




Interoffice Memorandum

AGENDA ITEM

January 20, 2017

TO: Mayor Teresa Jacobs
-AND-
Board of County Commissioners

THRU: George A. Ralls, M.D., Deputy County Administrator
County Administrator's Office 

FROM: Joshua Stephany, M.D., Manager
Medical Examiner's Office
Contact: 407-836-9424

SUBJECT: FY 2016 Paul Coverdell NFSIA Grant #2016-CD-BX-0030 –
Autopsy Cart and Tray Top for the Medical Examiner's Office
Consent Agenda – February 7, 2017

We have been informed by the Florida Department of Law Enforcement (FDLE), Medical Examiners Commission, that our grant application for the "2016 Paul Coverdell Forensic Sciences Improvement Grant" has been approved by the National Institute of Justice (NIJ) in the amount of \$3,462.15.

The grant was awarded to pay for one autopsy cart and tray top for the morgue. The additional equipment will allow the office to increase its operational capacity to store and move decedents throughout the work flow process.

We are requesting approval of the grant award and approval for the Mayor, or her designee, to authorize all future grant modifications for monetary or non-monetary changes.

ACTION REQUESTED: Approval to accept the 2016 Paul Coverdell Forensic Sciences Improvement Grant in the amount of \$3,462.15 from the Florida Department of Law Enforcement/National Institute of Justice (NIJ) for the grant period January 1, 2017 through December 31, 2017, and approval for the Mayor, or her designee, to sign future amendments to this grant. No county match is required. **(Medical Examiner)**

JS:sb

Attachments

**2016 Paul Coverdell Grant
Expenditure List (Received 01/12/16)
District Nine Medical Examiner Office**

Category: Equipment

The District Nine Medical Examiner's Office requests funds for an autopsy cart and tray top. These carts and tray tops are vital to District Nine's daily morgue operations, as well as being instrumental in mass fatality incidents. By allocating funds for an additional autopsy cart and tray top, District Nine will be able to increase their operational capacity to move decedents throughout their workflow process.

Quantity	Item	Cost
1	Autopsy Cart and Tray Top	\$3,462.15

Total Award Amount: \$3,462.15



State of Florida Medical Examiners Commission

P.O. Box 1489 | Tallahassee, FL 32302-1489 | (850) 410-8600

MEMORANDUM

DATE: January 17, 2017

TO: Joshua D. Stephany, M.D.
District Nine Medical Examiner

FROM: Vickie Koenig
Bureau Chief

SUBJECT: 2016 Paul Coverdell Grant Award Notification

I am pleased to inform you that your grant application for the 2016 Paul Coverdell Forensic Science Improvement Grant has been approved by the National Institute of Justice (NIJ) in the amount of \$3,462.15.

Enclosed is a copy of your expenditure list and reimbursement forms. Reimbursement requests for this grant may be submitted on a monthly or quarterly basis. The grant requires a copy of the invoice and check used for payment to be included with the reimbursement form. If there is a problem obtaining a copy of the check, please provide a copy of the zero-balance invoice and a note stating that you were unable to obtain a copy of the check. The reimbursement forms and supporting documentation may be emailed to Beth McNeil at BethMcNeil@fdle.state.fl.us.

The grant period for this award is January 1, 2017, through December 31, 2017. Please note that the deadline for submitting reimbursement requests is August 1, 2017. Included in this packet is a timeline which shows the deadlines associated with the 2016 grant. If you anticipate not being able to complete your purchases prior to August 1, 2017, please let me know as soon as possible so that an extension can be requested.

If you have any questions pertaining to this award, please feel free to contact Beth McNeil at BethMcNeil@fdle.state.fl.us or (850) 410-8608.

VK/bam