



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST NOTICE OF INTENT

(Revised: 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # R-8 DATE 4/3/14  
MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 4/3/14  
Agenda Item #: R.8  
Est. Start Time: 11:00 am  
Date Submitted: 3/26/14

**Agenda Title:** NOTICE OF INTENT for Paul Coverdell Forensic Science Improvement Grants Program

*Note: This APR is for NOI's only. APRs are available for other types of submittals. Title should not be more than 2 lines but be sufficient to describe the action requested.*

**Requested Meeting Date:** April 3<sup>rd</sup>, 2014 **Time Needed:** 15 minutes  
**Department:** Department of Community Justice **Division:** Adult Services  
**Contact(s):** Karen Rhein  
**Phone:** 505-988-5819 **Ext.**  **I/O Address:** B 503/250/DCJ  
**Presenter Name(s) & Title(s):** Jeff Snyder, ASD Community Justice Manager; Pat Schreiner, ASD District Manager

## General Information

### 1. What action are you requesting from the Board?

The Department of Community Justice (DCJ) requests approval to apply for up to \$175,000 grant from the US Department of Justice, Office of Justice Program, National Institute of Justice, Paul Coverdell Forensic Science Improvement Grants Program.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

The grant from the US Department of Justice, Office of Justice Program, National Institute of Justice, Paul Coverdell Forensic Science Improvement Grants Program is to help local governments improve the quality and timeliness of forensic science, to eliminate a backlog in the analysis of forensic evidence and to train and employ forensic laboratory personnel. DCJ would utilize the funding for training and certification of current staff, overtime costs to handle the backlog, and software licensing, supplies and new or upgraded software.

DCJ's Computer Forensic Laboratory is a critical service unique within community justice

agencies nationwide. Its purpose is to provide officers with essential information needed to support best practices in supervision planning for offenders. The DCJ computer forensic laboratory conducts forensic examinations of computers, cell phones, other forms of digital communication, and report digital evidence for the purposes of prosecution and sustaining violations of supervision. If awarded, this grant will enhance FY 2015 Program Offer # - PO # 50019-15, Adult Forensics Unit.

**3. Explain the fiscal impact (current year and ongoing).**

DCJ is requesting \$175,000 to be spent from October 1, 2014 through September 30, 2015. This includes \$15,909 in Central and Departmental indirect expenses. The FY15 indirect rate for DCJ will be 10.63% (\$16,815.06), but the grant is limited to 10% (15,909.09). The grant only allows 10% for indirect expenses. The difference of \$905.97 would not be covered.

**4. Explain any legal and/or policy issues involved.**

The grantee (DCJ) shall meet all grant requirements and must comply with the provisions in the Federal Financial Guide, found at [www.grants.gov](http://www.grants.gov). DCJ is the only Probation and Parole agency providing this service.

**5. Explain any citizen and/or other government participation that has or will take place.**

The DCJ forensics lab has been able to extend its services to all adult and juvenile officers in Multnomah County and to our adjacent county community justice partner agencies that lack access to these services, in the interest of public safety and best practices supervision.

---

**Grant Application/Notice of Intent**

---

If the request is a Grant Application or Notice of Intent, please answer all of the following in detail:

- **Who is the granting agency?**  
US Department of Justice, Office of Justice Program, National Institute of Justice
- **Specify grant (matching, reporting and other) requirements and goals.**  
There is no match required. To improve the capacity of the computer forensics lab, to effectively train and certify staff, manage the workload and backlog, and purchase software licensing, supplies and new or upgraded software.
- **Explain grant funding detail – is this a one time only or long term commitment?**  
The grant amount is \$175,000 maximum award for twelve months, one time only funding. This would include \$15,909 indirect expenses.
- **What are the estimated filing timelines?**  
The proposal is due April 1, 2014
- **If a grant, what period does the grant cover?**  
October 1, 2014 to September 30, 2015

- **When the grant expires, what are funding plans?**

DCJ will continue to seek funding of future government grants and private foundations.

- **Is 100% of the central and departmental indirect recovered? If not, please explain why.**

Yes, the grant provides for Central Indirect and Department Indirect up to 10%.

---

## **Required Signatures**

---

**Elected Official  
or Department/  
Agency Director:**

Scott Taylor /s/

3/26/14

**Date:**

**Budget Analyst:**

Allen Vogt

**Date:** 3/26/14

*Note: Please submit electronically. We are no longer using actual signatures. Insert names of your approvers followed by /s/. Please insert date approved*