

**RESOLUTION  
 CITY OF SAINT PAUL, MINNESOTA**

Presented by \_\_\_\_\_


- 1 WHEREAS, the City of Saint Paul, Police Department has been awarded the 2012 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 2012 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 2012 budget; and

**436 Police – Special Fund - Activity (34276-2012 JAG)**

Account(Object Code)		CURRENT BUDGET	CHANGES	AMENDED BUDGET
<b>Spending Changes</b>				
0545	City Contributions to Outside Agency	-	50,000	50,000
	<b>TOTAL:</b>	<u>0</u>	<u>50,000</u>	<u>50,000</u>
<b>Financing Changes</b>				
3099	Federal Grant	-	50,000	50,000
	<b>TOTAL:</b>	<u>0</u>	<u>50,000</u>	<u>50,000</u>

- 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 2012 budget.

	Yeas	Nays	Absent
Bostrom			
Brendmoen			
Carter			
Lantry			
Stark			
Thune			
Tolbert			

Requested by Department of **POLICE**  
  
 By: **Thomas E. Smith, Chief of Police**  
 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

July 17, 2012

Chief Thomas E. 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 12 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation in the amount of \$288,811 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](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Denise O'Donnell".

Denise O'Donnell  
Director

Enclosures



Department of Justice  
Office of Justice Programs  
Office for Civil Rights

Washington, D.C. 20531

July 17, 2012

Chief Thomas E. 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.

(TS)

## 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

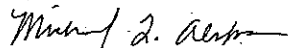
In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR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

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Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

Grant

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: 2012-DJ-BX-1209	
		5. PROJECT PERIOD: FROM 10/01/2011 TO 09/30/2015 BUDGET PERIOD: FROM 10/01/2011 TO 09/30/2015	
1A. GRANTEE IRS/VENDOR NO. 416005521		6. AWARD DATE 07/17/2012	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT	\$ 0
3. PROJECT TITLE Fiscal Year 2012 JAG		10. AMOUNT OF THIS AWARD	\$ 288,811
		11. TOTAL AWARD	\$ 288,811
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 FY12(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 E. Smith Chief of Police	
17. SIGNATURE OF APPROVING OFFICIAL <i>Denise O'Donnell</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>Thomas E. Smith</i>	19A. DATE 7/30/12
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B DJ 80 00 00 288811		21. LDJUGT0808	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)

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Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

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Grant**

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PROJECT NUMBER 2012-DJ-BX-1209

AWARD DATE 07/17/2012

*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](mailto: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](http://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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*SPECIAL CONDITIONS*

8. 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).
9. 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.
10. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm).
11. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
12. 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).
13. The recipient agrees that all income generated as a direct result of this award shall be deemed program income. All program income earned must be accounted for and used for the purposes of funds provided under this award, including such use being consistent with the conditions of the award, the effective edition of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R. Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110). Further, the use of program income must be reported on the quarterly Federal Financial Report, SF 425.

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Office of Justice Programs  
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*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. 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.
16. In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: [http://www.it.ojp.gov/gsp\\_grantcondition](http://www.it.ojp.gov/gsp_grantcondition). Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.





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*SPECIAL CONDITIONS*

17. 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).
18. JAG funds may be used to purchase bulletproof vests for an agency, but may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.
19. The recipient agrees to submit a signed certification that that all law enforcement agencies receiving vests purchased with JAG funds have a written "mandatory wear" policy in effect. Fiscal agents and state agencies must keep signed certifications on file for any subrecipients planning to utilize JAG funds for bulletproof vest purchases. This policy must be in place for at least all uniformed officers before any FY 2012 JAG funding can be used by the agency for bulletproof vests. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty.
20. Bulletproof vests purchased with JAG funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards. In addition, bulletproof vests purchased with JAG funds must be American-made. The latest NIJ standard information can be found here: <http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm>.
21. 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.
22. 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>.
23. 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](http://www.ojp.gov/about/ocr/equal_fbo.htm).
24. 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.

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*SPECIAL CONDITIONS*

25. 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.
26. 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.
27. 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.
28. 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](http://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.
29. 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.
30. 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.
31. 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](http://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](http://www.ctfli.org)).

TS



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET**  
**Grant**

PAGE 7 OF 7

PROJECT NUMBER 2012-DJ-BX-1209

AWARD DATE 07/17/2012

*SPECIAL CONDITIONS*

32. 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.

33. Recipient may not expend, or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has reviewed and approved the Budget Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval.

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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.

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Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

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

**Grant**

PROJECT NUMBER

2012-DJ-BX-1209

PAGE 1 OF 1

This project is supported under FY12(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 55101-2416  
(651) 266-5507

**3a. TITLE OF THE PROGRAM**

BJA FY 12 Edward Byrne Memorial Justice Assistance Grant (JAG) Program

**3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)**

**4. TITLE OF PROJECT**

Fiscal Year 2012 JAG

**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: 10/01/2011 TO: 09/30/2015

**8. BUDGET PERIOD**

FROM: 10/01/2011 TO: 09/30/2015

**9. AMOUNT OF AWARD**

\$ 288,811

**10. DATE OF AWARD**

07/17/2012

**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).

This project will include activities that focus on prosecution, corrections, violence - violent crime, community policing, and gangs. NCA/NCF

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Program Narrative – GMS Application Number – 2012-HI-365-MN-DJ

<b>Amount awarded:</b>	<b>\$288,811</b>
<u>Distribution of Funds</u>	<u>Grant Award</u>
Ramsey County Sheriff	\$27,878
Ramsey County Corrections	\$27,878
Ramsey County Attorney	\$27,878
City of Maplewood	\$9,028
Saint Paul Police Department	\$196,149
<b>Total expenditures</b>	<b>\$288,811</b>

**Ramsey County Attorney’s Office**

The Ramsey County Attorney’s Office is the chief prosecuting agency for all of Ramsey County, including the cities of Maplewood, Roseville and Saint Paul. The mission of the Ramsey County Attorney’s Office is to serve the residents of Ramsey County by pursuing justice and public safety, protecting the vulnerable, delivering quality legal services and providing leadership to achieve positive outcomes for our community.

In 2006, the Ramsey County Attorney’s Office (RCAO) in cooperation with the Ramsey County Courts initiated ongoing interactions with law enforcement and criminal justice representatives to deal with the issues surrounding cases involving guns, gangs and violent criminals. 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.

**Priorities and Outcomes**

In order to meet the mission of pursuing justice and public safety, the RCAO hired an investigator to provide background information on defendants to be presented in order to assist the court in making bail decisions. The investigator works closely with federal, state and local law enforcement agencies to ensure full access to essential information to special gang prosecutors as well as all other adult and juvenile prosecutors. He also acts as a go-between with courts and agencies from other states to provide necessary and timely information to our prosecutors and our courts.

Additionally, the investigator executes the following duties:

- Manages and maintains the career criminal list (CCL) as directed by RCAO staff. The CCL is distributed monthly to RCAO, the law enforcement community.
- Interfaces with corrections officials as well as probation to determine the whereabouts of suspects or witnesses in cases involving guns, gangs or violent crime.
- Reviews criminal history on dangerous and repeat offenders as well as gang offenders with law enforcement to prepare the assistant county attorneys assigned to these cases.
- Occasionally assists charging attorneys at the law enforcement center to obtain and verify criminal histories prior to formal complaints.
- Acts as investigative conduit on firearms and gang cases for law enforcement, corrections and Ramsey County Attorney's Office.
- Uses MNCIS and the BCA's Statewide Supervision System to conduct criminal background checks on numerous juror candidates.

**Proposed Grant Expenditure - 0.4 FTE Investigator – Salary: \$27,878**

### **Ramsey County Sheriff's Office**

#### **2012 JAG Funding Request – Mobile Crime Scene Processing**

In January 2011, the Ramsey County Sheriff's Office (RCSO) established the goal of becoming a regional leader in public safety. Since that time, significant progress has been made. The work of a sheriff's office is prescribed by state statutes, but in Ramsey County, our core values guide how we carry out our duties. The six core values of the Ramsey County Sheriff's Office are: providing safety through community policing; restoring trust through fiscal responsibility; collaborating with local law enforcement; encouraging diversity to reflect the community; improving service through technology; and, connecting with youth to build for the future.

As a professional law enforcement agency that is a regional leader, the sheriff's office is expected to serve as a resource for public safety and community partners. Recently, the Ramsey County Chiefs of Police Association, which represents all police departments in the county, asked the RCSO to take a leadership role in building a county-wide capacity for mobile crime scene processing. The sheriff's office is uniquely positioned to lead this initiative due to our regional influence and partnerships. Establishing a mobile crime scene processing unit mirrors our goal and values.

The RCSO respectfully proposes to utilize a portion of the JAG allotment to provide funding to support the development of Ramsey County's first mobile crime scene processing unit. In partnership with the cities of Maplewood, Mounds View, New Brighton, North Saint Paul, Roseville, Saint Anthony, Spring Lake Park, and White Bear Lake, the mobile crime scene processing unit will serve as regional resource for all cities and law enforcement agencies in Ramsey County. It should be noted the RCSO provides contract police services to the cities ("contract cities") of Arden Hills, Gem Lake, Little Canada, North Oaks, Shoreview, and White Bear Township.

At present, there are two crime labs in Ramsey County. The Ramsey County Sheriff's Office operates a crime lab, which is staffed by one deputy sheriff. The sheriff's office crime lab provides limited services (drug testing, fingerprinting, etc.). The Saint Paul Police Department operates a mobile crime lab, which is used for crime scene processing. The remaining cities in the county do not have their own crime lab resources. The RCSO or Saint Paul (SPPD) crime labs may provide assistance to the remaining cities in the county upon their request.

Many times, due to limited staffing and resources, neither the current Ramsey County crime lab personnel nor the SPPD crime lab are able to respond to and process every crime scene. It should be noted the Minnesota Bureau of Criminal Apprehension (BCA) has a mobile crime lab, but typically will only respond to crime scenes involving a serious assault or death. The present structure of the delivery of crime scene processing services is a significant problem for Ramsey County and creates disparities in services. As a result, many cities are struggling to adequately recover and preserve evidence.

The RCSO in partnership with the police departments in the county, is working to establish a new mobile crime scene processing model for Ramsey County. Guided by best practices, this model is a joint and collaborative effort that will establish two types of crime scene processing services:

1. **Crime Scene Processing Squads ("Camera Cars").** Crime scene processing squads are existing fleet patrol cars with specially trained deputies/officers who have equipment and training for basic crime scene processing. In other jurisdictions, crime scene processing squads are commonly used to process scenes at residential and commercial burglaries, assist in the recovery and identification of stolen property, and assist in cases involving crimes against persons.
2. **Mobile Crime Scene Processing Unit.** For significant or major crime scenes in Ramsey County, a mobile crime scene processing unit would be called upon. A mobile crime scene processing unit is a specially equipped vehicle operated by deputies/officers with enhanced training for processing more involved crime scenes. These types of crime scenes have greater processing needs and requirements above the equipment of a crime scene processing squad.

By building Ramsey County's mobile crime scene processing capacity at a county-wide level, agencies across the county are able to support and assist each other in unprecedented ways. Crime scene processing squads can process crime scenes within their city, and, if needed, support neighboring cities. A mobile crime scene processing unit, comprised of both deputies and officers, will serve as a regional resource for processing the most serious crime scenes. Ramsey County communities, for the first time in history, will be able to allow upon to great resources for a number of highly specialized services. This proposed model will provide an improved response time to crime scenes and ensure the collection and processing of evidence at the highest standards possible.



The proposed portion of the JAG allotment would be used to:

1. Retrofit a mobile crime lab vehicle with the necessary equipment, workspaces, lighting, shelving, emergency lights, power supply, and technology.
2. Purchase eight crime lab kits for crime scene processing squads. Kits include a camera with a detachable flash, camera battery, fingerprint brushes, fingerprint dust, gloves, etc.

**Budget**

<b>Item</b>	<b>Units</b>	<b>Cost</b>	<b>Total</b>
Mobile crime lab equipment	1	\$11,878.00	\$11,878.00
Crime scene processing kits for squads	8	2,000.00	\$16,000.00
<b>Total</b>			<b>\$27,878.00</b>

**Ramsey County Community Corrections**

The Ramsey County Community Corrections Intake Unit (RCCIU) is the central receiving location for all offenders who are ordered to adult probation. The unit completes transfer investigations to other jurisdictions, both in-state and out-of-state; monitors offenders while transfer of supervision is pending; provides court coverage at probation violation hearings for other units; processes incoming transfer, pre-parole, and pre-sentence investigation requests for the Ramsey County Adult Services Division; processes new referrals for supervision from the Ramsey County District Court; conducts criminal history checks and risk assessments; and orients offenders to probation.

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.

Goals/Outcomes

One of the Ramsey County Community Corrections' goals for 2012-2013 is to reduce criminogenic risk factors by increasing swift, certain, and proportional responses to criminal behavior and misconduct. The funds received from the JAG grant will assist community corrections with this goal by improving the speed and accuracy of post-court case assignments and providing timely and accurate information to the court regarding in-custody probation violation matters. Both 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 Use of Funds – Salaries - \$27,878

**City of Saint Paul Minnesota Police Department**

The Saint Paul Police Department is a nearly 160-year-old professional law enforcement institution steeped in a tradition of excellence. We take particular pride in our community policing practices, for which we have earned the support of our community.

In 2011, we began to develop our department's three-year strategic plan. After many months of meetings and surveys to gather feedback and insight from internal and external sources, we have concluded the process and presented the plan in early 2012.

Like any guide, our plan is flexible and the department's leadership will modify and improve it based on the changing needs of our city. A summary of our strategic plan is below:

#### MISSION STATEMENT

The Saint Paul Police Department promotes safe and healthy neighborhoods through strong, professional partnerships with those we serve in our diverse community.

#### VISION STATEMENT

The Saint Paul Police Department strives to contribute to Saint Paul's vitality and prosperity by promoting safety and security with technical excellence, leadership and comprehensive professionalism. We seek to become an outstanding employer and partner engaged with our employees and the diverse communities that we serve. We are committed to quality training, high professional standards, accountability and achievement. We are focused on strengthening partnerships to address the causes and outcomes of crime in order to continue to be a strong asset to the city and a national leader among law enforcement agencies.

#### VALUES

Pride, Professionalism & Partnerships

#### GOALS

- Improve the safety and security of the capital city.
- Partner with our community to enhance Saint Paul's vitality and prosperity.
- Invest in our employees.
- Manage resources for maximum results.
- Strengthen a culture that values service and accountability.

With the JAG funds, we will be working specifically on our first goal -- Improve the safety and security of the capital city – strategies 1, 2, 3, and 6 (a full copy of our entire strategic plan is available upon request). Community members need to not only be safe in the areas where they live, work, visit and gather, they also need to feel safe. With this as our goal, we will work to ensure that we are serving our community through crime prevention and intervention while enforcing the laws to protect the capital city. Strategies and outcomes may include:

**Strategy #1: Build upon initiatives to target specific Part I crimes**

➤ Outcome: Decrease in the identified Part I crimes

**Strategy #2: Improve responses to quality-of-life and traffic safety issues**

➤ Outcome: Stronger, healthier and safer neighborhoods

**Strategy #3: Enhance intervention and prevention programs directed toward youth and their families**

➤ Outcome: Positive impact on youth crime and attendance at school

**Strategy #6: Focus efforts on reducing repeat problem property complaints**

➤ Outcome: Stronger neighborhoods where all citizens feel safe

We will incorporate best-practices into our projects including hot spot policing, “Operation Ceasefire” type projects for gun and gang intervention, community oriented activities to increase awareness and crime prevention, as well as others. Specific activities undertaken will include the following:

**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 \$129,965

#### **Update Technology:**

The department uses many types of best-practices technology to assist in crime prevention, intervention, and response. Examples include data analysis and mapping tools, CCTV, a records management system, and a license plate recognition system. As part of our department's strategic plan one of our five goals is to "Manage our Resources for Maximum Results." One of our strategies to achieve that goal involves employing effective technology. The intended outcome of that strategy is improved customer service through the efficient use of technology.

**Funding Objective:** We are proposing the purchase and implementation of an evidence and property tracking system to include bar coding. Currently, the department is using a paper report form along with Excel spreadsheets to accomplish this, and it is inefficient, unreliable, and very resource intensive. Property can be easily lost, misplaced, or disposed of improperly without a dependable means of tracking it.

Advancements in property and evidence management systems have produced quality systems that would allow us to better serve our customers. We would be able to track evidence from intake to disposal in a more effective and efficient manner. Property would be returned to the rightful owner more effectively and evidence would be track through the court process more accurately.

**Benefits and Impacts:**

Such a system would greatly reduce the time it takes to enter and track a piece of property through its life-cycle at the police department. It can also flag when an item can be disposed of, reducing the amount of property being stored. A bar coding system will greatly reduce the employee time spent monitoring the movement of an item as it comes and goes from the

Proposed use of funds – Equipment \$40,000

**Administrative Funds:** - also included in Budget Narrative Section Attachment 2

The Saint Paul Police Department will use between 9 and 10% of the JAG funds 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 x 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 x 4 years = \$6,448).

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 x 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 - \$26,184

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

### **City of Maplewood Minnesota Police Department**

#### **MISSION**

The Maplewood Police Department, in partnership with its citizens, will work to solve problems relating to crime and the fear of crime, with an emphasis on community needs.

#### *Anticipated Goal/Outcome*

To provide professional law enforcement technology while utilizing state of the art technology and practices.

Activity -- Utilizing the JAG funds will assist us in meeting our goal by allowing our officers to operate more effectively and efficiently. It will allow us to purchase the equipment necessary like license plate recognition or vehicle tracking equipment to meet our goal which is not normally included in our operating budget. It will also allow us to pay the annual subscription for our Lexipol Policy System which provides defendable, up- to-date policies coupled with a daily training system related to those policies.

Proposed use of funds – Contract Services - \$5000, Supplies - \$4028

# 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
St. Paul - Police Officer	Overtime at approximately \$45.65 x 2457 hours	\$112,184.00
Ramsey County Attorney's Office Investigator	Hourly salary \$32.96 .4 FTE	\$27,878.00
Ramsey County Correction's Intake Worker	Hourly salary \$37.07 .4 FTE	\$27,878.00
<b>SUB-TOTAL</b>		<b>\$167,940.00</b>

**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
St. Paul - Fringe Benefit for overtime on police officer	15.85 percent on \$112,184	\$17,781.00
<b>SUB-TOTAL</b>		<b>\$17,781.00</b>
<b>Total Personnel &amp; Fringe Benefits</b>		<b>\$185,721.00</b>



**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
<b>TOTAL</b>				<u>\$0.00</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
Mobile Crime Lab Vehicle		\$11,878.00
Evidence and Property Storage System		\$40,000.00
<b>TOTAL</b>		<u>\$51,878.00</u>

**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
Crime Scene Processing Kits	8 x 2000	\$16,000.00
License Plan Recognition Supplies	Various items	\$4,028.00
		<b>TOTAL \$20,028.00</b>

**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
N/A		
		<b>TOTAL \$0.00</b>

**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
Lexipol	Provides defensible and up-to-date policies	Annual Fee	\$5,000.00
<i>Subtotal</i>			<u>\$5,000.00</u>

**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>			<u>\$0.00</u>

**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
<i>Subtotal</i>	
<u>\$0.00</u>	
<b>TOTAL</b>	
<u>\$5,000.00</u>	

**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	Accounting Technician \$6288, Clerk Typist 4 \$5288, Research and Grants Manager \$13,448 over four years	\$26,184.00
<b>TOTAL</b>		<u>\$26,184.00</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		
<b>TOTAL</b>		<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.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	<u>\$167,940.00</u>
<b>B. Fringe Benefits</b>	<u>\$17,781.00</u>
<b>C. Travel</b>	<u>\$0.00</u>
<b>D. Equipment</b>	<u>\$51,878.00</u>
<b>E. Supplies</b>	<u>\$20,028.00</u>
<b>F. Construction</b>	<u>\$0.00</u>
<b>G. Consultants/Contracts</b>	<u>\$5,000.00</u>
<b>H. Other</b>	<u>\$26,184.00</u>
<b>Total Direct Costs</b>	<u>\$288,811.00</u>
<b>I. Indirect Costs</b>	<u>\$0.00</u>
<b>TOTAL PROJECT COSTS</b>	<u>\$288,811.00</u>
<b>Federal Request</b>	<u>\$288,811.00</u>
<b>Non-Federal Amount</b>	<u>\$0.00</u>

**2012 JAG Grant****Budget Narrative****A. Personnel**

Personnel costs will be split between two of the jurisdictions: The City of Saint Paul and Ramsey County.

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 \$27,878.

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 \$27,878.

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, neighborhood service areas/beat officers, park and recreation center details, vice and prostitution details, and also truancy/curfew details. The officers will be paid approximately (depends on years of service) \$45.65 per hour for the 2457 overtime hours and the total allocated is \$112,184.

**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 15.85% (PERA and Medicare). With \$112,184 in overtime the benefit total will be \$17,781 ( $\$112,184 * 15.85\%$ ).

**C. Travel**

None.

**D. Equipment**

The Ramsey County Sheriff's Office will retrofit a mobile crime lab vehicle with the necessary equipment to serve on a county-wide level. Anticipated cost \$11,878. The City of Saint Paul will purchase equipment to update our technology in the evidence and property storage area. Cost of the updated system \$40,000.

**E. Supplies**

The Ramsey County Sheriff's Office will be purchasing eight crime scene processing kits for squads for \$2000 each for a total of \$16,000. The Maplewood Police Department will purchase supplies to support their license plate recognition system. Cost \$4028.

**F. Construction**

None.

**G. Consultants / Contracts**

The Maplewood Police Department will use funds to pay a contract fee for continued defensible and up-to-date policies. Cost \$5000.

**H. Other Costs**

The Saint Paul Police Department will also use administrative funds from the grant to assist in the administration and oversight of the grant:

- 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 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 positions amount to  $\$6,288 + \$6,448 + \$13,448 = \$26,184$ .

**I. Indirect Costs**

None.



**Abstract**

2012-HI-365-MN-DJ

**Applicants Name:** City of Saint Paul Police Department

**Program Name:** JAG Recovery Act- City of Saint Paul, County of Ramsey, and City of Maplewood

**Goals:** This year's JAG funding is investing in individuals and strategies that have been proven to be effective. The goals are less violent crime through more comprehensive investigations, a more efficient corrections system, the use of more accurate and timely information to courts, providing faster and more complete information to prosecutors and courts, increasing crime scene processing, improved customer service by updating technology in processing of property and evidence, a reduction of criminogenic risk factors, improve the safety and security of the capital city, and manage resources for maximum results,

**Strategies:** Strategies include the development of a county-mobile crime scene processing unit, enforcement of crime hot spots, focusing on repeat offenders, targeting emerging and chronic crime problems in neighborhoods, and increasing opportunities for police-community relations through providing a safe place for families in local parks and neighborhoods.

**Top Five Project Identifiers**

Prosecution

Corrections

Violence – Violent Crime

Community Policing

Gangs

Review Narrative  
2012-HI-365-MN-DJ

On April 9, 2012, the announcement of application was published and an opportunity for comment outlined in the publication. The application and program narrative was submitted to our city council on April 12, 2012 for review.

**GMS APPLICATION NUMBER – 2012-HI-365-MN-DJ**

**THE STATE OF MINNESOTA**

**KNOW ALL BY THESE PRESENT**

**COUNTY OF RAMSEY**

**INTERLOCAL AGREEMENT  
BETWEEN THE CITY OF SAINT PAUL, MAPLEWOOD, AND  
THE COUNTY OF RAMSEY, MINNESOTA**

**2012 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD**

This Agreement is made and entered into this 9th day of April, 2012, by and between the CITY of SAINT PAUL and CITY OF MAPLEWOOD, acting by and through their governing bodies, their City Councils, hereinafter referred to respectively as Saint Paul and Maplewood and the COUNTY OF RAMSEY, acting by and through its governing body, the Commissioners of the County, hereinafter referred to as Ramsey, all of Ramsey County, State of Minnesota, witnesseth:

**WHEREAS**, this Agreement is made under the authority of the provision of Minnesota Statutes Section 471.59, the Joint Powers Act; and

**WHEREAS**, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

**WHEREAS**, each governing body finds that the performance of this Agreement is in the best interests of all parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this Agreement; and

**WHEREAS**, the City of Saint Paul agrees to provide the City of Maplewood \$9,028 and Ramsey County \$83,634 from the JAG award for the Collaborative JAG Program; and

**WHEREAS**, all parties believe it to be in their best interests to reallocate the JAG funds.

**NOW THEREFORE**, the City of Saint Paul, the City of Maplewood, and Ramsey County agree as follows:

**GMS APPLICATION NUMBER – 2012-HI-365-MN-DJ**

**Section 1.**

Saint Paul agrees to pay Maplewood and Ramsey a total of \$92,662 of JAG funds as outlined above.

**Section 2.**

Maplewood and Ramsey agrees to use \$92,662 for the Collaborative JAG Program until September 30, 2016.

**Section 3.**

Nothing in the performance of this Agreement shall impose any liability for claims against Maplewood and Ramsey other than claims for which liability may be imposed by the Minnesota Tort Claims Act.

**Section 4.**

Nothing in the performance of this Agreement shall impose any liability for claims against Saint Paul other than claims for which liability may be imposed by the Minnesota Tort Claims Act.

**Section 5.**

Each party to this Agreement will be responsible for its own actions in providing services under this Agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

**Section 6.**

The parties to this Agreement do not intend for any party not a signatory to the Agreement to obtain a right by virtue of this Agreement.

**Section 7.**


By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

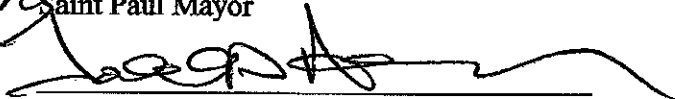
GMS APPLICATION NUMBER – 2012-HI-365-MN-DJ

CITY OF SAINT PAUL, RAMSEY COUNTY, MINNESOTA

APPROVED AS TO FORM:

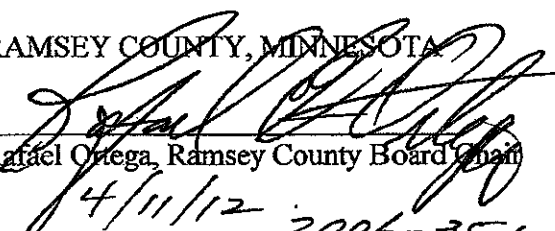
  
Assistant Saint Paul City Attorney

  
Saint Paul Mayor

  
Finance Director

GMS APPLICATION NUMBER – 2012-HI-365-MN-DJ

RAMSEY COUNTY, MINNESOTA

  
Rafael Ortega, Ramsey County Board Chair

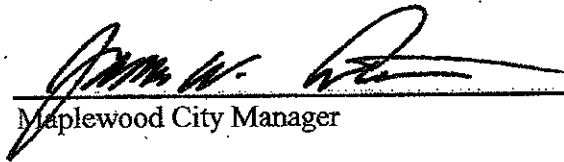
4/11/12 2006-351

APPROVED AS TO FORM:

  
Assistant Ramsey County Attorney

**GMS APPLICATION NUMBER – 2012-HI-365-MN-DJ**

**GMS APPLICATION NUMBER**  
City of Maplewood, Ramsey County, Minnesota



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Maplewood City Manager