

Meeting Date: 7/23/2013

Report Type: Consent

Report ID: 2013-00581

Title: Grant: U.S. Department of Justice, Edward Byrne Memorial Justice Assistance Grant

Location: Citywide

Issue: The Edward Byrne Memorial Justice Assistance Grant (JAG) Program allows state and local government to support a broad range of activities to prevent and control crime and improve the criminal justice system, and requires a governing body resolution before funding is awarded.

Recommendation: Pass a Resolution 1) authorizing the City Manager, or the City Manager's designee, to apply for the Edward Byrne Memorial JAG Program FY 2013 Local Solicitation, in the amount of \$295,141, including any future extensions or amendments thereof; 2) authorizing the City Manager, or the City Manager's designee, to accept the JAG award, in the amount of \$295,141, on behalf of the City of Sacramento Police Department (SPD), including any extensions, agreements, modifications, or amendments thereof, if the SPD is awarded the grant; 3) authorizing the City Manager, or the City Manager's designee, to establish a project (#G11011400) for the award; and 4) authorizing the City Manager, or the City Manager's designee, to adjust and appropriate grant revenue and expense budgets, in the amount of \$295,141, to implement the grant award.

Contact: Steve Quinn, Police Captain, Metro Division, (916) 808-0700, Police Department

Presenter: None

Department: Police

Division: Metro Administration

Dept ID: 11001131

Attachments:

1-Description/Analysis

2-Resolution

3-Exhibit

City Attorney Review

Approved as to Form
David Womack
7/17/2013 2:29:09 PM

City Treasurer Review

Reviewed for Impact on Cash and Debt
Russell Fehr
7/9/2013 11:19:44 AM

Approvals/Acknowledgements

Department Director or Designee: Sam Somer - 7/17/2013 10:34:30 AM

Description/Analysis

Issue Detail: On July 9 2013, the SPD submitted an application for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program Fiscal Year (FY) 2013 Local Solicitation, in the amount of \$295,141. The JAG Program provides funding for projects that improve or enhance law enforcement programs including prosecution and court programs, prevention and education programs, corrections and community corrections programs, drug treatment and enforcement programs, planning, evaluation and technology improvement programs, and crime victim and witness programs. The Sacramento Police Department (SPD) proposes to use this funding to support frontline law enforcement field operations, including air support. The SPD has received prior JAG funds, beginning in FY 2005/06 through 2012/13.

Policy Considerations: City Council Resolution No. 2013-0198 requires City Council approval to accept grant funding, establish a grant project and appropriate funding when the grant award is in excess of \$100,000. Accepting federal funding is consistent with past practices of using Bureau of Justice Assistance funding to enhance law enforcement operations.

In accordance with the terms of the grant program, federal funds must be used to supplement existing General Fund resources. Grant funds cannot replace or supplant non-federal funds that have been appropriated for the same purpose. Grant awards are made in the first fiscal year of the appropriation and can be used over a four-year period.

Economic Impact: None

Environmental Considerations: Not applicable.

California Environmental Quality Act (CEQA): This proposal does not constitute a "project" and is therefore exempt from the California Environmental Quality Act (CEQA) according to CEQA guidelines Sections 15061(b)(3) and 15378(a).

Sustainability Considerations: Not applicable.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: The US Department of Justice, Edward Byrne Memorial Justice Assistance Grant (JAG) Program allows state and local government to support a broad range of activities to prevent and control crime and improve the criminal justice system. The JAG Program combines 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. Forty percent of JAG funding is designated for units of local government.

JAG funds may be used to improve or enhance state and local criminal justice initiatives. The SPD has applied to use the grant funding to support helicopter operations.

Financial Considerations: The Edward Byrne Memorial JAG Program is a congressionally mandated formula grant allocation, per Title 42 of the United States Code, sections 3755(b)(2) and 3755(d)(2)(a). The total JAG allocation to the SPD is \$295,141. There are no requirements for cost match, retention, or maintenance of effort associated with this funding, and therefore the award has no adverse impact on the City's General Fund.

Emerging Small Business Development (ESBD): None.

RESOLUTION NO.

Adopted by the Sacramento City Council

[DATE]

**APPLICATION AND ACCEPTANCE OF EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
FISCAL YEAR (FY) 2013 LOCAL SOLICITATION**

BACKGROUND

- A. The US Department of Justice, Edward Byrne Memorial Justice Assistance Grant (JAG) Program allows State and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system. The JAG Program was established to replace the Byrne Formula and Local Law Enforcement Block Grant programs with a single funding mechanism. Forty percent of the JAG funding is designated for units of local government.
- B. As the grantor, the US Department of Justice requires eligible units of government submitting applications for federal funding assistance to obtain and submit documented governing body review and approval. Any application submitted pending such documentation will have a conditional hold placed on the award withholding expenditure of grant funds until such documentation is submitted to the grantor.
- C. As a designated eligible applicant, the Sacramento Police Department (SPD) has applied for its FY 2013 JAG allocation in the amount of \$295,141. The SPD is requesting approval to apply, accept, and use, if awarded, \$295,141 in federal funding for technical assistance and equipment in support of frontline law enforcement field operations, including air support.

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

- Section 1. The City Manager, or the City Manager's designee, is hereby authorized to apply for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program Fiscal Year (FY) 2013 Local Solicitation, in the amount of \$295,141, including any future extensions or amendments thereof.
- Section 2. The City Manager, or the City Manager's designee, is hereby authorized to accept the JAG award, in the amount of \$295,141, on behalf of the City of Sacramento Police Department (SPD), including any future extensions, agreements, modifications or amendments thereof, if the City is awarded the grant.
- Section 3. The City Manager, or the City Manager's designee, is hereby authorized to establish a project (#G11011400) for the FY13 JAG grant.

Section 4. The City Manager, or the City Manager's designee, is hereby authorized to adjust and appropriate grant revenue and expense budgets, in the amount of \$295,141, to implement the award.

Attachment 1: Program Narrative – Sacramento Police Department Helicopter Operations Support

The City of Sacramento Police Department (SPD) proposes to use its Fiscal Year 2013 Edward Byrne Memorial Justice Assistance Grant (JAG) allocation of \$295,141 to support critical helicopter operations over the four-year grant performance period. This funding will enable the SPD to enhance its Air Operations Program, which is responsible for the use, maintenance, and repair of helicopters that patrol the Sacramento area. The police helicopter is a proven and cost effective public safety tool that supports the reduction of crime across communities in the Sacramento region.

The SPD does not currently have any dedicated local funds to replace and overhaul its helicopter equipment, conduct regular inspections and repairs, and purchase fuel. This funding will ensure the proper operation of the helicopter in SPD's Air Operations Program and, most importantly, will enhance police officer safety. If adequate funding is not obtained, the SPD's helicopter will have to be grounded.

Project Management Plan

This proposal directly aligns with the JAG Purpose Area related to improving and enhancing law enforcement programs. It also adheres to the stated JAG Priority of implementing an evidence-based program. In the book *The Helicopter in Public Service* by Mel Pollock, it states that studies have shown that helicopter/car teams have a felony arrest rate as high as six times that of car teams alone.¹ The helicopter has also been shown to “back up” as many as 26 ground vehicles within its geographical area of responsibility.² The helicopter's visual vantage point increases the efficiency of ground patrols as well as enhances ground officer safety.³ In addition, studies show that burglaries are reduced by 30% while street crimes such as rape, auto theft, and robbery are cut in half by the presence of a helicopter.⁴

The SPD's goals related to this project include the following:

- Increase the number of flight hours to provide greater support for field operations.
- Expand surveillance of potential terrorist targets in and near the state capital and other potentially high profile terrorist attack locations in the Sacramento area.

The SPD's project manager for this initiative will be the Air Operations Program Sergeant. This sergeant will be responsible for overseeing project implementation and all grant-related activities. A fiscal analyst will also be assigned to the project and will be responsible for financial management and reporting.

The helicopter is an asset that belongs to the SPD; however, the SPD continues to work cooperatively with the County of Sacramento Sheriff's Department (SSD) to coordinate and deliver air support services to the entire Sacramento region. This coordination has eliminated duplicative patrol and surveillance efforts in the County and City of Sacramento and has helped maintain efficient program costs for both agencies. The project strategies that will be employed by the SPD to achieve project goals include:

- Efficiently provide maintenance and repair services to enhance regional helicopter operations, while eliminating program redundancies.
- Prioritize and respond to calls for service based on regional need, not jurisdiction.
- Ensure helicopter surveillance is available during peak regional periods.

¹ Mel Pollock, The Helicopter in Public Service (Fort Worth: Bell Helicopter Textron, 1999) 5-1.

² Pollock, 5-1.

³ Pollock, 5-4.

⁴ Pollock, 5-2.



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
		SUB-TOTAL _____

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.

Name/Position	Computation	Cost
		SUB-TOTAL _____
		Total Personnel & Fringe Benefits _____

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
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TOTAL _____

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
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TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		TOTAL _____

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
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Subtotal _____

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
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Subtotal _____

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
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Subtotal _____

TOTAL _____

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
		TOTAL _____

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
		TOTAL _____

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	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	
TOTAL PROJECT COSTS	_____
Federal Request	_____
Non-Federal Amount	_____

Budget Narrative

The total funding request is \$295,141 for the four-year grant performance period, and includes all costs outlined below:

A. Personnel

None

B. Fringe Benefits

None

C. Travel

None

D. Equipment - \$161,959

The adherence to proper helicopter equipment replacement time frames is critical. If proper replacement schedules are not followed, the safety of the flight crew as well as police officers and citizens on the ground will be put at risk and the longevity of the SPD's helicopter will be shortened. Examples of helicopter equipment requiring replacement include main rotor blades and tail rotor blades. The funding request for this category is based on estimated equipment needs based on manufacturer recommendations over the grant period.

E. Supplies

None

F. Construction

None

G. Consultants/Contracts - \$65,387

To ensure the proper functioning of the helicopter, regular inspections are conducted every 25 hours of flight or approximately five days by a contracted mechanic. In addition, these contracted mechanics conduct repairs to items such as on-board computers, cameras, and search lights. The funding request for this category is based on anticipated inspection and repairs requirements over the grant period.

H. Other Costs - \$67,795

Helicopter JP-8/Jet-A turbine engine fuel is purchased through a federal military program. The fuel is purchased in bulk at a greatly discounted rate compared to commercial pricing. The funding request for this category is based on estimated fuel usage over the grant period.

I. Indirect Costs

None

Total Funding Request: \$295,141