

COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST

REQUEST NO.
ATR25-B0040

DEPARTMENT: SHERIFF'S OFFICE

DATE: 02/06/2025

1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:

Table with columns: FROM, TO, FUNDS, AMOUNT, DESCRIPTION. Rows show transfer details for \$62,118.

Justification (Attach Memo if Necessary): Authorizes an Appropriation Transfer Request in the amount of \$62,118 accepting unanticipated revenue and appropriates expenditures for the FY 2024 Paul Coverdell Forensic Science Improvement Program grant.

DEPARTMENT HEAD [Signature] DATE 2/6/2025

2. Board Action Required [checked] Four-Fifths Vote Required [checked] Board Action Not Required [unchecked]

Remarks:

COUNTY CONTROLLER [Signature] DATE 2/10/2025

3. Approve as Requested [checked] Approve as Revised [unchecked] Disapproved [unchecked]

Remarks:

COUNTY EXECUTIVE [Signature] DATE 2/11/2025

DO NOT WRITE BELOW THIS LINE – FOR BOARD OF SUPERVISORS USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS
RESOLUTION NO. \_\_\_\_\_

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Executive has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Executive be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

AYES and in favor of said resolution:

NOES and against said resolution:

Supervisors: \_\_\_\_\_

Supervisors: \_\_\_\_\_
Absent Supervisors: \_\_\_\_\_

PRESIDENT, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

ATTEST: \_\_\_\_\_
Clerk of Said Board

**County of San Mateo  
Appropriation Transfer Request  
(Supporting Attachment)**

Department: SHERIFF'S OFFICE

Date: 02/06/2025

**REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:**

		CODES				
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION	
<b>FROM</b>	30189	1957		62,118	All Other Federal Grants	
	<b>Subtotal</b>			62,118		
<b>TO</b>	30189	5731		27,513	Dept Employee Training Exp	
	30189	5163		3,162	Lab Supplies	
	30189	5212		5,403	Computer Equipment	
	30189	5875		26,040	Interagency Agreements	
	<b>Subtotal</b>			62,118		



# County of San Mateo

## Inter-Departmental Correspondence

**Department:** SHERIFF

**File #:**

Board Meeting Date: 03/11/2025

**Special Notice / Hearing:** None  
**Vote Required:** 4/5ths

**To:** Honorable Board of Supervisors

**From:** Christina Corpus, Sheriff

**Subject:** Recognizing Unanticipated Revenue from the California Governor’s Office of Emergency Services (Cal OES)

**RECOMMENDATION:**

Adopt a resolution:

- A) Authorizing the execution of the FY 2024 Paul Coverdell Forensic Science Improvement Program grant sub-awarded by the California Governor’s Office of Emergency Services (Cal OES) for distribution to the County of San Mateo for the term of April 1, 2025 through March 31, 2026, in an amount not-to-exceed \$62,118;
- B) Approving an Appropriation Transfer Request (ATR) in the amount of \$62,118 to establish a budget appropriation and record revenue for the California Governor’s Office of Emergency Services (Cal OES) 2024 Paul Coverdell Forensic Science Improvement (CQ) Program grant.

**BACKGROUND:**

The Paul Coverdell Forensic Science Improvement (CQ) Program grant, sub-awarded through Cal OES, offers an opportunity for government entities with existing crime laboratories to obtain funding for improvements. This grant program assists with improving the quality and timeliness of forensic science services, reducing backlogs, and maintaining accreditation. These improvements are critical in reducing backlogs and helping the criminal justice system use the full potential of forensic technology.

**DISCUSSION:**

The Sheriff’s Office applied for and anticipates being awarded the 2024 Paul Coverdell Forensic Science Improvement (CQ) Program grant in the amount of \$62,118, for a period commencing April 1, 2025 to March 31, 2026. Funding will assist with overall turnaround time for the testing of controlled substances, latent prints, and firearms; increase the throughput of the Sheriff’s Office Forensic Laboratory; and reduce existing controlled substances, latent print, and firearms casework backlogs. In addition, funding will assist to maintain continuing education of staff in the fields of latent print examination, firearms examination, toxicology, and crime scene investigation and will assist to

procure needed equipment.

The 2024 Paul Coverdell Forensic Science Improvement (CQ) Program award will be applied towards travel and training expenses for twelve analysts, to purchase storage bins for toxicology samples, to purchase a high-volume scanner to automate paper case files, and to outsource backlogged controlled substances for testing.

The State requires a resolution from the Board authorizing the designated Authorized Agents to enter into the grant subaward, including any extensions or amendments thereof, before the applicable Grant Subaward performance period. The designated Authorized Agents for the FY 2024 Paul Coverdell Forensic Science Improvement Program grant are the Sheriff of the County of San Mateo, the San Mateo County Forensic Laboratory Director, and the Sheriff's Office Management Analyst assigned to Contracts and Grants.

**EQUITY IMPACT:**

This grant will positively impact all justice impacted individuals in all neighborhoods of the County of San Mateo because it will provide for timelier forensic testing services by adequately trained analysts. There are no anticipated negative impacts to any individuals, groups, or neighborhoods. The Forensic Laboratory adheres to a strict ethical and professional code of conduct that is centered on independent, impartial, detached, and objective examinations with conclusions that are based on the evidence and reference material relevant to the evidence, not on extraneous information or outside influences which includes race, gender, and social demographics.

**FISCAL IMPACT:**

This Appropriation Transfer Request accepts unanticipated revenue of \$62,118 from Cal OES. There is no Net County Cost.