments
Historic Preservation	Is the project site free of any historic structures, archeological concerns, or other cultural resource issues, as determined by consultation with the SHPO?	Yes <input type="checkbox"/>	Project will be within laboratory. No impact on historic buildings.
	Would the project avoid affecting any NRHP listed properties, or properties that are eligible for listing?	Yes <input type="checkbox"/>	
	Would the project occur within an existing facility that is not considered historic, as determined by consultation with the SHPO?	Yes <input type="checkbox"/>	
	If project activities are determined to impact cultural resources as defined by Section 106, would mitigation steps as outlined in Section 106 be followed?	Yes <input type="checkbox"/>	
	Would renovation projects exclude historic buildings?	Yes <input type="checkbox"/>	
Significance Criteria			
<i>An impact would be significant if an effect occurs that may diminish the integrity of, cause a substantial adverse change in the significance of, or directly or indirectly destroy a cultural resource. This effect would equate to an "adverse effect" determination for purposes of Section 106.</i>			
Resource	Concern	Yes or No	Comments
Land Use	Would the project comply with local zoning and development ordinances (apply for rezoning if needed)?	Yes <input type="checkbox"/>	Project does not involve any new land considerations.
	Would the project comply with local comprehensive and development plans?	Yes <input type="checkbox"/>	
	Would the project obtain necessary building and occupancy permits from local authorities?	Yes <input type="checkbox"/>	
Significance Criteria			
<i>An impact would be significant if a proposed action conflicts with any Federal, regional, State, or local land use plans. If land use patterns are changed in the immediate project area due to a proposed action, the impact would also be considered significant.</i>			
Resource	Concern	Yes or No	Comments
Human Population (Socioeconomics and Environmental Justice)	Would the project avoid appreciably changing the total population or demographics of the population, housing demand or employment levels, or property values?	Yes <input type="checkbox"/>	Project has no effects on population.
	Would the project avoid increasing human infrastructure requirements (i.e., new workers need housing and consume additional community resources such as water, electricity, roadways, open space, etc.)?	Yes <input type="checkbox"/>	

	Would the project avoid displacing existing residents or workers from their homes and communities?	Yes	<input type="button" value="v"/>	
	Would the action avoid areas that have a high proportion of minority residents or residents living below the poverty level?	Yes	<input type="button" value="v"/>	
	If it does occur in such an area, would the grantee ensure that low-income households are not adversely impacted by the project?	Yes	<input type="button" value="v"/>	
	Would environmentally unsafe, unpleasant, or noxious conditions for nearby populations, including release of contaminants into air or water, increased levels of traffic or noise occur only during the period of construction?	Yes	<input type="button" value="v"/>	
Significance Criteria				
<p><i>A change of more than 2 percent of the previously projected level of local employment, population, or gross domestic product would be considered a significant impact on socioeconomics. Also, if school populations decrease by more than 2 percent, revenues decrease by more than 2 percent, and if vacancy rate increases by more than 2 percent, that would constitute a significant impact.</i></p> <p><i>A significant impact on environmental justice would occur if a disproportionate amount of minority and/or low-income populations were adversely affected by the project.</i></p>				
Resource	Concern	Yes or No		Comments
Noise	Would project activities avoid noise impacts to sensitive receptors?	Yes	<input type="button" value="v"/>	Proejct has no impact on noise levels.
	If noise levels during construction projects exceed existing background sounds temporarily, would the project insure that they do not exceed applicable noise standards?	Yes	<input type="button" value="v"/>	
	Would operation of a newly constructed facility avoid producing noise levels that would disturb people or displace wildlife?	Yes	<input type="button" value="v"/>	
Significance Criteria				
<p><i>Sounds levels of 65 dBA are considered annoying to most individuals, while constant or repeated exposure to sounds of 90 dBA or higher can lead to significant impacts. Noise levels are significant if they exceed ambient noise level standards determined by the federal, state, and/or local governments. An impact would be considered significant if there is sustained exposure of sensitive receptors to a DNL of greater than 65 dBA.</i></p>				

Resource	Concern	Yes or No	Comments
Energy	Would the demand on the region's energy supply be negligible (for projects occurring within existing facilities that may require additional energy)?	Yes <input type="button" value="v"/>	
	Would the project comply with regulations for electricity and gas provisions?	Yes <input type="button" value="v"/>	
	Would the project avoid the wasteful, inefficient and unnecessary consumption of energy?	Yes <input type="button" value="v"/>	
Significance Criteria			
<i>Significant impacts to energy would occur if a proposed project were to create a substantial increase in the level of demand for energy supplies and/or use energy in a wasteful, inefficient, excessive or unnecessary manner.</i>			
Resource	Concern	Yes or No	Comments
Solid Waste Management	Would any solid (or liquid) waste that is created by the project, including hazardous waste and construction debris, be disposed of properly?	Yes <input type="button" value="v"/>	
	Would laboratories maintain safe and adequate storage and disposal procedures for hazardous waste and chemicals?	Yes <input type="button" value="v"/>	
Significance Criteria			
<i>An action would cause a significant impact if it would increase the generation of solid or hazardous waste beyond the capacity to safely handle and dispose of that waste.</i>			
Resource	Concern	Yes or No	Comments
Transportation	Would the project avoid generating new traffic over the long-term?	Yes <input type="button" value="v"/>	Project has no impact on traffic.
	Would the project avoid creating an additional need for parking?	Yes <input type="button" value="v"/>	
	Would the project avoid short- or long-term decreases in the level of service of a roadway?	Yes <input type="button" value="v"/>	
	Would the project ensure unrestrained movement of emergency vehicles?	Yes <input type="button" value="v"/>	
	Would the project avoid conflicts with planned transportation projects or adopted public transportation policies?	Yes <input type="button" value="v"/>	

	Would the project avoid causing noticeable deterioration of local roadway surfaces?	Yes 	
Significance Criteria			
<i>A significant impact to transportation would be a traffic increase which is predicted to upset the normal flow of traffic, create the need for major road repair as a result of the action, or generate traffic levels requiring the expansion of existing roadways or facilities.</i>			
Resource	Concern	Yes or No	Comments
State Environmental Policy Act	Would the project occur in states <u>other than</u> Arkansas, California, Connecticut, District of Columbia, Georgia, Guam, Hawaii, Indiana, Maryland, Massachusetts, Minnesota, Montana, Nevada, New Jersey, New York, North Carolina, Puerto Rico, South Dakota, Virginia, Washington, or Wisconsin? If so, the project would not require compliance with a state environmental policy act.	Yes 	Project will occur in Oklahoma.
Intergovernmental Review and Other Federal Agency Reaction to the Project	Would grantees partnering with other federal agencies, or whose project may affect another federal agency consult and coordinate with that entity and conduct intergovernmental review as necessary?	Yes 	
Cumulative Impacts	Would cumulative impacts be less than significant for all resources affected by the project?	Yes 	



CERTIFICATE OF ACCREDITATION

ANSI National Accreditation Board

2000 Regency Parkway, Suite 430, Cary, NC 27518

This is to certify that

Oklahoma City Police Department Laboratory Services Division

has been assessed by ANAB
and meets the requirements of

ISO/IEC 17025:2017

ANAB 17025:2017 Forensic Science Testing and Calibration Laboratories
Accreditation Requirements

FBI Quality Assurance Standards for Forensic DNA Testing Laboratories:2011

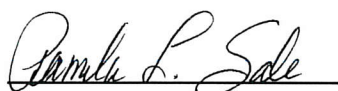
while demonstrating technical competence in the field of

FORENSIC TESTING

Refer to the accompanying Scope of Accreditation for information
regarding the types of tests to which this accreditation applies

Certificate Number: FT-0206

Valid to: 12/31/2023



Pamela L. Sale
Vice President, Forensics

