

RESOLUTION CITY OF SAINT PAUL, MINNESOTA

Presented by _____

- 1 WHEREAS, the City of Saint Paul, Police Department has been awarded the 2011 Edward Byrne Memorial Justice Assistance
 2 Grant (Attachment A); and
 3
 4 WHEREAS, this grant provides funds to support all components of the criminal justice system, from multi-jurisdictional drug
 5 and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment and justice information
 6 sharing initiatives; and
 7
 8 WHEREAS, the City of Saint Paul, serving as the fiscal agent for this award, will share the grant funds with two disparate
 9 jurisdictions within Ramsey County; and
 10
 11 WHEREAS, each jurisdiction's allocation will be used for activities and projects that will provide meaningful and measurable
 12 outcomes consistent with the goals of the grant;
 13
 14 WHEREAS, a 2011 financing and spending plan needs to be established for these funds; and
 15
 16 WHEREAS, the Mayor pursuant to Section 10.07.1 of the Charter of the City of Saint Paul, does certify that there are available
 17 for appropriation funds of \$50,000 in excess of those estimated in the 2011 budget; and
 18
 19 WHEREAS, the Mayor recommends that the following addition be made to the 2011 budget:

	436 Police – Special Fund - Activity (34262-2011 JAG)			
	Account(Object Code)		CURRENT BUDGET	CHANGES
	Spending Changes		AMENDED BUDGET	
	0545 City Contributions to Outside Agency	_____	-	50,000
		_____	50,000	50,000
	TOTAL:	_____	0	50,000
	Financing Changes			
	3099 Federal Grant	_____	-	50,000
		_____	50,000	50,000
	TOTAL:	_____	0	50,000

- 30 THEREFORE BE IT RESOLVED, that council accepts this grant and authorizes the City of Saint Paul to enter into, and Chief
 31 Thomas Smith to implement the attached agreement with the U.S. Department of Justice; and
 32
 33 THEREFORE BE IT RESOLVED, that the Saint Paul City Council approves these changes to the 2011 budget.

	Yeas	Nays	Absent
Bostrom			
Carter			
Harris			
Helgen			
Lantry			
Stark			
Thune			

Requested by Department of: **POLICE**

Thomas Smith
 By: _____
 Approved by the Office of Financial Services
 By: _____
 Approved by City Attorney
 By: _____
 Approved by Mayor for Submission to Council
 By: _____

Adopted by Council: Date _____
 Adoption Certified by Council Secretary
 By: _____
 Approved by Mayor: Date _____
 By: _____



Department of Justice
Office of Justice Programs

Bureau of Justice Assistance

Office of Justice Programs

Washington, D.C. 20531

September 2, 2011

Chief Thomas Smith
City of Saint Paul
310 City Hall
15 W. Kellogg Blvd.
Saint Paul, MN 55102

Dear Chief Smith:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 11 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation in the amount of \$367,799 for City of Saint Paul.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Cory D. Randolph, Program Manager at (202) 307-0940; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

Denise O'Donnell

Denise O'Donnell
Director

Enclosures



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

September 2, 2011

Chief Thomas Smith
City of Saint Paul
310 City Hall
15 W. Kellogg Blvd.
Saint Paul, MN 55102

Dear Chief Smith:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

Ensuring Access to Federally Assisted Programs

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

1) Meeting the EEOP Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

2) Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEOP, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 6

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

City of Saint Paul
310 City Hall 15 W. Kellogg Blvd.
Saint Paul, MN 55102

4. AWARD NUMBER: 2011-DJ-BX-3216

5. PROJECT PERIOD: FROM 10/01/2010 TO 09/30/2014
BUDGET PERIOD: FROM 10/01/2010 TO 09/30/2014

6. AWARD DATE 09/02/2011

7. ACTION

Initial

1A. GRANTEE IRS/VENDOR NO.

416005521

8. SUPPLEMENT NUMBER

00

9. PREVIOUS AWARD AMOUNT

\$ 0

3. PROJECT TITLE

FY 2011 Justice Assistance Grant Program

10. AMOUNT OF THIS AWARD

\$ 367,799

11. TOTAL AWARD

\$ 367,799

12. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

This project is supported under FY 11(BJA - JAG) 42 USC 3750, et seq.

15. METHOD OF PAYMENT

GPRS

AGENCY APPROVAL

GRANTEE ACCEPTANCE

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL

Denise O'Donnell
Director

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

Thomas Smith
Chief of Police

17. SIGNATURE OF APPROVING OFFICIAL

Denise O'Donnell

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

Thomas E. Smith

19A. DATE

9-2-11

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	DIV. REG.	SUB.	POMS	AMOUNT
X	B	DJ	80	00	00		367799

21. KDJUGT1842



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET**
Grant

PAGE 2 OF 6

PROJECT NUMBER 2011-DJ-BX-3216

AWARD DATE 09/02/2011

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the 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 website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.

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Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

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PROJECT NUMBER 2011-DJ-BX-3216

AWARD DATE 09/02/2011

SPECIAL CONDITIONS

8. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
9. The recipient agrees to comply with applicable requirements regarding Central Contractor Registration (CCR) and applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ccr.htm> (Award condition: Central Contractor Registration and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
10. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
11. The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate and expend the grant funds in the trust fund (including any interest earned) during the period of the grant. Grant funds (including any interest earned) not expended by the end of the grant period must be returned to the Bureau of Justice Assistance no later than 90 days after the end of the grant period, along with the final submission of the Federal Financial Report (SF-425).
12. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
13. To support public safety and justice information sharing, OJP requires the grantee to use the National Information Exchange Model (NIEM) specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas generated as a result of this grant to the component registry as specified in the guidelines. For more information on compliance with this special condition, visit <http://www.niem.gov/implementationguide.php>.

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Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
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PROJECT NUMBER 2011-DJ-BX-3216

AWARD DATE 09/02/2011

SPECIAL CONDITIONS

14. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.

The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

15. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.
16. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.

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Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
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PROJECT NUMBER 2011-DJ-BX-3216

AWARD DATE 09/02/2011

SPECIAL CONDITIONS

17. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.
18. The recipient acknowledges that all programs funded through subawards, whether at the state or local levels, must conform to the grant program requirements as stated in BJA program guidance.
19. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
20. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
21. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.
22. Award recipients must submit quarterly a Federal Financial Report (SF-425) and annual performance reports through GMS (<https://grants.ojp.usdoj.gov>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Therefore, quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) website (www.bjaperformancetools.org). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.
23. The recipient agrees to monitor subawards under this JAG award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to include the applicable conditions of this award in any subaward. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of JAG funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.
24. Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.

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Department of Justice
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**AWARD CONTINUATION
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Grant**

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PROJECT NUMBER 2011-DJ-BX-3216

AWARD DATE 09/02/2011

SPECIAL CONDITIONS

25. The grantee agrees that within 120 days of award acceptance, each member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).
26. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

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Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Orbin Terry, NEPA Coordinator

Subject: Incorporates NEPA Compliance in Further Developmental Stages for City of Saint Paul

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>.

Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY

Grant

PROJECT NUMBER

2011-DJ-BX-3216

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This project is supported under FY11(BJA - JAG) 42 USC 3750, et seq.

1. STAFF CONTACT (Name & telephone number)

Cory D. Randolph
(202) 307-0940

2. PROJECT DIRECTOR (Name, address & telephone number)

Amy Brown
Research and Grants Manager
367 Grove Street
Saint Paul, MN 55101-2295
(651) 266-5507

3a. TITLE OF THE PROGRAM

FY 2011 Justice Assistance Grant Program

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

FY 2011 Justice Assistance Grant Program

5. NAME & ADDRESS OF GRANTEE

City of Saint Paul
310 City Hall 15 W. Kellogg Blvd.
Saint Paul, MN 55102

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2010 TO: 09/30/2014

8. BUDGET PERIOD

FROM: 10/01/2010 TO: 09/30/2014

9. AMOUNT OF AWARD

\$ 367,799

10. DATE OF AWARD

09/02/2011

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following purpose areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation).

The disparate jurisdictions will utilize the grant award to support the reduction of crime, including crime associated with chronic offenders, drugs, gangs, guns, prostitution, and truancy. Grant funds will be used to support law enforcement personnel and overtime costs, training, and the purchase of tasers and firearms. These

purchases will increase community and public safety, and counter-terrorism and terrorism prevention initiatives.

NCA/NCF

13

Budget 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
St. Paul Police Officer - Overtime	\$45.65 per hour overtime rate x 3949 hours	\$180,272.00
City of Maplewood Officer Overtime	\$32.39 per hour	\$12,201.00
Ramsey County Sheriff - Overtime	\$54.727 per hour overtime rate x 224 hours	\$12,259.00
Ramsey County Corrections - Community Corrections Aide	\$37.07 per hour salary	\$36,776.00
Ramsey County Attorney's Office - County Attorney Investigator	\$32.96 per hour salary	\$36,526.00
SUB-TOTAL		\$278,034.00

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
Saint Paul Police Officer Fringe on OT	15.65% (Pera and Medicare)	\$28,218.00
SUB-TOTAL		\$28,218.00
Total Personnel & Fringe Benefits		\$306,252.00

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
Investigator travel to court and partner law enforcement agencies	Ramsey County	Mileage and Parking	Miscellaneous costs for one year	\$250.00
TOTAL				<u>\$250.00</u>

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
N/A		
TOTAL		<u>\$0.00</u>

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
N/A			
			<i>Subtotal</i> \$0.00

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
N/A			
			<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
N/A	
<i>Subtotal</i> \$0.00	
TOTAL \$0.00	

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
Administrative Costs 10% of Grant	See attached Budget Narrative	\$36,779.00
TOTAL		<u>\$36,779.00</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
N/A		
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>\$278,034.00</u>
B. Fringe Benefits	<u>\$28,218.00</u>
C. Travel	<u>\$250.00</u>
D. Equipment	<u>\$0.00</u>
E. Supplies	<u>\$24,518.00</u>
F. Construction	<u>\$0.00</u>
G. Consultants/Contracts	<u>\$0.00</u>
H. Other	<u>\$36,779.00</u>
Total Direct Costs	<u>\$367,799.00</u>
I. Indirect Costs	<u>\$0.00</u>
TOTAL PROJECT COSTS	<u>\$367,799.00</u>
Federal Request	<u>\$367,799.00</u>
Non-Federal Amount	<u>\$0.00</u>

2011 PROPOSAL FOR COLLABORATIVE USE OF JAG

	Program Narrative
Amount awarded:	\$367,799
<u>Distribution of Funds</u>	<u>Grant Award</u>
Ramsey County Sheriff	\$36,777
Ramsey County Corrections	\$36,776
Ramsey County Attorney	\$36,776
City of Maplewood	\$12,201
Saint Paul Police Department	\$245,269
Total expenditures	\$367,799

Ramsey County Sheriff's Office

The Ramsey County Sheriff's Office proposes utilizing its JAG allocation to fund overtime for the following types of proactive efforts:

- counter terrorism surveillance in detecting, identifying and preventing acts of violence against the United States by extremist groups;
- violent crime investigations, including a focus on gangs and narcotics trafficking;
- concentrated enforcement and surveillance activities aimed at career criminal and sexual offenders; and
- warrant sweeps that target the most violent offenders

Oftentimes, larger scale investigations and surveillance activities that incur overtime are the first areas of cutbacks in difficult budgetary times. This funding will insure that critical investigative

activity can continue with an overall goal of preventing crime before it occurs and keeping violent crime at its lowest possible levels.

In addition, the Ramsey County Sheriff's Office plans to enhance officer safety by updating firearms and adding Tasers.

Proposed expenditure of funds

- Overtime - \$12,259

- Firearms - \$12,259

- Tasers - \$12,259

Ramsey County Corrections Department

Ramsey County Community Corrections will use the JAG funds to support a portion of the salary of a Community Corrections Aid in the Intake Unit of the Adult Courts Division. The aid position supports the overall work of the intake unit by performing a variety of duties: 1) performing criminal record checks; 2) determining the custodial status and length of stay in the local jail; 3) entering new case information into the automated data base; 4) conducting data integrity operations; 5) gathering information for the probation officer assigned to a particular case.

The Intake unit serves as the point of entry for all referrals of adult offenders to the Adult Courts Division for any service. This position assists the unit in achieving two of its core goals:

- a) Improving the speed and accuracy of post-Court case assignment; and
- b) Providing timely and accurate information to the Court regarding in-custody probation Violation matters.

Both goals are critical to public safety: the first relates to supervision of those offenders released to the community; the second relates to appropriate Court response to in-custody supervision violators.

Proposed expenditure of funds – Salary and fringe benefits - \$36,776

Ramsey County Attorney's Office

The Ramsey County Attorney's Office in cooperation with the Ramsey County Courts has initiated ongoing meetings with criminal justice representatives to deal with the issues surrounding cases involving guns, gangs, and violent crimes. The Ramsey County Attorney's Office is the chief prosecuting agency for all of Ramsey County including the cities of Maplewood, Roseville, and the City of St. Paul. One of the key issues identified was the need for the court to have more complete information on defendants prior to decisions on bail and sentencing. Law enforcement officers are in possession of necessary and useful information but are not usually present at court hearings. An investigator has been hired to work closely with Federal, State, and local law enforcement agencies to insure full access to essential information from those agencies to special gang prosecutors and all other adult and juvenile prosecutors. Contact with courts and agencies from other states are also necessary to insure that complete and timely information is available to our prosecutors and our courts.

Proposed expenditures:	\$ 36,526 salaries and fringe benefits
	\$ <u>250</u> mileage and parking
	\$ 36,776 total

Maplewood Police Department

The City of Maplewood Police Department will allocate its portion of the JAG funding towards reducing crime in targeted areas. The Maplewood Police Department will conduct hot spot analysis that will enable the department to determine areas that have a high and concentrated amount of crime. The effort of the JAG funding is to eliminate crime in the targeted areas instead of displacing it. The hot spot crime reduction will involve additional officers on duty to create a presence that will prevent crime from occurring as well as charging offenders aggressively. The hot spot crime reduction strategy will be implemented because the presence of law enforcement officers is sufficient deterrent not only to specific crimes that the department is trying to reduce, but lesser 'quality of life' crimes that also arise. The JAG funding will be used for officer overtime.

Proposed expenditure of funds – Overtime - \$12,201

Saint Paul Police Department

The Saint Paul Police Department will use a portion of the JAG to support the following activities as needed on an overtime basis:

Focusing Our Resources On Community Empowerment (F.O.R.C.E.) Unit:

The Saint Paul Police Department recognizes the negative and pervasive influence that drugs and narcotics have on the quality of life in our community. The department also recognizes that drug use and related activities are a social phenomenon that requires a coordinated response between police officers, residents, and the combined resources of the City of Saint Paul. The FORCE Unit is designed to combine resources in an effort to

attack the scourge of drug use through a variety of strategies. F.O.R.C.E. Unit has found through unit investigations that suspects in street level narcotics investigations are very mobile, involved in other criminal activity and often create problem properties where they conduct their illegal activities. There is a strong need to address problem properties and behavior through the use of jump-out details, agent buy operations, knock and talk details and search warrants. Additional emphasis needs to be directed toward block club meetings, administrative follow-up, cooperating agency meetings and educational presentations. High crime areas will be defined by F.O.R.C.E. based on numbers of resident complaints, concentration of problem property cases, computerized mapping and intelligence information generated by patrol officers and informants.

Anticipated Goals/Outcome: Address crime hot spots citywide, to reduce street level narcotics activity, associated crimes, and problem properties in the target areas.

Overtime funding will strengthen the F.O.R.C.E. Unit's specialized approach to intervening hot spots by permitting more time for coordination with neighborhood service area supervisors, district council neighborhood crime prevention coordinator and relevant city services such as code enforcement, fire inspections, and licensing. An increase in arrests, drug seizures, and prosecutions will be seen as well as an increase in the quality of life for residents of the city.

Gun Issues - Possession and Discharge of Firearms:

Trained officers retrieve illegal guns as well as document guns that have been confiscated by utilizing gun suppression techniques.

Anticipated Goals/Outcome: Reduce the level of intentional discharge of firearms by intervening with violent offenders with a documented history of gun violence. Gathering and sharing of intelligence data, training on gun interdiction techniques and use of technology to improve communications between department resources, and law enforcement agencies to accomplish outcome.

Narcotics/Special Investigation Unit (S.I.U)/Gang Unit:

Saint Paul and its adjoining suburban communities contained within Ramsey and Dakota Counties has experienced a large impact from the burgeoning methamphetamine problem. Prior to 1998, St. Paul drug seizures were comprised largely of cocaine and marijuana with a representation of other illegal drugs including methamphetamine.

Beginning in 1998, methamphetamine seizures quickly outpaced other drug seizures by a margin of almost 2 to 1. Saint Paul's west side community is becoming known as source city for methamphetamine. Highly financed criminal organizations importing from Mexico, using mostly methamphetamine distributors locally, blend into the illegal activities and avoid prosecution. The majority of the methamphetamine coming into Saint Paul and the Saint Paul suburban community originates from labs in California and Mexico.

In addition, the City of Saint Paul will use these grant funds to supplement the work of the department's gang unit.

Anticipated Goals/Outcome: Overtime availability will allow officers to more thoroughly pursue investigations related to the west side methamphetamine market resulting in an increase in drug seizures and arrest.

Use of the funds for the gang unit will result in more arrests, seizures, and prosecutions.

Neighborhood Service Area (NSA)/Beat Officers:

Neighborhood policing identifies with geographic areas within each district, which are referred to as Neighborhood Service Areas (NSA) and beat assignments. NSAs and beat areas incorporate well-defined neighborhoods within Saint Paul into police service areas. Neighborhood policing brings residents, business owners, and the police officers closer together to work on common issues that affect the quality of life and the public safety in that neighborhood. Officers identify crime problems and take proactive measures to solve public safety related issues with community support and assistance.

Anticipated Goals/Outcome: The program will focus overtime hours on a proactive approach to solving problems identified by officers working in collaboration with district councils, and both the business and community groups. Issues to address include drug dealing, disorderly people, drunks, pickpockets and problem properties that impact quality of life issues. In addition, those problems identified will be assigned to an officer who will be responsible for the action and outcome. Further attention will be focused on multi-housing areas. A decrease in crime in these areas is expected as well as an increase in quality of life.

Park and Recreation Center Details:

Saint Paul recreation centers provide residents with a place in their neighborhood to learn and have fun, and also serve as the community's gathering spot - the focus of Saint Paul's famously strong neighborhoods. The over 1.5 million annual visits attest to their effectiveness in meeting those needs. Both Saint Paul police officers and police security rangers are involved in maintaining a safe environment for the parks.

Anticipated Goals/Outcome: To provide a safe environment in the City of Saint Paul's parks to allow children to play and learn. Police officers can work in the parks as mentors and youth workers allowing children to have the opportunity to enjoy activities and to see police officers in roles outside that of the traditional police officer. Officers will also develop longer standing relationships with youth and park staff preventing problems from occurring or reoccurring at the recreation centers.

Vice and Prostitution Details:

Street Prostitution in the city continues to be a problem in certain areas. The department is committed to address the issue.

Anticipated Goals/Outcome: The Vice Unit will strategically schedule police officers from within the department to participate in enhanced prostitution suppression activities without deleting their ability to contribute to meeting the goals of their own organizational units as well as keeping the neighborhoods of Saint Paul free from street level criminal activity.

Truancy/Curfew:

To find solutions for increased truancy and curfew violations in Saint Paul and its surrounding suburbs, the Ramsey County Truancy and Curfew Center (RCTCC) was established in 1994. A representative from the Saint Paul Police Department is on the executive committee that oversees and coordinates the collaborative work of the RCTCC. School Resource Officers perform these duties after school hours.

Anticipated Goals/Outcome: Truancy officers will be assigned during peak school hours. Curfew sweeps will be performed several times per month. Curfew/Truancy violators will be stopped and tagged so there is a decrease in school age youth present during school times and times after curfew.

Proposed use of funds - Overtime \$208,490

Administrative Funds - also included in Budget Narrative Section Attachment 2

The Saint Paul Police Department will use approximately 10% of the 2010 JAG to offset costs associated with administering JAG funds.

The City of Saint Paul Police Department will utilize the administrative portion of the JAG funds to assist in distributing the funds; monitoring the award; submitting reports including performance measure and program assessment data; and providing ongoing assistance for any sub-recipients of the funds.

The Saint Paul Police Department is a full-service police department with the infrastructure, experience, technical expertise and commitment to implement this collaborative project. This infrastructure includes financial management and reporting by the accounting unit which provides planning and budget support to the divisions as well as fiscal management of department functions. This unit is also responsible for the coordination of the annual operating budget, grant accounting, supervision of internal expenditures and internal controls including fund audits. Submitting financial reports and providing on-going financial assistance during the grant period are handled by the Accounting Technician and the costs total \$6,288 for the salary and fringe benefits ($\$1,572$ each year \times 4 years = $\$6,288$). Providing ongoing assistance during the grant are the responsibility of a Clerk Typist IV and this amounts to \$6,448 for the salary and fringe benefits ($\$1,612 \times 4$ years = $\$6,448$).

The payroll unit is responsible for paying approximately 800 employees and records. The unit also records and updates vacation time, sick time, holiday pay, overtime, and maintains medical record files. Providing on-going payroll assistance during the grant period are the job of the Payroll Supervisor and the total cost is \$10,595 for the salary and fringe benefits ($\$2,649.75 \times 4$ years = $\$10,595$).

Monitoring the award, and providing on-going assistance during the grant period is handled by the Research and Grants Manager and has a total cost for the salary and fringe benefits of \$13,448 ($\$3,362 \times 4$ years = $\$13,448$).

The department is committed to serving the community and is organized in such a manner as to be more responsive to the community we serve.

Proposed use of funds for administrative costs - \$36,779

The above programs would not be available with the assistance of the JAG funds. We believe that these funds play a significant role in fighting crime in our jurisdiction. Specifically, our application of "hot spot" enforcement, which has been proven effective, with these funds has been key to our low crime rate.

2011 JAG Grant**Budget Narrative****A. Personnel**

Personnel costs will be split amongst each of the jurisdictions: The City of Saint Paul, Ramsey County, and the City of Maplewood.

The Ramsey County Sheriff's Office will allocate JAG funds towards overtime. The initiatives undertaken will include gang identification efforts, warrant sweeps that target the most violent offenders, and concentrated enforcement and surveillance activities aimed at repeat offenders. The funds will pay for 224 hours of overtime at a rate of \$54.727 per hour. The total amount to be used is \$12,259.

The Ramsey County Attorney's Office will use JAG funds to hire an investigator to work closely with federal, state, and local law enforcement agencies to insure full access to essential information from these agencies to special gang prosecutors and all other adult and juvenile prosecutors. This will meet one of the greatest needs of the Ramsey County Court System by having more complete information on defendants prior to decisions on bail and sentencing. The investigator will be paid \$32.96 per hour. The total funding used will be \$36,526.

The Ramsey County Corrections Department will partially fund one community corrections aide in the Intake Unit of the Adult Courts Division. This position is tasked with improving the speed and accuracy of post-court case assignment and providing timely and accurate information to the court regarding in-custody probation violation matters. The hourly rate is \$37.07 and the total funding for this position is \$36,776.

The City of Maplewood will allot the funds provided through JAG to combat gang violence and narcotics activity. The funding will not provide the entirety of the salary, but will

help defray the costs of officers being assigned to each of these duties. The officers will be assigned to the Metro Gang Strike Force and the East Metro Narcotics Task Force, which are multi-jurisdictional units that combine the efforts and intelligence of several local agencies. Officers will be paid \$32.39 per hour and the total funding for these positions is \$12,201.

The Saint Paul Police Department will use a portion of the JAG funding to support overtime activities. These activities include F.O.R.C.E. (Focusing Our Resources on Community Empowerment) Unit, Gun issues including possession and discharge of firearms, our Narcotics/Special Investigations Unit/Minnesota Gang Strike Force, Neighborhood Service Area/Beat Officers, Park and Recreation Center details, Vice and Prostitution details, and also Truancy/Curfew details. The officers will be paid \$45.65 per hour for the 3,949 overtime hours and the total allocated is \$180,272.

B. Fringe Benefits

Fringe benefits will be made available to the Saint Paul Police Department officers that are working overtime on the above outlined details. The Saint Paul Police Department officers will be provided overtime benefits at 15.65% (PERA and Medicare). With \$180,272 in overtime (3949 OT hours * \$45.65) the benefit total will be \$28,218 ($\$180,272 * 15.65\%$).

C. Travel

Ramsey County has a total cost of \$250 for travel expenses. The expenses will cover mileage costs and parking fees so that the County Attorney Investigator may travel to Ramsey County Law Enforcement agencies throughout the county, to headquarters, and also to the Ramsey County Courthouse in downtown Saint Paul.

D. Equipment

None.

E. Supplies

The Ramsey County Sheriff's Office will be purchasing two sets of supplies. The first is Taser equipment with a total cost of \$12,259. A Taser costs \$1,021.58 each and there will be 12 Tasers purchased. The second is Firearms equipment with a total cost of \$12,259. A firearm has a cost of \$510.79 and there will be 24 purchased.

F. Construction

None.

G. Consultants / Contracts

None.

H. Other Costs

The Saint Paul Police Department will also cover administrative funds for the grant, which total 10% of the grant's total funding.

- The administrative funds will pay \$1,572 each year for four years for the salary and benefits for an Accounting Technician for at total of \$6,288.
- The grant will pay \$1,612 each year for 4 years of the salary and benefits of a Clerk Typist IV and totaling \$6,448.
- The JAG funding will provide the salary and benefits for a Payroll Supervisor for four years ($\$2,649.75 \times 4 \text{ years} = \$10,595$).
- The administrative costs will include the salary and benefits for the Research and Grants Manager ($\$3,362 \times 4 \text{ years} = \$13,448$).

In total, the four positions amount to $\$6,288 + \$6,448 + \$10,595 + \$13,448 = \$36,779$.

I. Indirect Costs

None.

2011 PROPOSAL FOR COLLABORATIVE USE OF JAG

Program Narrative

Amount awarded: **\$367,799**

<u>Distribution of Funds</u>	<u>Grant Award</u>
Ramsey County Sheriff	\$36,777
Ramsey County Corrections	\$36,776
Ramsey County Attorney	\$36,776
City of Maplewood	\$12,201
Saint Paul Police Department	\$245,269
Total expenditures	\$367,799

Ramsey County Sheriff's Office

The Ramsey County Sheriff's Office proposes utilizing its JAG allocation to fund overtime for the following types of proactive efforts:

- counter terrorism surveillance in detecting, identifying and preventing acts of violence against the United States by extremist groups;
- violent crime investigations, including a focus on gangs and narcotics trafficking;
- concentrated enforcement and surveillance activities aimed at career criminal and sexual offenders; and
- warrant sweeps that target the most violent offenders

Oftentimes, larger scale investigations and surveillance activities that incur overtime are the first areas of cutbacks in difficult budgetary times. This funding will insure that critical investigative

activity can continue with an overall goal of preventing crime before it occurs and keeping violent crime at its lowest possible levels.

In addition, the Ramsey County Sheriff's Office plans to enhance officer safety by updating firearms and adding Tasers.

Proposed expenditure of funds

- Overtime - \$12,259

- Firearms - \$12,259

- Tasers - \$12,259

Ramsey County Corrections Department

Ramsey County Community Corrections will use the JAG funds to support a portion of the salary of a Community Corrections Aid in the Intake Unit of the Adult Courts Division. The aid position supports the overall work of the intake unit by performing a variety of duties: 1) performing criminal record checks; 2) determining the custodial status and length of stay in the local jail; 3) entering new case information into the automated data base; 4) conducting data integrity operations; 5) gathering information for the probation officer assigned to a particular case.

The Intake unit serves as the point of entry for all referrals of adult offenders to the Adult Courts Division for any service. This position assists the unit in achieving two of its core goals:

- a) Improving the speed and accuracy of post-Court case assignment; and
- b) Providing timely and accurate information to the Court regarding in-custody probation Violation matters.

Both goals are critical to public safety: the first relates to supervision of those offenders released to the community; the second relates to appropriate Court response to in-custody supervision violators.

Proposed expenditure of funds – Salary and fringe benefits - \$36,776

Ramsey County Attorney's Office

The Ramsey County Attorney's Office in cooperation with the Ramsey County Courts has initiated ongoing meetings with criminal justice representatives to deal with the issues surrounding cases involving guns, gangs, and violent crimes. The Ramsey County Attorney's Office is the chief prosecuting agency for all of Ramsey County including the cities of Maplewood, Roseville, and the City of St. Paul. One of the key issues identified was the need for the court to have more complete information on defendants prior to decisions on bail and sentencing. Law enforcement officers are in possession of necessary and useful information but are not usually present at court hearings. An investigator has been hired to work closely with Federal, State, and local law enforcement agencies to insure full access to essential information from those agencies to special gang prosecutors and all other adult and juvenile prosecutors. Contact with courts and agencies from other states are also necessary to insure that complete and timely information is available to our prosecutors and our courts.

Proposed expenditures:	\$ 36,526 salaries and fringe benefits
	\$ <u>250</u> mileage and parking
	\$ 36,776 total

Maplewood Police Department

The City of Maplewood Police Department will allocate its portion of the JAG funding towards reducing crime in targeted areas. The Maplewood Police Department will conduct hot spot analysis that will enable the department to determine areas that have a high and concentrated amount of crime. The effort of the JAG funding is to eliminate crime in the targeted areas instead of displacing it. The hot spot crime reduction will involve additional officers on duty to create a presence that will prevent crime from occurring as well as charging offenders aggressively. The hot spot crime reduction strategy will be implemented because the presence of law enforcement officers is sufficient deterrent not only to specific crimes that the department is trying to reduce, but lesser 'quality of life' crimes that also arise. The JAG funding will be used for officer overtime.

Proposed expenditure of funds – Overtime - \$12,201

Saint Paul Police Department

The Saint Paul Police Department will use a portion of the JAG to support the following activities as needed on an overtime basis:

Focusing Our Resources On Community Empowerment (F.O.R.C.E.) Unit:

The Saint Paul Police Department recognizes the negative and pervasive influence that drugs and narcotics have on the quality of life in our community. The department also recognizes that drug use and related activities are a social phenomenon that requires a coordinated response between police officers, residents, and the combined resources of the City of Saint Paul. The FORCE Unit is designed to combine resources in an effort to

attack the scourge of drug use through a variety of strategies. F.O.R.C.E. Unit has found through unit investigations that suspects in street level narcotics investigations are very mobile, involved in other criminal activity and often create problem properties where they conduct their illegal activities. There is a strong need to address problem properties and behavior through the use of jump-out details, agent buy operations, knock and talk details and search warrants. Additional emphasis needs to be directed toward block club meetings, administrative follow-up, cooperating agency meetings and educational presentations. High crime areas will be defined by F.O.R.C.E. based on numbers of resident complaints, concentration of problem property cases, computerized mapping and intelligence information generated by patrol officers and informants.

Anticipated Goals/Outcome: Address crime hot spots citywide, to reduce street level narcotics activity, associated crimes, and problem properties in the target areas.

Overtime funding will strengthen the F.O.R.C.E. Unit's specialized approach to intervening hot spots by permitting more time for coordination with neighborhood service area supervisors, district council neighborhood crime prevention coordinator and relevant city services such as code enforcement, fire inspections, and licensing. An increase in arrests, drug seizures, and prosecutions will be seen as well as an increase in the quality of life for residents of the city.

Gun Issues - Possession and Discharge of Firearms:

Trained officers retrieve illegal guns as well as document guns that have been confiscated by utilizing gun suppression techniques.

Anticipated Goals/Outcome: Reduce the level of intentional discharge of firearms by intervening with violent offenders with a documented history of gun violence. Gathering and sharing of intelligence data, training on gun interdiction techniques and use of technology to improve communications between department resources, and law enforcement agencies to accomplish outcome.

Narcotics/Special Investigation Unit (S.I.U)/Gang Unit:

Saint Paul and its adjoining suburban communities contained within Ramsey and Dakota Counties has experienced a large impact from the burgeoning methamphetamine problem. Prior to 1998, St. Paul drug seizures were comprised largely of cocaine and marijuana with a representation of other illegal drugs including methamphetamine. Beginning in 1998, methamphetamine seizures quickly outpaced other drug seizures by a margin of almost 2 to 1. Saint Paul's west side community is becoming known as source city for methamphetamine. Highly financed criminal organizations importing from Mexico, using mostly methamphetamine distributors locally, blend into the illegal activities and avoid prosecution. The majority of the methamphetamine coming into Saint Paul and the Saint Paul suburban community originates from labs in California and Mexico.

In addition, the City of Saint Paul will use these grant funds to supplement the work of the department's gang unit.

Anticipated Goals/Outcome: Overtime availability will allow officers to more thoroughly pursue investigations related to the west side methamphetamine market resulting in an increase in drug seizures and arrest.

Use of the funds for the gang unit will result in more arrests, seizures, and prosecutions.

Neighborhood Service Area (NSA)/Beat Officers:

Neighborhood policing identifies with geographic areas within each district, which are referred to as Neighborhood Service Areas (NSA) and beat assignments. NSAs and beat areas incorporate well-defined neighborhoods within Saint Paul into police service areas. Neighborhood policing brings residents, business owners, and the police officers closer together to work on common issues that affect the quality of life and the public safety in that neighborhood. Officers identify crime problems and take proactive measures to solve public safety related issues with community support and assistance.

Anticipated Goals/Outcome: The program will focus overtime hours on a proactive approach to solving problems identified by officers working in collaboration with district councils, and both the business and community groups. Issues to address include drug dealing, disorderly people, drunks, pickpockets and problem properties that impact quality of life issues. In addition, those problems identified will be assigned to an officer who will be responsible for the action and outcome. Further attention will be focused on multi-housing areas. A decrease in crime in these areas is expected as well as an increase in quality of life.

Park and Recreation Center Details:

Saint Paul recreation centers provide residents with a place in their neighborhood to learn and have fun, and also serve as the community's gathering spot - the focus of Saint Paul's famously strong neighborhoods. The over 1.5 million annual visits attest to their effectiveness in meeting those needs. Both Saint Paul police officers and police security rangers are involved in maintaining a safe environment for the parks.

Anticipated Goals/Outcome: To provide a safe environment in the City of Saint Paul's parks to allow children to play and learn. Police officers can work in the parks as mentors and youth workers allowing children to have the opportunity to enjoy activities and to see police officers in roles outside that of the traditional police officer. Officers will also develop longer standing relationships with youth and park staff preventing problems from occurring or reoccurring at the recreation centers.

Vice and Prostitution Details:

Street Prostitution in the city continues to be a problem in certain areas. The department is committed to address the issue.

Anticipated Goals/Outcome: The Vice Unit will strategically schedule police officers from within the department to participate in enhanced prostitution suppression activities without deleting their ability to contribute to meeting the goals of their own organizational units as well as keeping the neighborhoods of Saint Paul free from street level criminal activity.

Truancy/Curfew:

To find solutions for increased truancy and curfew violations in Saint Paul and its surrounding suburbs, the Ramsey County Truancy and Curfew Center (RCTCC) was established in 1994. A representative from the Saint Paul Police Department is on the executive committee that oversees and coordinates the collaborative work of the RCTCC. School Resource Officers perform these duties after school hours.

Anticipated Goals/Outcome: Truancy officers will be assigned during peak school hours. Curfew sweeps will be performed several times per month. Curfew/Truancy violators will be stopped and tagged so there is a decrease in school age youth present during school times and times after curfew.

Proposed use of funds - Overtime \$208,490

Administrative Funds - also included in Budget Narrative Section Attachment 2

The Saint Paul Police Department will use approximately 10% of the 2010 JAG to offset costs associated with administering JAG funds.

The City of Saint Paul Police Department will utilize the administrative portion of the JAG funds to assist in distributing the funds; monitoring the award; submitting reports including performance measure and program assessment data; and providing ongoing assistance for any sub-recipients of the funds.

The Saint Paul Police Department is a full-service police department with the infrastructure, experience, technical expertise and commitment to implement this collaborative project. This infrastructure includes financial management and reporting by the accounting unit which provides planning and budget support to the divisions as well as fiscal management of department functions. This unit is also responsible for the coordination of the annual operating budget, grant accounting, supervision of internal expenditures and internal controls including fund audits. Submitting financial reports and providing on-going financial assistance during the grant period are handled by the Accounting Technician and the costs total \$6,288 for the salary and fringe benefits ($\$1,572$ each year \times 4 years = \$6,288). Providing ongoing assistance during the grant are the responsibility of a Clerk Typist IV and this amounts to \$6,448 for the salary and fringe benefits ($\$1,612$ \times 4 years = \$6,448).

The payroll unit is responsible for paying approximately 800 employees and records. The unit also records and updates vacation time, sick time, holiday pay, overtime, and maintains medical record files. Providing on-going payroll assistance during the grant period are the job of the Payroll Supervisor and the total cost is \$10,595 for the salary and fringe benefits ($\$2,649.75$ \times 4 years = \$10,595).

Monitoring the award, and providing on-going assistance during the grant period is handled by the Research and Grants Manager and has a total cost for the salary and fringe benefits of \$13,448 ($\$3,362$ \times 4 years = \$13,448).

The department is committed to serving the community and is organized in such a manner as to be more responsive to the community we serve.

Proposed use of funds for administrative costs - \$36,779

The above programs would not be available with the assistance of the JAG funds. We believe that these funds play a significant role in fighting crime in our jurisdiction. Specifically, our application of "hot spot" enforcement, which has been proven effective, with these funds has been key to our low crime rate.