

**RESOLUTION
CITY OF SAINT PAUL, MINNESOTA**

Presented by _____

1 WHEREAS, the City of Saint Paul, Police Department (SPPD) wishes to enter into a grant agreement with the
2 State of Minnesota, Department of Public Safety, Office of Justice Programs for the National Forensic Sciences
3 Improvement 2016 in the amount of \$5,626 for a term of October 1, 2015 through September 30, 2016; and
4
5 WHEREAS, the grant will help fund training and equipment for improving the department's forensic services unit;
6 and
7
8 WHEREAS, the 2016 financing and spending plan needs to be amended for these funds; and
9
10 WHEREAS, the Mayor pursuant to Section 10.07.1 of the Charter of the City of Saint Paul, does certify
11 that there are available for appropriation funds of \$5,626 in excess of those estimated in the 2016 budget
12 and recommends the changes as follows; and

13 **Police Grants - Accounting Unit 2023832 Activity G2316652034298**

Account		CURRENT BUDGET	CHANGES	AMENDED BUDGET
Spending Changes				
67530	Transportation		1,500	1,500
67535	Lodging		1,861	1,861
67540	Meals		300	300
70305	Office Equipment		995	995
70110	Computer Software		970	970
	TOTAL:	0	5,626	5,626
Financing Changes				
43101	Federal Grant State Administered		5,626	5,626
	TOTAL:	0	5,626	5,626

24
25
26 THEREFORE BE IT RESOLVED, that council accepts this grant and authorizes the City of Saint Paul to
27 enter into, and Chief Thomas Smith to implement the attached agreement with the State of Minnesota;
28 and
29
30 THEREFORE BE IT RESOLVED, that the Saint Paul City Council approves these changes to the 2016
31 budget.

Requested by Department of: **POLICE**


By Thomas E. Smith, Chief of Police



Minnesota Department of Public Safety (“State”) Commissioner of Public Safety Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: National Forensic Sciences Improvement 2016 Grant Agreement No.: A-NFSIA-2016-SPPD-00006
Grantee: City of St Paul Police Department 367 Grove Street St Paul, Minnesota 55101	Grant Agreement Term: Effective Date: 10/1/2015 Expiration Date: 9/30/2016
Grantee’s Authorized Representative: Thomas Smith, Chief of Police City of St. Paul Police Department 367 Grove Street St Paul, Minnesota 55101 (651) 266-5588	Grant Agreement Amount: Original Agreement \$5,626.00 Matching Requirement \$0.00
State’s Authorized Representative: Kristin Lail, Grants Specialist Coordinator Office of Justice Programs Bremer Tower, Suite 2300 445 Minnesota Street St Paul, Minnesota 55101 (651) 201-7322	Federal Funding: CFDA 16.742 State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a State employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved National Forensic Sciences Improvement 2016 Application (“Application”) which is incorporated by reference into this grant agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota 55101-2139. The Grantee shall also comply with all requirements referenced in the National Forensic Sciences Improvement 2016 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<http://app.dps.mn.gov/Egrants>), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

Grant Agreement No. A-NFSIA-2016-SPPD-00006/ 3-37851

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
States' Authorized Representative

Budget Summary

Forensic Laboratory Improvement: FORENSIC SCIENCE IMPROVEMENT GRANT				
Budget Category	Award			
Travel				
TRAVEL FOR TRAINING	\$3,661.00			
Total	\$3,661.00			
Other Expenses				
EQUIPMENT	\$995.00			
SOFTWARE	\$970.00			
Total	\$1,965.00			
Total	\$5,626.00			

The Grantee (which refers to the applicant's status after it has been awarded grant funds) shall comply with all applicable federal, state and local laws, ordinances, rules and regulations and provisions stated herein in the performance of the grant award.

1. Survival of Terms

The following clauses survive the expiration or cancellation of the award: 9. Liability; 10. Audits; 11. Government Data Practices; 13. Publicity and Endorsement; 14. Governing Law, Jurisdiction and Venue; and 16. Data Disclosure.

2. Financial and Administrative Provisions

The Grantee will comply with all program guidelines specified in the Grant Program Guidelines (Guidelines) and application which are incorporated herein by reference.

Budget Revisions: The Grantee will submit a written change request for any substitution of budget items or any deviation in accordance with the Guidelines included in this application. Grantees whose requests have been approved will be notified in writing by the State's Authorized Representative to the Grantee's Authorized Representative. Requests must be approved prior to any expenditure by the Grantee.

3. Payment Terms

Payment: The State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services in accordance with the Guidelines included in this application. Expenditures for each state fiscal year (July through June) of the grant agreement must be for services satisfactorily performed within applicable state fiscal years.

Under Minn. Stat. § 16B.98 subd. 1, the Grantee agrees to minimize administrative costs.

4. Time

The Grantee must comply with all the time requirements described in the application and grant agreement. In the performance of the award, time is of the essence.

5. Consideration and Payment

The State will pay for all services performed by the Grantee under the grant agreement as a reimbursement according to the breakdown of costs contained in the Guidelines and Grantee's application that will be incorporated into the grant agreement.

Under Minn. Stat. § 16B.98, subd. 7, payments to the Grantee may not be issued until the grant agreement is fully executed.

6. Conditions of Payment

All services provided by the Grantee under the grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative so named in the grant agreement and in accordance with all applicable federal, state, and local laws, ordinances, rules and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state or local law.

7. Authorized Representative

The State's Authorized Representative or his/her successor, is so named in the grant agreement and has the responsibility to monitor the Grantee's performance and has the

authority to accept the services provided under the grant agreement opportunity. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is so named in the grant agreement. If the Grantee's Authorized Representative changes at any time during the grant agreement, the Grantee must immediately notify the State.

8. Assignment, Amendments, Waiver, and Grant Agreement Complete

The Grantee may neither assign nor transfer any rights or obligations under the grant agreement without the prior consent of the State and a fully executed Amendment, executed and approved by the same parties who executed and approved the grant agreement, or their successors in office.

Any amendment to the grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.

If the State fails to enforce any provision of the grant agreement, that failure does not waive the provision or its right to enforce it.

The grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding the grant agreement, whether written or oral, may be used to bind either party.

9. Liability

Grantee must indemnify, save and hold the State, its agents, and employees harmless from any claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under the grant agreement and subsequent grant agreements.

The liability for Grantees that are municipalities is governed by Minn. Stat. § 466 and any other applicable law, rule or regulation.

10. Audits

Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the Grantee or other party that are relevant to the grant agreement or transaction are subject to examination by the State, and/or the State Auditor or Legislative Auditor as appropriate, for a minimum of six years from the grant agreement end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Federal audits shall be governed by requirements of federal regulations.

If applicable, if the Grantee (known as the "subrecipient" in the Code of Federal Regulations) receives federal assistance from the State of Minnesota, it will comply with the Single Audit Act Amendments of 1996 and the Office of Management and Budget's Uniform Guidance: Cost Principles, Audit, & Administrative Requirements for Federal Awards, Subpart F (2 CFR 200) ; and, required audit reports must be filed with the State Auditor's Office, Single Audit Division, and with federal and state agencies providing federal assistance, and the Department of Public Safety within nine months of the Grantee's fiscal year end.

11. Government Data Practices

The Grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by the State under the grant agreement, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the Grantee under the grant agreement. The civil remedies of Minnesota Statutes, section 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

12. Workers' Compensation

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13. Publicity and Endorsement

Any publicity regarding the subject matter of the grant agreement must be in accordance with the Guidelines included in this application. The Grantee must not claim that the State endorses its products or services.

14. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs the grant agreement. Venue for all legal proceedings out of the grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination

Termination by the State. The State may cancel the grant agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

Termination by the Grantee. The Grantee may request termination upon 30 day's notice to the State's Authorized Representative. Upon termination, the Grantee is entitled to payment for services actually performed and agrees to return any unused funds to the State.

Termination for Insufficient Funding. The State may immediately terminate the grant agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services under the grant agreement. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State receiving that notice.

Termination for Failure to Comply. The State may cancel the grant agreement immediately if the State finds that there has been a failure to comply with the provisions of the grant award, that reasonable progress has not been made or that the purpose for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

16. Data Disclosure

Under Minnesota Statutes, § 270C.65, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

17. Other Provisions be it understood:

- a. By filing of this application, the applicant has therefore obtained the necessary legal authority to apply for and receive the proposed grant;
- b. The filing of this application has been authorized by applicant's governing body, and the official who has applied his/her electronic signature to this application has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the representative of the applicant in connection with this application;
- c. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of applicant;
- d. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;

FEDERAL AUDIT REQUIREMENTS

1. For subrecipients that are state or local governments, non-profit organizations, or Indian tribes

If the grantee expends total federal assistance of \$500,000 or more per year, the grantee agrees to obtain either a single audit or a program-specific audit made for the fiscal year in accordance with the terms of the Single Audit Act Amendments of 1996.

Audits shall be made annually unless the state or local government has, by January 1, 1987, a constitutional or statutory requirement for less frequent audits. For those governments, the federal cognizant agency shall permit biennial audits, covering both years, if the government so requests. It shall also honor requests for biennial audits by governments that have an administrative policy calling for audits less frequent than annual, but only audits prior to 1987 or administrative policies in place prior to January 1, 1987.

For subrecipients that are institutions of higher education or hospitals

If the grantee expends total direct and indirect federal assistance of \$500,000 or more per year, the grantee agrees to obtain a financial and compliance audit made in accordance with OMB Circular A-110 "Requirements for Grants and Agreements with Universities, Hospitals and Other Nonprofit Organizations" as applicable. The audit shall cover either the entire organization or all federal funds of the organization.

The audit must determine whether the subrecipient spent federal assistance funds in accordance with applicable laws and regulations.

2. The audit shall be made by an independent auditor. An independent auditor is a state or local government auditor or a public accountant who meets the independence standards specified in the General Accounting Office's "Standards for Audit of Governmental Organizations, Programs, Activities, and Functions."
3. The audit report shall state that the audit was performed in accordance with the provisions of OMB Circular A-133 (or A-110 as applicable).

The reporting requirements for audit reports shall be in accordance with the American Institute of Certified Public Accounts' (AICPA) audit guide, "Audits of State and Local Governmental Units," issued in 1986. The federal government has approved the use of the audit guide.

In addition to the audit report, the recipient shall provide comments on the findings and recommendations in the report, including a plan for corrective action taken or planned and comments on the status of corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason it is not should accompany the audit report.

4. The grantee agrees that the grantor, the Legislative Auditor, the State Auditor, and any independent auditor designated by the grantor shall have such access to grantee's records and financial statements as may be necessary for the grantor to comply with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
5. Grantees of federal financial assistance from subrecipients are also required to comply with the Single Audit Act and OMB Circular A-133.

6. The Statement of Expenditures form can be used for the schedule of federal assistance.
7. The grantee agrees to retain documentation to support the schedule of federal assistance for at least four years.
8. **Required audit reports must be filed with the State Auditor's Office, Single Audit Division, and with federal and state agencies providing federal assistance, and the Department of Public Safety within nine months of the grantee's fiscal year end.**

OMB Circular A-133 requires recipients of more than \$500,000 in federal funds to submit one copy of the audit report within 30 days after issuance to the central clearinghouse at the following address:

Bureau of the Census
Data Preparation Division
1201 East 10th Street
Jeffersonville, Indiana 47132

Attn: Single Audit Clearinghouse

The Department of Public Safety's audit report should be addressed to:

Minnesota Department of Public Safety
Office of Fiscal and Administrative Services
444 Cedar Street
Suite 126, Town Square
St. Paul, MN 55101-5126

Office of Justice Programs (OJP)
National Forensic Science Improvement (NFSIA) 2016
Grant Program Guidelines

The Office of Justice Programs will require each grantee to abide by the following requirements in addition to those contained in the general grantee Terms and Conditions:

Financial Requirements:

- 1) The grantee shall report at least quarterly on all expenditures pertaining to this grant contract in the OJP online grants management system, e-grants, no later than 30 days after the end of the quarter.
- 2) The grantee shall report quarterly on any program income (including interest) earned and expended during the grant period, if applicable.
- 3) The grantee shall submit a written budget revision request via e-grants before any expenditure may be made based on the revised budget. Submission of a budget revision is necessary if a) a line item will deviate by \$200 or 10%, whichever is higher, from the approved budget, or b) a new line item that was not part of the approved budget will be created.
- 4) The grantee shall submit source documentation on grant expenditures in a timely manner, as requested by OJP staff for a desk review audit.
- 5) The grantee's eligible expenditures under this grant contract must be incurred by the grantee by the expiration date of the grant agreement.
- 6) The grantee shall have until 30 days after the expiration date of the grant agreement to liquidate all unpaid obligations related to the program which were incurred on or before the last day of the grant period and to submit a final report of all funds received and disbursed. If a report is not submitted within this time period, expenses claimed on the report may be disallowed and OJP may request a refund of those funds from the grantee if the funding was advanced to the grantee.
- 7) The grantee shall retain all financial records for a minimum of six (6) years after the date of submission of the final financial status report, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the grantee and OJP, whichever is later.
- 8) The grantee shall comply with all provisions of the Minnesota *OJP Grant Manual* and the Federal *OJP Financial Guide*.

Reporting Requirements:

- 1) Progress Reporting: The grantee shall report quarterly in e-grants a narrative of the progress achieved towards the accomplishment of the goals and objectives in the project work plan within 25 days after the end of each reporting period. This narrative report should also include updates on relevant local performance measures from the grant application.
- 2) Requirement Changes: OJP may add, modify or change all reporting forms at their discretion during the grant period.

Other Provisions:

- 1) Evaluation: OJP shall have the authority, during the course of this grant period, to conduct an evaluation of the performance of the grant program.

- 2) Additional Requirements: The grantee shall attend meetings and training as OJP shall reasonably request.
- 3) Administrative Requirements: OJP reserves the right to include in the grant, at any time during the term of the grant, special administrative requirements deemed necessary to assure the grantee's successful implementation of the program. OJP will notify the Grantee in writing of any special administrative requirements.

FY 2015 NFSIA Subgrant Narrative:

Saint Paul Police Department Forensic Services Unit

The Saint Paul Police Department Forensic Services Unit (SPPD-FSU) provides forensic services to the city of Saint Paul, the Ramsey County Attorney Office and the Ramsey County Medical Examiner Office. The City of Saint Paul is the capital city of the State of Minnesota and has a population of 543,953. The Saint Paul Police Department is currently staffed with a total of 845 employees, 618 of those are sworn personnel. The SPPD-FSU is staffed with Forensic Technicians (six officers and two sergeants) which process evidence and crime scenes. In addition, the SPPD has a civilian Forensic Laboratory Manager which is an IAI Certified Latent Print Examiner, a civilian Forensic Scientist III that is our Quality Assurance Specialist, and a Forensic Scientist II that is a trained latent print examiner. The SPPD-FSU expects to hire additional civilian staff in 2015 (experienced or trainees) to further staff the latent print section. Additional staffing support for the SPPD-FSU is provided by a forensics consulting company, Schwarz Forensic Enterprises. One (1) sergeant assigned to the SPPD-FSU specializes in the investigation of crash scenes.

The SPPD-FSU earned ISO/IEC 17020:2012 accreditation through FQS (recently consolidated under ANAB) in the field of Forensic Inspection. The SPPD-FSU Scope of Accreditation includes the following services:

- Crime Scene Inspection
- Latent Print Examination
- Impression Evidence Examination
- Barrel Length Determination
- Serial Number Restoration

The SPPD-FSU is committed to providing reliable forensic services to our customers. We continually evaluate areas in which we can improve the quality of our services. In addition to the SPPD-FSU earning accreditation, we encourage employees working within the laboratory to attain certification in their specialty area. Currently we have three Forensic Technicians that have applied and are awaiting testing for the Certified Crime Scene Analyst program through the International Association for Identification (IAI). We believe that the training required for

certification and recertification is critical to maintaining and increasing the quality of forensic examinations.

Goal 1: Provide continuing education and training for Forensic Technicians and Certified Latent Print Examiner

The IAI requires 96 hours of Crime Scene Certification Board approved instruction in crime scene related courses within the last five (5) years for the Certified Crime Scene Analyst program. The SPPD-FSU has a Forensic Technician that needs additional hours of training so that he can apply for crime scene certification. Our Forensic Scientist II will be taking the certification exam for latent prints in 2016. We are requesting funds to assist in sending the Forensic Technician to the annual conference for the IAI. In addition, we request funds to assist in sending the Forensic Scientist II to additional training in preparation for her certification exam.

Funds requested: \$ 3661.18

Goal 2: Improve the quality of forensic services – crime scene documentation

The SPPD-FSU responds to homicides, suspicious deaths, aggravated assaults, and other major crime scenes within Saint Paul. We would like to improve the quality of the documentation of crime scenes with the addition of virtual tour technology. This technology uses multiple scans or multiple photos of a scene to create a product which can then be viewed by attorneys or other scientists that may review our work. This technology has the capability to provide “walk through” exhibits for trial proceedings, giving the court additional information about the scene. This technology is described a report titled *Technical Advances in the Visual Documentation of Crime Scenes: An Overview*.

The SPPD-FSU would like to purchase the EPIC Pro Panoramic Tripod Head for DSLR cameras to use with our existing cameras and tripods. We will also need the software to create the virtual tours from the photos. Funds requested: \$1964.95

FY 2015 NFSIA Subgrant Budget Narrative:

St. Paul Police Department Forensic Science Unit (SPPD-FSU)

Grants awarded to the Saint Paul Police Department are managed by Wendy Trebesch, Accountant IV. She will coordinate and provide oversight for any funds awarded to the SPPD-FSU from the Coverdell project.

A. Personnel – None

B. Fringe – None

C. Travel

The SPPD-FSU will use funds to pay for travel expenses for one (1) Forensic Technician to attend the annual conference of the International Association for Identification (IAI), and travel expenses for (1) Forensic Scientist II to attend training in preparation for the latent print certification exam. We believe that the education requirements of the certification programs do support the SPPD-FSU in providing quality examinations and also improve the quality of our forensic examinations by learning about the current issues in our field of study and the advances in forensic science. The IAI conference provides training for scientists working in the fields of crime scene investigation, latent print examination and other comparative sciences. This conference brings together experts from around the world to discuss current topics and to lecture and teach workshops on various related subjects. Our Forensic Technician will attend a workshop preparing him for the IAI Certified Crime Scene Analyst exam in addition to attending lectures and workshops related to latent print processing and crime scene processing. The estimated travel costs for the two SPPD-FSU personnel to attend this training is \$3,661.20. Additional local funds will support training.

D. Equipment

The SPPD-FSU will purchase the EPIC Pro Panoramic Tripod Head for DSLR Cameras (\$995.00) which is a mount for the camera that allows multiple pictures to be taken that can then be joined together using virtual tour technology. This will increase the quality of our visual documentation of crime scenes.

Estimated cost: \$995.00

E. Supplies – None

F. Contracts/Consultants – None

G. Other costs

Gigapan Stich.Efx software (\$70.00) and Easypano Studio 2014 software (\$899.95) is the software used to combine multiple pictures together to create a virtual tour or “walk through” exhibits of the crime scene. Easypano Studio 2014 includes Panoweaver9 and Tourweaver7.

Estimated cost: 969.93

H. Indirect Costs – None

SPPD-FSU Calculation: 3661.18 + 995.00 + 969.93 = 5626.13

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

Application: A-NFSIA-2016-SPPD-00006

Budget Item Program Component: Forensic Laboratory Improvement: FORENSIC SCIENCE IMPROVEMENT GRANT

Budget Category:	Other Expenses	Award	Match
Budget Description:	EQUIPMENT	\$995.00	
	EPIC PRO PANORAMIC TRIPOD HEAD FOR DSLR CAMERAS		

Budget Description:	SOFTWARE	Award	Match
	GIGAPAN STICH EFX SOFTWARE EASYPANO STUDIO SOFTWARE (INCLUDES PANOWEAVER 9 AND TOURWEAVER 7)	\$970.00	

Budget Item Program Component Total: \$ 1,965.00 \$ 0.00

Budget Category:	Travel	Award	Match
Budget Description:	TRAVEL FOR TRAINING	\$3,661.00	
	SEND ONE FORENSIC TECHNICIAN TO THE 2016 INTERNATIONAL ASSOCIATION FOR IDENTIFICATION CONFERENCE. SEND ONE FORENSIC SCIENTIST II TO LATENT PRINT TRAINING IN PREPARATION FOR TAKING THE LATENT PRINT CERTIFICATION EXAM		

Budget Item Program Component Total: \$ 3,661.00 \$ 0.00
 Total: \$ 5,626.00 \$ 0.00

Plans for Collecting Performance Measures Data

The SPPD-FSU is using the grant funds to increase the quality of examinations. One component of that is the virtual tour equipment and software. The SPPD-FSU will need to learn how to use the equipment and write a procedure for the use of the equipment and software. A quarterly report will be generated by the Laboratory Manager Rosanna Caswell to document the progress of implementing the new equipment. These reports will be forwarded to Grants Manager Amy Brown.

The SPPD-FSU will have a LIMS system in place in June 2015. The LIMS system (Forensic Advantage) automatically tracks the backlog and the turn-around time based on the date the request was received and the date the report was issued. The LIMS system also tracks how many cases were worked by each Technician or Scientist.