



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

Consent
April 14, 2009

Honorable Mayor and
Members of the City Council

Title: Grant: Recovery Act Edward Byrne Memorial Justice Assistance Grant Program

Location/Council District: Citywide

Recommendation: Adopt a **Resolution 1)** authorizing the City Manager, or his designated representative, to apply for \$2,527,660 of federal grant funding through the *Recovery Act: Edward Byrne Memorial Justice Assistance Grant Formula Program: Local Solicitation* administered through the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance.

Contact: Jim Maccoun, Captain, 808-0841

Presenters: Not applicable

Department: Police

Division: Fiscal Operations

Organization No: 11001021

Description/Analysis

Issue: On March 6, 2009, President Obama announced the allocation of \$2 billion in funds from the *American Recovery and Reinvestment Act* to control crime and improve the criminal justice system. The Sacramento Police Department (SPD) is seeking approval to apply for \$2,527,660 of this federal grant funding through the *Recovery Act Edward Byrne Memorial Justice Assistance Grant Formula Program: Local Solicitation* (Recovery Act JAG) administered through the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance. The grant application is due May 18, 2009.

Policy Considerations: Applying for and accepting federal grants is consistent with past practices of using Bureau of Justice Assistance funding to enhance law enforcement programs. The SPD has received and used JAG funding in Fiscal Year (FY)2004/05, FY2005/06, and FY2006/07.

Environmental Considerations:

California Environmental Quality Act (CEQA): This action is not subject to the California Environmental Quality Act (CEQA) because it does not constitute a "project" as defined in section 15378 of the CEQA Guidelines, and is otherwise exempt pursuant to section 15061(b)(3) (no significant effect on the environment) of the CEQA Guidelines.

Sustainability Considerations: The projects selected for funding will increase energy-efficiency, and will decrease maintenance costs associated with the replacement of outdated equipment.

Other: Not applicable

Commission/Committee Action: Not applicable

Rationale for Recommendation: The SPD is requesting approval to apply for this funding to support two law enforcement enhancement projects: Police Information Systems Improvements and Police Equipment Purchasing (see Attachment 3 – "Recovery Act JAG Application" for full details).

The Police Information System Improvements Project will upgrade the SPD's network infrastructure. The industry standard product life for this type of network equipment is five years. SPD's network equipment is seven to nine years old, at the end of its product life, and is no longer covered under its initial warranty. These improvements will stabilize critical police information systems to avoid failures, provide links to all police facilities, supply high-speed connectivity and information-sharing between dispatchers and officers in the field, and upgrade outdated wireless equipment used daily in nearly 300 police patrol vehicles.

As a result of this upgrade, the SPD will have a current and reliable network, an expanded network coverage area, and improved network performance and security. These improvements will enhance officer safety and efficiency through increased integration and collaboration, and access to additional applications such as Cal Photo, providing California Department of Motor Vehicle photos to officers in the field, streaming video from bait cars, and new Web-based criminal justice applications. These improvements will also lay a foundation for the SPD to take advantage of the latest advancements in crime fighting technology, such as future surveillance, evidence, and interview video upgrades and expansions.

The Police Equipment Purchasing Project will provide police equipment to improve the SPD's tactical training and shooting range, and to upgrade Taser kits for officers. The SPD will purchase a tactical small arms firing range containment system, known as a "bullet trap," to equip its shooting range. This bullet trap device contains and recovers fired bullets in an environmentally friendly manner, improves officer safety and training, and reduces risk. The department will also purchase new

X26 Taser kits, less-lethal enforcement devices, to replace old M26 Taser kits that are no longer reliable due to age and wear, and are beyond the manufacturer's warranty and suggested life span.

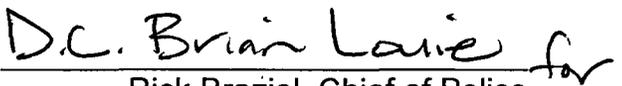
Financial Considerations: Funding from the Recovery Act JAG is based on a formula. SPD's allocation, determined by the Office of Justice Programs' Bureau of Justice Assistance, has been calculated at \$2,527,660. The grant performance period is four years, March 1, 2009, through February 28, 2013. In accordance with the terms of the grant program, federal funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.

This program does not require the City to provide a cash match. The projects selected for funding are primarily capability building, and will not require ongoing funding to sustain their effectiveness. Maintenance costs, after the four-year grant performance period, will be nominal and absorbed into the SPD's budget. The SPD anticipates the following cost-savings associated with project implementation due to increased energy-efficiency, and decreased maintenance costs associated with the replacement of outdated equipment:

- Approximately \$10,000 per year associated with reduced monthly recurring charges for leased data lines.
- Approximately \$79,000, over three years, associated with server replacements.
- Approximately a 25% reduction in facility costs associated with decreased power, cooling, and data center space necessary for housing equipment.
- Approximately \$15,000 per year (estimated annual average) associated with eliminated costs for outside range use.

Emerging Small Business Development (ESBD): Purchasing with grant funds will be carried out in accordance with the City's emerging and small business development requirements.

Respectfully Submitted by: 
Jim Maccoun, Captain

Approved by: 
Rick Braziel, Chief of Police

Recommendation Approved:

 _____
Ray Kerridge
City Manager

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ATTACHMENT 1

Background

As with traditional JAG funding, the Recovery Act JAG allows state and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system. Two primary purposes specific to the Recovery Act JAG are (1) to preserve and create jobs and promote economic recovery, and (2) to stabilize state and local government budgets. Forty percent of the Recovery Act JAG funding is designated for units of local government.

ATTACHMENT 2

RESOLUTION NO.

Adopted by the Sacramento City Council

**APPLICATION FOR FISCAL YEAR 2009-2013 RECOVERY ACT: EDWARD BYRNE
MEMORIAL JUSTICE ASSISTANCE GRANT FORMULA PROGRAM: LOCAL
SOLICITATION**

BACKGROUND

- A. On March 6, 2009, President Obama announced the allocation of \$2 billion in funds from the *American Recovery and Reinvestment Act*.
- B. The *Recovery Act Edward Byrne Memorial Justice Assistance Grant Formula Program: Local Solicitation* (Recovery Act JAG), administered through the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance, allows state and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system. Two primary purposes specific to the Recovery Act JAG are (1) to preserve and create jobs and promote economic recovery, and (2) to stabilize state and local government budgets. Forty percent of the Recovery JAG funding is designated for units of local government.
- C. As a designated eligible applicant, the City of Sacramento Police Department will apply for a minimum base allocation of \$2,527,660 in Recovery Act JAG funding on or before May 18, 2009.
- D. The grant performance period for the Recovery Act JAG is four years, March 1, 2009, through February 28, 2013.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL
RESOLVES AS FOLLOWS:**

- Section 1. The City Manager, or his designated representative, is hereby authorized on behalf of the City of Sacramento to apply and execute all necessary documents, including certifications, for a minimum base allocation of \$2,527,660 in *Recovery Act Edward Byrne Memorial Justice Assistance Grant Formula Program: Local Solicitation* funding from the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance.

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
5. APPLICANT INFORMATION			
Legal Name City of Sacramento		Organizational Unit City Manager	
Address City of Sacramento City Hall 915 I Street, 5th Floor Sacramento, California 95814-2604		Name and telephone number of the person to be contacted on matters involving this application Tanner, Genna (916) 808-0866	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 94-6000410		7. TYPE OF APPLICANT Municipal	
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.804 CFDA Recovery Act - Justice Assistance Grants - TITLE: Localities		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Sacramento Police Department Law Enforcement Program Enhancements - Project A. Police Information Systems Improvements; Project B. Police Equipment Purchasing	
12. AREAS AFFECTED BY PROJECT City of Sacramento			
13. PROPOSED PROJECT Start Date: March 01, 2009 End Date: February 28, 2013		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project CA05	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$2,527,660	Program has not been selected by state for review	
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		

Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$2,527,660	N
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

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SACRAMENTO POLICE DEPARTMENT LAW ENFORCEMENT PROGRAM ENHANCEMENTS PROGRAM NARRATIVE

Program Description

This proposal outlines law enforcement program enhancements necessary for the Sacramento Police Department to improve essential public safety service delivery to the City of Sacramento. The implementation of this proposal will directly impact the following purpose areas associated with the *Recovery Act: Edward Byrne Memorial Justice Assistance Grant*:

- Technology improvement programs
- Job creation and retention initiatives
- Contractual support
- Equipment initiatives

The Sacramento Police Department will implement these program enhancements through two primary projects: the Police Information Systems Improvements Project and the Police Equipment Purchasing Project. The following provides project activity detail:

A. Police Information Systems Improvements Project

Project Description: This project will provide updates and improvements to the department's information systems network infrastructure. The department will replace outdated network equipment, which will provide links to all police facilities, supply high-speed connectivity and information-sharing between dispatchers and officers in the field, and upgrade outdated wireless equipment used daily in nearly 300 police patrol vehicles.

Project Justification: This project will upgrade the department's outdated network infrastructure. The industry standard product life for this type of network equipment is five years. The department's network equipment is seven to nine years old, at the end of its product life, and is no longer covered under its initial warranty. These improvements will stabilize critical police information systems to avoid failures. As a result of this upgrade, the department will have a current and reliable network, an expanded network coverage area, and improved network performance and security. These improvements will enhance officer safety and efficiency through increased integration and collaboration, and access to additional applications such as Cal Photo, providing California Department of Motor Vehicle photos to officers in the field, streaming video from bait cars, and new Web-based criminal justice applications. These improvements will also lay a foundation for the department to take advantage of the latest advancements in crime fighting technology, such as future surveillance, evidence, and interview video upgrades and expansions.

Project Activity Description:

Project Goals:

- Goal A-1: Upgrade computer network infrastructure to replace outdated equipment, provide redundancy, reduce network downtime, and improve officer safety, efficiency, and effectiveness.
- Goal A-2: Create, retain, and sustain jobs resulting from the network design, local area network (LAN) room modifications, and equipment replacement project.

Project Strategies:

- Strategy A-1.1: Replace outdated network switches, routers, and equipment throughout the police enterprise network.
- Strategy A-1.2: Modify LAN rooms to provide proper network equipment housing facilities, including mounting racks, climate control, and security, at two police substations.
- Strategy A-1.3: Upgrade and configure wireless network, mobile data computing systems, and officer-issued laptops to increase data access speeds, add security, and allow officers to access additional criminal justice systems.
- Strategy A-2.1: Hire a solution architectural engineering consultant for at least three years to assist with the design, prototyping, implementation, and support of the network infrastructure, vehicle installation, and security configuration.

Project Objectives & Timeline:

- Objective A-1.1.1: Purchase, configure and install 20 computers to replace obsolete computers in the police communications center (July 1, 2009 – September 30, 2009).
- Objective A-1.1.2: Purchase, configure and implement core network switches and servers (July 1, 2009 – June 30, 2011).
- Objective A-1.1.3: Purchase and install fiber connectivity to police substations in order to extend fiber network to all major police facilities (July 1, 2009 – June 30, 2012).
- Objective A-1.1.4: Procure equipment and services for supporting and expanding the closed circuit television system (July 1, 2009 – June 30, 2012).
- Objective A-1.2.1: Modify police substation LAN rooms (July 1, 2009 – February 28, 2010).
- Objective A-1.3.1: Purchase and install mobile full-disk encryption software (July 1, 2009 – October 31, 2009).
- Objective A-1.3.2: Purchase and install routers and antennas for mobile fleet (July 1, 2009 – February 28, 2010).
- Objective A-1.3.3: Purchase, install, and maintain wireless access equipment for mobile fleet (July 1, 2009 – June 30, 2012).
- Objective A-1.3.4: Purchase and configure wireless management software (July 1, 2009 – June 30, 2012).
- Objective A-1.3.5: Contract for cellular data service (September 1, 2009 – February 28, 2013).
- Objective A-2.1.1: Hire a solution architectural engineering consultant to facilitate project implementation (July 1, 2009 – June 30, 2012).

Project Outcomes:

- The creation and retention of jobs to support information systems improvements.
- A reliable network that supports high-speed, real time information-sharing, and provides access to an expanded offering of public safety information resources.
- An improved level of officer safety, efficiency, and effectiveness.

Project Performance Measures:

- Number of jobs saved/created (by type) due to funding (*Recovery Act: Edward Byrne Memorial Justice Assistance Grant Formula Program: Local Solicitation*, p. 9).

- Types of equipment/supplies purchased with JAG dollars during the reporting period (*BJA Justice Assistance Grant Program Performance Measures by Activity*, p. 20).
- Percent of units whose information systems were improved (*BJA Justice Assistance Grant Program Performance Measures by Activity*, p. 27).

B. Police Equipment Purchasing Project

Project Description: This project will provide police equipment to improve the department's tactical training and shooting range, and to upgrade Taser kits for officers.

Project Justification: This project will replace outdated equipment, and provide officers with new police equipment critical for officer safety and training. The department will purchase a tactical small arms firing range containment system, know as a "bullet trap," to equip its shooting range. This bullet trap device contains and recovers fired bullets in an environmentally friendly manner, improves officer safety, and reduces risk. The department will also purchase new X26 Taser kits, less-lethal enforcement devices, to replace old M26 Taser kits which are no longer reliable due to age and wear, and are beyond the manufacturer's warranty and suggested life span.

Project Activity Description:

Project Goals:

- Goal B-1: Equip the department's shooting range with a bullet trap to increase officer safety, and to enhance and expand firearms training to departmental, local, state, and federal law enforcement members.
- Goal B-2: Deploy and stock 55 new X26 Taser kits to replace old kits and increase officer safety.

Project Strategies:

- Strategy B-1.1: Purchase and install a bullet trap for use at the department's tactical training and shooting range.
- Strategy B-2.1: Purchase, test, and distribute new X26 Taser kits to necessary sworn personnel.
- Strategy B-2.2: Require officers to turn-in old M26 Taser kits.

Project Objectives & Timeline:

- Objective B-1.1.1: Purchase and install bullet trap (July 1, 2009 – December 31, 2009).
- Objective B-2.1.1: Purchase, test, and distribute new X26 Taser kits (July 1, 2009 – December 31, 2009).
- Objective B-2.2.1: Collect and dispose of old M26 Taser kits (July 1, 2009 – December 31, 2009).

Project Outcomes:

- The addition and upgrade of law enforcement equipment necessary for improved officer safety and training.

Project Performance Measures:

- Types of equipment/supplies purchased with JAG dollars during the reporting period (*BJA Justice Assistance Grant Program Performance Measures by Activity*, p. 20).

Organization Capabilities, Competencies, & Coordination

Organizational History: The Sacramento Police Department, established in 1849, has more than 1,125 employees, sworn and civilian. It is the largest municipal law enforcement agency in the surrounding four-county area (Sacramento, Placer, El Dorado, and Yolo Counties), and serves a population nearing 500,000. The department's mission is to work in partnership with the community to protect life and property, solve neighborhood problems, and enhance the quality of life in the City of Sacramento. The department seeks to achieve the following goals:

- Reduce crime and the fear of crime, and improve the quality of life of Sacramento's residents.
- Improve the trust and collaboration among community residents, businesses and police officers.
- Augment education and training of crime prevention and youth intervention.
- Remain on the cutting edge of best practices that promote safe, livable, and viable neighborhoods and business districts.

Program Management: The proposed program will be administered by an analyst in the Fiscal Operations Unit of the Sacramento Police Department. The fiscal analyst will perform all financial management, including tracking drawdowns and expenditures, contracting, and procurement associated with grant funds. The fiscal analyst will coordinate with at least one project manager for each project identified. The project manager will be responsible for providing direct project oversight including the following responsibilities:

- Developing, coordinating, and evaluating implementation plans.
- Refining and articulating project goals, strategies, and objectives, including project scope and business processes.
- Working with the subject-matter experts to coordinate project priorities and implementation timelines.
- Ensuring that objectives are completed within the project timeline and are consistent with grant guidelines.
- Identifying, analyzing, and managing risks and challenges within the project and formulating solutions/contingency plans as necessary.

Fiscal & Contracts Management: The City of Sacramento recently transitioned to a new Electronic Citywide Accounting and Personnel System (eCAPS). eCAPS is a PeopleSoft Enterprise application from Oracle, and provides the City with web-based enterprise resource management. Department and city staff use this software for all aspects of financial and human resource management, including grant management. In general, the program management team will oversee contract development, approval, and management. All contracts must comply with the City of Sacramento's fiscal and accounting policies and processes. Procurement and contracting policies and procedures must adhere, not only to state and federal rules and regulations, but also to the city's procurement and contracting guidelines, which are subject to City Council and City Attorney approval and review.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Position 1, each position entry limited to one line		
Position 2		
Position 3		
Position 4		
Position 5		
Position 6		
SUB-TOTAL		\$0.00

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Fringe benefit 1, each benefit entry is limited to one line		
Fringe benefit 2		
Fringe benefit 3		
Fringe benefit 4		
Fringe benefit 5		
SUB-TOTAL		\$0.00
Total Personnel & Fringe Benefits		\$0.00

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Travel entry 1, two lines per entry				
Travel entry 2				
Travel entry 3				
Travel entry 4				
Travel entry 5				
Travel entry 6				
Travel entry 7				

TOTAL \$0.00

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Communications Center Computer Replacement	20 @ \$1,500 each	\$30,000.00
Core Network Switches and Servers		\$594,592.00
Wireless Access for Mobile Fleet		\$289,576.00
Bullet Trap Containment System	1 (including delivery & installation) @ \$300,000 each	\$300,000.00

TOTAL \$1,214,168.0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Solution Architectural Engineer	Design, prototype, implement, and support network infrastructure upgrade.	approx \$62.50/hr-3 yrs	\$390,000.00
<i>Subtotal</i>			\$390,000.00

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Consultant expense entry 1, one line per	maximum of three lines		
	maximum of three lines		
Consultant expense entry 1, one line per	maximum of three lines		
<i>Subtotal</i>			\$0.00

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost	
Router & Antenna Installation	\$56,000.00	
Cellular Data Service	\$453,600.00	
<i>Subtotal</i>		\$509,600.00
TOTAL		\$899,600.00

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
ADDITIONAL CONTRACT: CCTV Expansion & Support		\$50,000.00
ADDITIONAL CONTRACT: Fiber Network Extension		\$100,000.00
Police Substation LAN Room Modifications		\$164,000.00
Wireless Management Software		\$11,940.00
Mobile Full-Disk Encryption Software		\$37,952.00
TOTAL		<u>\$363,892.00</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
one line per entry		
one line per entry		
TOTAL		<u>\$0.00</u>

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	<u>\$0.00</u>
B. Fringe Benefits	<u>\$0.00</u>
C. Travel	<u>\$0.00</u>
D. Equipment	<u>\$1,214,168.00</u>
E. Supplies	<u>\$50,000.50</u>
F. Construction	<u>\$0.00</u>
G. Consultants/Contracts	<u>\$899,600.00</u>
H. Other	<u>\$363,892.00</u>
Total Direct Costs	<u>\$2,527,660.50</u>
I. Indirect Costs	<u>\$0.00</u>
TOTAL PROJECT COSTS	<u>\$2,527,660.50</u>

Federal Request	<u>\$2,527,660.00</u>
Non-Federal Amount	<u>\$0.50</u>

SACRAMENTO POLICE DEPARTMENT LAW ENFORCEMENT PROGRAM ENHANCEMENTS
BUDGET NARRATIVE

A. Personnel

None

B. Fringe Benefits

None

C. Travel

None

D. Equipment

Communications Center Computer Replacement

The new version of the department's Computer Aided Dispatch (CAD) software is not compatible with current computers used by police dispatchers to communicate with officers in the field. At least 20 computers need to be replaced in order to run the next version of Versaterm CAD, which requires more processing power and memory. This computer upgrade will help prevent interruptions to 9-1-1 and non-emergency dispatch service. It will also provide dispatchers with new graphical user interfaces, improved geo-validation processes that reduce keystrokes, and improved query response times.

Core Network Switches and Servers

The department's core network has reached the end of its product life and needs to be replaced. The industry standard product life for this type of network equipment is five years. The department's network equipment is seven to nine years old, at the end of its product life, and is no longer covered under its initial warranty. Adding and replacing the core switches, with new faster modular switches capable of delivering 400 million data packets per second, to the substations will allow officers at these locations to receive critical law enforcement data at faster speeds. Adding servers to these remote sites will also improve data security by synchronizing server relay capabilities.

Wireless Access for Mobile Fleet

The department's current seven-year-old private 800Mhz DataRadio system only has data rates of 2.1K/second, which does not meet the department's future application needs. The department's new mobile client application requires improved data bandwidth to the mobile fleet. Adding wireless access to the department's mobile fleet and WiFi hotspots near substations will allow officers to roam seamlessly between three networks. This upgrade will provide 100x faster speeds over the current data radio system to the mobile fleet, and will provide officers access to applications such as Cal Photo, providing Department of Motor Vehicle photos to officers in the field, streaming video from bait cars, and new Web-based criminal justice applications.

Bullet Trap Containment System

Currently, the department does not have an operational tactical training and shooting range, and must pay for outside range services. The only piece of equipment the department needs to perform training in-house is a tactical small arms firing range containment system, known as a "bullet trap." This bullet trap device contains and recovers fired bullets in an environmentally friendly manner, improves officer safety, and reduces risk. The purchase and installation of this

device eliminates the need to pay for outside range service, and enhances and expands firearms training to departmental, local, state and federal law enforcement members at one central location.

E. Supplies

Taser Kits

The department needs to purchase 55 new X26 Taser kits, less-lethal enforcement devices, to replace old M26 Taser kits that are no longer reliable due to age and wear. The old Taser kits are beyond the manufacturer's warranty and suggested life-span, and pose risks to officer safety. A Taser kit consists of a Taser with a holster, Taser cartridges, dual cartridge holder, and a belt attachment clip.

F. Construction

None

G. Consultants/Contracts

Solution Architectural Engineer

A systems architectural engineer will be required for at least three years to assist in the implementation of the network upgrade project. The department will need a subject-matter expert who has extensive knowledge, competency, and experience with the hardware, wiring, data radio, and architecture of police vehicles and law enforcement systems. This consultant will design and prototype the mobile computer installations for standard and specialty fleet vehicles. This consultant will assist the department's information technology staff with the network design throughout the enterprise and wireless networks. An hourly rate of approximately \$62.50 is the estimated cost for a consultant in the Sacramento area with the level of expertise the department needs.

Router and Antenna Installations

The department does not have the resources necessary to install wireless antennas and routers on the roofs and in the trunks of mobile fleet vehicles. Contractual service will be needed to implement this network upgrade component.

Cellular Data Service

The department will need to contract for a secure, direct connection to the upgraded cellular network. This service will allow the mobile fleet a fast connection to the police network and critical law enforcement information. At least a three-year subscription contract is needed for wireless data service through a cellular network.

CCTV Expansion and Support

The department does not have support for its Closed-Circuit Television (CCTV) Surveillance System used to deter and detect criminal activity in high crime areas. Contractual services will be needed for future project expansion and support of the CCTV cameras and radio network.

Fiber Network Extension

The department has slow data links to two main substations. Contractual services are needed to extend police fiber network to these facilities for faster data connections to ensure officers can access critical law enforcement information resources.

H. Other Costs

Substations LAN Room Modifications

The department's two main substations do not have rooms with adequate accommodations to house a Local Area Network (LAN). Each substation has an existing room available that will need to be modified to include an uninterruptible power supply, cooling system, new data cabling, and securable door access (required by State law). These modifications will allow the substations to host network core switches and servers, which will enable the receipt and relay of critical law enforcement data, at faster rates of speed, to officers at these locations.

Wireless Management Software

Wireless management software will allow the mobile fleet wireless devices to be managed and configured across remote networks. This software will allow wireless devices to be upgraded remotely without an information technology technician physically traveling to service every fleet vehicle.

Mobile Full-Disk Encryption Software

The department has increased its use of laptops and other mobile devices. If a laptop or mobile device is lost, a large amount of confidential and sensitive law enforcement data is at risk of being compromised. Full-disk encryption will prevent potentially damaging data breaches from occurring if a mobile device is lost or stolen.

I. Indirect Costs

None

SACRAMENTO POLICE DEPARTMENT LAW ENFORCEMENT PROGRAM ENHANCEMENTS
ABSTRACT

Applicant's Name: City of Sacramento Police Department

Project Overview:

A. Title: Police Information Systems Improvements Project

Goal A-1: Upgrade computer network infrastructure to replace outdated equipment, provide redundancy, reduce network downtime, and improve officer safety, efficiency, and effectiveness.

Goal A-2: Create, retain, and sustain jobs resulting from the network design, local area network (LAN) room modifications, and equipment replacement project.

Strategy A-1.1: Replace outdated network switches, routers, and equipment throughout the police enterprise network.

Strategy A-1.2: Modify LAN rooms to provide proper network equipment housing facilities, including mounting racks, climate control, and security, at two police substations.

Strategy A-1.3: Upgrade and configure wireless network, mobile data computing systems, and officer-issued laptops to increase data access speeds, add security, and allow officers to access additional criminal justice systems.

Strategy A-2.1: Hire a solution architectural engineering consultant for at least three years to assist with the design, prototyping, implementation, and support of the network infrastructure, vehicle installation, and security configuration.

Major Deliverable(s):

- The creation and retention of jobs to support information systems improvements.
- A reliable network that supports high-speed, real time information-sharing, and provides access to an expanded offering of public safety information resources.
- An improved level of officer safety, efficiency, and effectiveness.

B. Title: Police Equipment Purchasing Project

Goal B-1: Equip the department's shooting range with a bullet trap to increase officer safety, and to enhance and expand firearms training to departmental, local, state, and federal law enforcement members.

Goal B-2: Deploy and stock 55 new X26 Taser kits to replace old kits and increase officer safety.

Strategy B-1.1: Purchase and install a bullet trap for use at the department's tactical training and shooting range.

Strategy B-2.1: Purchase, test, and distribute new X26 Taser kits to necessary sworn personnel.

Strategy B-2.2: Require officers to turn-in old M26 Taser kits.

Major Deliverable(s):

- The addition and upgrade of law enforcement equipment necessary for improved officer safety and training.

Program Management: The proposed program will be administered by an analyst in the Fiscal Operations Unit of the Sacramento Police Department. The fiscal analyst will perform all financial management, including tracking expenditures and drawdowns, contracting, and procurement associated with grant funds. The fiscal analyst will coordinate with at least one project manager for each project identified. The project manager will be responsible for providing direct project oversight including the following responsibilities:

- Developing, coordinating, and evaluating implementation plans.
- Refining and articulating project goals, strategies, and objectives, including project scope and business processes.
- Working with the subject-matter experts to coordinate project priorities and implementation timelines.
- Ensuring that objectives are completed within the project timeline and are consistent with grant guidelines.
- Identifying, analyzing, and managing risks and challenges within the project and formulating solutions/contingency plans as necessary.

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



The U.S. Department of Justice, Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA) is pleased to announce that it is seeking applications for funding under the Recovery Act Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the "Recovery Act"). As one of its many elements, the Recovery Act provides the U.S. Department of Justice (DOJ) with funding for grants to assist state, local, and tribal law enforcement (including support for hiring), to combat violence against women, to fight internet crimes against children, to improve the functioning of the criminal justice system, to assist victims of crime, and to support youth mentoring. DOJ is committed to working with our national, state, local and tribal partners to ensure this funding invests in the American workforce.

Specifically, under this solicitation, BJA will be making awards to assist local and tribal efforts to prevent or reduce crime and violence.

Recovery Act: Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program: Local Solicitation

Eligibility

Applicants are limited to units of local government listed in the Recovery Act JAG allocation list for JAG funds.

(See "Eligibility," page 2)

Deadline

Registration with OJP's Grants Management System is required prior to application submission.

Applicants must obtain a DUNS number from Dun and Bradstreet prior to application submission. Applicants, including those applying through GMS, must register with the Central Contractor Registration (CCR) database.

(See "Deadline: Registration," page 1)

All applications are due by 8:00 p.m. Eastern Time. on May 18, 2009.

(See "Deadline: Applications," page 2)

Important Note to Prospective Applicants

This solicitation is issued pursuant to the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), which was signed into law by President Obama on February 17, 2009. As of the date this solicitation is issued, government-wide guidance is still forthcoming on various aspects of the Act.

Applicants are strongly advised to check the appropriate web site and www.ojp.usdoj.gov/recovery/solicitationrequirements.htm periodically (including before submitting an application) for updates to this solicitation and its associated requirements. Additional information may become available that could affect project proposal narratives, timelines, budget requests, certifications, and other matters related to applications.

Award recipients will be required to follow any applicable provisions of government-wide guidance that may be issued pursuant to the Recovery Act.

Contact Information

For assistance with the requirements of this solicitation, contact: BJA toll-free at 1-866-268-0079 or e-mail JAGRecovery@usdoj.gov. This e-mail account will be checked hourly. A response will be provided within one business day. You may also contact your BJA State Policy Advisor at www.ojp.usdoj.gov/BJA/resource/stcont.htm, or Eileen M. Garry, Deputy Director for Programs, at 202-307-6226 or eileen.garry@usdoj.gov.

This application must be submitted through OJP's Grants Management System (GMS). For technical assistance with submitting the application, call the GMS Support Hotline at 1-888-549-9901, option 3. The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t. For step-by-step GMS guidance, please utilize OJP's online Grants Management System training tool: www.ojp.usdoj.gov/gmscbt/.

Release date: March 6, 2009

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**Recovery Act: Edward Byrne Memorial Justice Assistance Grant
(JAG) Formula Program: Local Solicitation
CDFA #16.804**

Overview of the Edward Byrne Memorial Justice Assistance Grant Program

This grant program is authorized by the American Recovery and Reinvestment Act of 2009 (Public Law 111-5) (the "Recovery Act") and by 42 U.S.C. 3751(a).

The stated purposes of the Recovery Act are: to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive State and local tax increases.

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board and a new website – Recovery.gov – to provide information to the public, including access to detailed information on grants and contracts made with Recovery Act funds.

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

Deadline: Registration

Registering with OJP's Grants Management System (GMS)

Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. The registration process for organizations includes: (1) Obtaining a Data Universal Numbering System (DUNS) number; (2) Registering your organization with the Central Contractor Registration (CCR) database; and (3) Registering with GMS prior to applying.

The deadline to register is 8:00 p.m. Eastern Time on May 18, 2009.

A DUNS number is required. All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for

tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://fedgov.dnb.com/webform/displayHomePage.do>.

Central Contractor Registration (CCR) is required. In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. Eastern Time on May 18, 2009.

Eligibility

Applicants are limited to units of local government appearing on the Recovery Act JAG allocation list. For JAG Program purposes, a unit of local government is: a town, township, village, parish, city, county, or other general purpose political subdivision of a state; any law enforcement district or judicial enforcement district that is established under applicable state law and has authority to, in a manner independent of other state entities, establish a budget and impose taxes; or, it may also be a federally recognized Indian tribe or Alaskan Native organization that performs law enforcement functions as determined by the Secretary of the Interior. In Louisiana, a unit of local government means the office of a district attorney or a parish sheriff.

Additional Requirements Related to the Recovery Act (including certification requirements):

Reporting on the Use of Funds. In order to be eligible to receive funds under this solicitation, applicants must certify that they will satisfy the reporting requirements of section 1512(c) of the Recovery Act, which requires detailed reporting (including reporting on subawards) not later than **ten calendar days after the end of each calendar quarter**. Detailed information on section 1512(c) appears below, under "Accountability and Transparency under the Recovery Act." A template for the certification is included in the appendix. Applicants may expect that a standard form and/or standard reporting mechanism will be made available at a future date.

Certification regarding Infrastructure Investments. Pursuant to section 1511 of the Recovery Act, a State or local government (including a federally-recognized Indian tribal government) may not receive funds for an infrastructure investment (for example, construction or major renovation of a correctional facility) unless the Governor, mayor, or other chief executive, as appropriate, certifies that the infrastructure investment has received the full vetting required by law and that the chief executive accepts responsibility that the infrastructure is an appropriate use of taxpayer dollars. The certification must include a description of the infrastructure investment, the estimated total cost, and the amount of Recovery Act funds to be used, and must be posted on

a web site that is linked to Recovery.gov. (Refer to the OJP Recovery Act Additional Requirements web page at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm for the text of section 1511.)

Consistent with section 1511, **all** applicants under this solicitation must complete a "General Certification as to Requirements for Receipt of Funds for Infrastructure Investments," a template for which is included in the appendix. Recipients that are awarded funds for one or more infrastructure investment projects must also submit and post a certification that satisfies section 1511 as to each such specific project prior to obligating, expending, or drawing down funds for such a project. Applicants or recipients that intend to prepare a section 1511 certification should consult the OJP Recovery Act Additional Requirements web page at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm. If a standard form becomes available, OJP will include a notice in the appropriate section of the web page.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations: If a grant application is being submitted on behalf of a tribe or tribal organization, a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government entity authorizing the inclusion of the tribe or tribal organization named in the application must be included with the application.

JAG Program-Specific Information

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Applicants also should anticipate that awards under the Recovery Act will be one-time awards and accordingly should propose project activities and deliverables that can be accomplished without additional DOJ funding.

Established to streamline justice funding and grant administration, the JAG Program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

Formula

The Bureau of Justice Statistics (BJS) calculates, for each *state and territory*, a minimum base allocation which, based on the statutory JAG formula, can be enhanced by (1) the state's share of the national population and (2) the state's share of the country's Part 1 violent crime statistics. Once the state funding is calculated, 60 percent of the allocation is awarded to the state and 40 percent to eligible units of local government. States also have a variable percentage of the allocation that is required to "pass through" to units of local government. This amount, also calculated by BJS, is based on each state's crime expenditures. Additionally, the formula calculates direct allocations for local governments within each state, based on their share of the total violent crime reported within the state. Local governments that are entitled to at least \$10,000 awards may apply directly to BJA for Local JAG grants.

NOTE: Beginning in 2009, the formula calculation for the local portion of the JAG statute has changed significantly as a result of final implementation of the JAG statute. The statute, 42 U.S.C. 3755(d)(2)(B), specifies that for Fiscal Years 2005 through 2008, allocations to units of local government would follow the Local Law Enforcement Block Grant (LLEBG) formula. Pursuant to the statute, however, calculations for FY 2009 (and subsequent JAG calculations)

require that units of local government must have submitted to the FBI at least three years of Uniform Crime Report (UCR) data during the most-recent ten-year period for which UCR data are available (here, 1998-2007) in order to be eligible. As a result of this statutory requirement, several local governments that were eligible in prior years for JAG formula funding are ineligible this year due to a lack of compliant UCR data reporting.

Award Amount

The JAG allocation list established by the Bureau of Justice Statistics (BJS), and indicates the amount for which each unit of local government is eligible to apply. For a listing of eligible units of local government and eligible amounts, go to www.ojp.usdoj.gov/BJA/recoveryJAG/recoveryallocations.html.

Purpose Areas

JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, information systems for criminal justice, and criminal justice-related research and evaluation activities that will improve or enhance:

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

Responsibilities

The Chief Executive Officer (CEO) of an eligible unit of local government or a local agency designated by the CEO must submit the application for JAG funds. A unit of local government receiving a JAG award will be responsible for the administration of the funds including: distributing the funds; monitoring the award; submitting reports including performance measures and program assessment data; and providing ongoing oversight and assistance to any subrecipients of the funds.

Administrative Funds

A unit of local government may use up to 10 percent of the award for costs associated with administering JAG funds.

Disparate Certification

A disparate allocation occurs when a city or municipality is scheduled to receive one and one-half times (150 percent) more than a county with concurrent jurisdiction, while that county bears more than 50 percent of the costs associated with prosecution or incarceration of the municipality's Part 1 violent crime. Multiple disparate allocations occur when multiple cities or municipalities are collectively eligible to receive four times (400 percent) more than the county.

JAG disparate jurisdictions are certified by the Director of the Bureau of Justice Assistance (BJA), based in part on input from the state's Attorney General. For a listing of disparate jurisdictions, go to www.ojp.usdoj.gov/BJA/recoveryJAG/recoveryallocations.html.

- ★ Jurisdictions certified as disparate must identify a fiscal agent that will submit a **joint application** for the total eligible allocation. The joint application must specify the award distribution to each unit of local government and the purposes for which the funds will be

used. When beginning the JAG application process, a Memorandum of Understanding (MOU) that identifies which jurisdiction will serve as the applicant/fiscal agent for joint funds, must be completed, and signed by the Authorized Representative for each participating jurisdiction. The signed MOU should be attached to the application. For a sample MOU, go to www.ojp.usdoj.gov/BJA/recoveryJAG/JAGrecoveryMOU.pdf.

Governing Body Review

The applicant agency (fiscal agent) must make the grant application available for review by its governing body (or to the organization designated by that governing body) not fewer than 30 days before the application is submitted to BJA.

Public Comment

The Local JAG application must include a statement that the application was made public and that, to the extent of applicable law or established procedure, an opportunity to comment was provided to citizens and neighborhood or community organizations.

Length of Awards

Awards are made in the first fiscal year of the appropriation and may be expended during the following 3 years, for a total of 4 grant period years.

Trust Fund

Each unit of local government may draw down any or all JAG funds after acceptance of the award. To do so, a trust fund must be established in which to deposit the funds. The trust fund may or may not be an interest-bearing account. If subrecipients draw down JAG funds in advance, they also must establish a trust fund in which to deposit funds.

Recipients of funds, however, should be aware that the authority to retain such advance funding may be withdrawn should the recipient persistently remain delinquent in applicable reporting required by the Recovery Act. Specific information relating to this will be detailed in grant award documents.

Prohibited Uses

No JAG funds may be expended outside of the JAG purpose areas. Even within the purpose areas, however, JAG funds may not be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Nor may JAG funds be used directly or indirectly to provide for any of the following matters unless BJA certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).
- Luxury items.
- Real estate.
- Construction projects (other than penal or correctional institutions).
- Any similar matters.

Non-Supplanting

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide ([Part II, Chapter 3](#)). Additional information appears on the "OJP Recovery Act Additional Requirements" web page at

www.ojp.usdoj.gov/recovery/solicitationrequirements.htm.

Recovery Act: Buy American

All applicants that propose to use grant funds to construct, alter, maintain, or repair a public building or public work should be aware that the Recovery Act (in section 1605) contains a "Buy American" provision that applies to iron, steel, and manufactured goods, subject to certain exceptions. The provision is to be applied in a manner consistent with United States obligations under international agreements. Government-wide guidance on this provision is not yet available, but is expected. For the text of section 1605, please refer to the "OJP Recovery Act Additional Requirements" web page at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm.

Recovery Act: Wage Rate Requirements

All applicants should be aware that the Recovery Act contains a provision on wage rate requirements that concerns projects funded or assisted by Recovery Act funds that employ laborers and mechanics. See section 1606 of the Recovery Act, the text of which appears on the "OJP Recovery Act Additional Requirements" web page at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm. Government-wide guidance on this provision is not yet available, but is expected.

Recovery Act: Preference for Quick-Start Activities

Pursuant to section 1602 of the Recovery Act, recipient of funds under this solicitation for infrastructure investment are to give preference to activities that can be started and completed expeditiously, and also are expected to use grant funds in a manner that maximizes job creation and economic benefit. For the details of this requirement, please refer to the text of section 1602, which appears on the "OJP's Recovery Act Additional Requirements" web page at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm.

Recovery Act: Contracts

Generally speaking, the Recovery Act places special emphasis on the use of fixed-price contracts awarded through competitive procedures. As information becomes available, OJP will provide guidance to applicants as to what, if any, particular procurement requirements or procedures may apply to contracts awarded with Recovery Act grant funds, apart from those that appear in 28 C.F.R. Part 66 and 28 C.F.R. Part 70.

Recovery Act: Limit on Funds

The Recovery Act specifically provides that funds may not be used by any state or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

Recovery Act: Use of Funds in Conjunction with Funds from Other Sources.

Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate, to meet the reporting and other requirements of the Recovery Act and other applicable law. There can be no commingling of funds. (See "Accountability and Transparency under the Recovery Act," below.)

Accountability and Transparency under the Recovery Act**Separate Tracking and Reporting of Recovery Act Funds and Outcomes**

Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds (including DOJ grant

funds from non-Recovery Act grants awarded for the same or similar purposes or programs). Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds.

The accounting systems of all recipients and subrecipients must ensure that funds from any award under this Recovery Act solicitation are not commingled with funds from any other source.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

Quarterly Financial and Programmatic Reporting

Consistent with the Recovery Act emphasis on accountability and transparency, reporting requirements under Recovery Act grant programs will differ from and expand upon OJP's standard reporting requirements for grants. In particular, section 1512(c) of the Recovery Act sets out detailed requirements for quarterly reports that must be submitted within 10 days of the end of each calendar quarter. Receipt of funds will be contingent on meeting the Recovery Act reporting requirements.

Under this Recovery Act program, quarterly financial and programmatic reporting will be required, and will be **due within 10 calendar days after the end of each calendar quarter**, starting July 10, 2009.

Programmatic and Financial Reporting Periods	Due Dates
October- December	January 10
January- March	April 10
April-June	July 10
July-September	October 10

The information from grantee reports will be posted on a public website. To the extent that grant funds are available to pay a grantee's administrative expenses, those funds may be used to assist the grantee in meeting the accelerated time-frame and extensive reporting requirements of the Recovery Act.

Recovery Act grant recipients may expect that the information posted by OJP will identify grantees that are delinquent in their reporting. In addition, in keeping with standard OJP practice, grant recipients who do not submit required reports by the due date will not be permitted to draw down funds thereafter, during the pendency of the delinquency, and may be subject to other appropriate actions by OJP, including, but not limited to, restrictions on eligibility for future OJP awards, restrictions on draw-down on other OJP awards, and suspension or termination of the Recovery Act award.

Funding recipients may expect that a standard form and/or reporting mechanism may be available. Additional instructions and guidance regarding the required reporting will be provided as they become available. For planning purposes, however, all applicants should be aware that the Recovery Act section 1512(c) provides as follows:

Recipient Reports: Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains—

- (1) the total amount of recovery funds received from that agency;
- (2) the amount of recovery funds received that were expended or obligated to projects or activities; and
- (3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including—
 - (A) the name of the project or activity;
 - (B) a description of the project or activity;
 - (C) an evaluation of the completion status of the project or activity;
 - (D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and
 - (E) for infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.
- (4) Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

Subawards under Recovery Act Grants

Reporting: DUNS and CCR. As indicated above, quarterly reporting requirements for Recovery Act awards include reporting with respect to subawards. In order to facilitate that reporting, award recipients must work with their first-tier subawardees (if any) to ensure that, no later than the due date of the award recipient's first quarterly report after a subaward is made, the subawardee has a DUNS numbers and is registered with the Central Contractor Registration (CCR) database. See "Deadline: Registration," above, for more information on CCR and DUNS numbers.

Monitoring of subawards. All applicants should bear in mind that any recipient of an award under this solicitation will be responsible for monitoring of subawards under the grant in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide. Primary recipients will be responsible for oversight of subawardee spending and monitoring of specific outcomes and benefits attributable to use of Recovery Act funds.

Reporting Fraud, Waste, Error, and Abuse

Each grantee or subgrantee awarded funds made available under the Recovery Act is to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds.

You may report potential fraud, waste, abuse, or misconduct to the U.S. Department of Justice, Office of the Inspector General (OIG) by—

mail: Office of the Inspector General
 U.S. Department of Justice
 Investigations Division
 950 Pennsylvania Avenue, N.W.
 Room 4706
 Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG web site at www.usdoj.gov/oig/.

The Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross management, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to section 1553 of the Recovery Act.

Performance Measures

To assist in fulfilling the accountability objectives of the Recovery Act, as well as the Department's responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. In addition, applicants must discuss their data collection methods in the application. The following are **required** measures for awards made under the Recovery Act:

Objective	Performance Measures	Data the grantee provides for 3-month reporting period	Description (Plain language explanation of what exactly is being provided)
Recovery Act: Preserving jobs	Number of jobs saved (by type) due to Recovery Act funding.	a) How many jobs were prevented from being eliminated with the Recovery Act funding during this reporting period? b) How many jobs that were eliminated within the last 12 months were reinstated with Recovery Act funding?	An unduplicated number of jobs that would have been eliminated if not for the Recovery Act funding during the three-month quarter. Report this data for each position only once during the grant. A job can include full time, part time, contractual, or other employment relationship.
Recovery Act: Creating jobs	Number of jobs created (by type) due to Recovery Act funding.	How many jobs were created with Recovery Act funding this reporting period?	An unduplicated number of jobs created due to Recovery Act funding during the three month quarter. Report this data for each position only once during the grant. A job can include full time, part time, contractual, or other employment relationship.

In addition, new performance measures specific to the JAG Program have been developed by BJA with input from criminal justice members in the field (including SAAs). The performance measures can be found at: www.ojp.usdoj.gov/BJA/grant/JAG_Measures.pdf.

How to Apply

Grants Management System Instructions. Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Support Hotline at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xls), PDF files (*.pdf), or Text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure that any Word documents you are submitting are saved using "Word 97-2003 Document (*.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Recovery Act CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.804, titled "Recovery Act: Edward Byrne Memorial Justice Assistance Grant (JAG) Program/Grants to Units of Local Territories."

What an Application Must Include

Standard Form 424

Program Narrative (Attachment 1)

Applicants must submit a program narrative that describes the proposed program activities for the 4-year grant period. The narrative must outline the type of programs to be funded by the JAG award and provide a brief analysis of the need for the programs. Narratives must also identify anticipated coordination efforts involving JAG and related justice funds. Certified disparate jurisdictions submitting a **joint application** must specify the funding distribution to each disparate unit of local government and the purposes for which the funds will be used.

The program narrative must include:

- Project objectives that are linked to meaningful and measurable outcomes consistent with the goals of the Recovery Act, and the likelihood of achieving such outcomes, such as job creation and preservation.
- Organization capabilities and competencies, including a description of how the organization will track all drawdowns and grant expenditures separately from other federal funding.
- Activities that can be started and completed expeditiously, and in a manner that maximizes job creation and economic benefits.
- Timeline or project plan identifying when the goals and objectives will be completed.

- Performance measures established by the organization to assess whether grant objectives are being met.

Budget and Budget Narrative (Attachment 2)

Applicants must submit a budget and budget narrative outlining how JAG funds, including administrative funds if applicable, will be used to support and implement the program. A sample budget form may be found at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

Review Narrative (Attachment 3)

Applicants must include in this attachment documentation regarding the following requirements:

- Include the date that the JAG application was made available for review by the applicant's governing body. This governing body notification must occur no less than 30 days before submission to BJA.
- Include a statement that the application was made public and that, to the extent of applicable law or established procedure, an opportunity to comment was provided to citizens and neighborhood or community organizations.
- If the applicant is part of a disparate jurisdiction, include the Memorandum of Understanding (MOU), which has been executed and signed by each jurisdiction's Authorized Representative, outlining each jurisdiction's allocation and indicating which jurisdiction is serving as the applicant/fiscal agent for the joint funds.

Abstract (Attachment 4)

Applicants must provide an abstract which includes the applicant's name, title of the project, the goals of the project, a description of the strategies to be used, major deliverables, and coordination plans. The abstract must not exceed one-half page, or 400-500 words.

Certifications (Attachment 5)

See the Appendix.

Review Process

OJP is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Assistance reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the OJP Assistant Attorney General (AAG).

Additional Requirements

Successful applicants selected for awards under this Recovery Act solicitation must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm.

- Civil Rights Compliance

- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements, includes Single Audit Act Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs *Financial Guide*
- *Suspension or Termination of Funding*
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Recovery Act Reporting Requirements; Section 1512(c) of the Recovery Act
- Section 1511 of the Recovery Act: Certifications
- Section 1602 of the Recovery Act: Preference for Quick-Start Activities
- Section 1604 of the Recovery Act: Limit on Funds
- Section 1605 of the Recovery Act: Buy American
- Section 1606 of the Recovery Act: Wage Rate Requirements
- Section 1607 of the Recovery Act: Additional Funding Distribution and Assurance of Appropriate Use of Funds
- Section 1609 of the Recovery Act: Relating to National Environmental Policy Act

Appendix. Templates for Required Certifications

Instructions: Scan signed certifications and submit image files electronically as part of your application package.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Recovery Act – Justice Assistance Grant (JAG) Program

Certification as to Recovery Act Reporting Requirements

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Accountability and Transparency under the Recovery Act" in the program announcement for the Recovery Act grant program identified above. I have also read and reviewed section 1512(c) of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), concerning reporting requirements for grants. I agree that the applicant will comply with the reporting requirements set forth therein with respect to any grant the applicant may receive under the Recovery Act grant program identified above.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Justice Programs).

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Full Name of Applicant Entity

Date

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U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Recovery Act – Justice Assistance Grant (JAG) Program

General Certification as to Requirements for Receipt of Funds
for Infrastructure Investments

On behalf of the applicant State or unit of local government (including tribal government) named below, I certify the following to the Office of Justice Programs ("OJP"), U.S. Department of Justice:

I have personally read and reviewed the section entitled "Eligibility" in the program announcement for the Recovery Act grant program named above. I also have personally read and reviewed section 1511 of the American Recovery and Reinvestment Act of 2009 (the "Recovery Act"), which requires a specific certification prior to receipt of Recovery Act funds for infrastructure investments.

Initial the statement that applies:

_____ The applicant identified below **does not intend to use** any portion of any funds received under this Recovery Act grant program for any infrastructure investment. Should this intention change, the applicant will promptly notify OJP, and (except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law) will not draw down, obligate, or expend any funds received under this Recovery Act program for any infrastructure investment project until section 1511 of the Recovery Act has been satisfied, and an adequate project-specific certification has been executed, posted, and submitted to OJP.

_____ The applicant identified below **does intend to use** some or all of any funds received under this Recovery Act grant program for one or more infrastructure investment projects. Except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law, I agree that the applicant entity will execute, post, and submit to OJP, prior to obligating, expending, or drawing down funds for such project, a project-specific certification that satisfies all of the requirements of section 1511 (including execution by the Governor, mayor, or other chief executive, as appropriate) for each such infrastructure investment project.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

General Certification as to Requirements for Receipt of Funds
for Infrastructure Investments

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant (that is, the governmental entity applying directly to the Office of Justice Programs).

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Full Name of Applicant Government Entity

Date

