



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
NOTICE OF INTENT**

(revised 03/25/11)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-8 DATE 4-26-12  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 4/26/12  
Agenda Item #: R.8  
Est. Start Time: 10:54 am  
Date Submitted: 4/17/12

**NOTICE OF INTENT to Apply for the U.S. Department of Justice, Office of Justice  
Agenda Program, National Institute of Justice, Paul Coverdell Forensic Science  
Title: Improvement Grants Program**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.*

**Requested Meeting Date:** May 3, 2012 **Amount of Time Needed:** 5 minutes  
**Department:** Community Justice **Division:** Adult Services  
**Contact(s):** Karen Rhein  
**Phone:** 988-5819 **Ext.** 85819 **I/O Address:** B503/250/DCJ  
**Presenter Name(s) & Title(s):** Erika Preuitt, District Manager and Carl Goodman, Assistant Director Adult Services Division

**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 U.S. 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 U.S. 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 the transmittal of digital images. These staff are trained and certified to collect, preserve, examine, and report digital evidence for the purposes of prosecution and sustaining violations of supervision. If awarded, this grant will enhance FY 2013 Program Offer 50037 - Adult Forensic's Unit.

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

DCJ is requesting \$175,000 to be spent from October 1, 2012 through September 30, 2013. This includes \$15,909 In Central and Departmental indirect expenses. The grant only allows 10% for indirect expenses.

**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.

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## ATTACHMENT A

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### Grant Application/Notice of Intent

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

- **Who is the granting agency?**  
U.S. 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 \$159,091 direct expenses, \$15,909 indirect expenses.

- **What are the estimated filing timelines?**

The grant is due May 4<sup>th</sup>, 2012.

- **If a grant, what period does the grant cover?**

The grant period covers October 1, 2012 through September 30, 2013.

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

When the grant expires, regular county dollars may be used for on-going staffing and professional development training and software licensing.

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

Yes, the grant provides for Central Indirect and Departmental Indirect

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## ATTACHMENT B

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### Required Signatures

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

**Scott Taylor**

**Date: 4/17/12**

**Budget Analyst**

**Shannon Busby**

**Date: 4/17/12**