

## RESOLUTION CITY OF SAINT PAUL, MINNESOTA

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

- 1 WHEREAS, the City of Saint Paul, Police Department was authorized to enter into the African Immigrant  
2 Muslim Community Outreach Program (AIMCOP) grant from the U.S. Recovery Grant Program and the  
3 US Department of Justice (council file #09-1231); and  
4  
5 WHEREAS, a 2011 financing and spending plan needs to be established for these funds; and  
6  
7 WHEREAS, the Mayor pursuant to Section 10.07.01 of the Charter of the City of Saint Paul, does certify  
8 that there are available for appropriation funds of \$537,934 of those estimated in the 2011 budget; and  
9  
10 WHEREAS, the Mayor recommends that the following addition be made to the 2011 budget:  
11

### 2400 (436) Police Grants - Accounting Unit 1034241 (34241)

Account(Object Code)		CURRENT BUDGET	CHANGES	AMENDED BUDGET
<b>Spending Changes</b>				
50045 (0141)	Officer Overtime		197,180	197,180
50470 (0439)	Fringe Benefits on Overtime	-	42,583	42,583
50900 (0287)	Space Use Charge		1,000	1,000
50995 (0219)	Other Professional Services	-	220,131	220,131
51220 (0251)	Transportation		1,450	1,450
51225 (0252)	Lodging		2,021	2,021
51230 (0252)	Meals		400	400
51875 (0357)	Athletic/Recreation, etc.		12,495	12,495
52100 (0545)	City Contr to Outside Agency/Govt		60,674	60,674
TOTAL:		0	537,934	537,934
<b>Financing Changes</b>				
40460 (3099)	Federal Direct Grant-DOJ	-	537,934	537,934
TOTAL:		0	537,934	537,934

- 12  
13 THEREFORE BE IT RESOLVED, that the Saint Paul City Council accepts this grant and approves the  
14 changes to the 2011 budget.

	Yeas	Nays	Absent
Bostrom			
Carter			
Harris			
Helgen			
Lantry			
Stark			
Thune			

Requested by Department of: \_\_\_\_\_

By: Phil Smith

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: \_\_\_\_\_

## City of Saint Paul Financial Analysis

File ID Number: [ ]

Budget Affected: Operating Budget Police Department Special Fund

Total Amount of Transaction 537,934

Funding Source: Grant

Charter Citation: 10.07.1

### Fiscal Analysis

The City of Saint Paul, Police Department was authorized to enter into the African Immigrant Muslim Community Outreach Program (AIMCOP) grant from the U.S. Recovery Grant Program and the US Department of Justice (council file #09-1231) and a 2011 financing and spending plan needs to be established for these funds.

### Detail Accounting Codes:

Company (Fund)	Accounting Unit (ACTIVITY)	Account (Object Code)	Description	CURRENT BUDGET	CHANGES	AMENDED BUDGET
<b>Spending Changes</b>						
2400 (436)	1034241 (34241)	50995 (0219)	Other Professional Services	-	220,131	220,131
2400 (436)	1034241 (34241)	52100 (0545)	City Contr to Outside Agency/Govt		60,674	60,674
2400 (436)	1034241 (34241)	51220 (0251)	Transportation		1,450	1,450
2400 (436)	1034241 (34241)	51225 (0252)	Lodging		2,021	2,021
2400 (436)	1034241 (34241)	51230 (0252)	Meals		400	400
2400 (436)	1034241 (34241)	51875 (0357)	Athletic/Recreation, etc,		12,495	12,495
2400 (436)	1034241 (34241)	50900 (0287)	Space Use Charge		1,000	1,000
2400 (436)	103241 (34241)	50045 (0141)	Officer Overtime		197,180	197,180
2400 (436)	103241 (34241)	50470 (0439)	Fringe Benefits on Overtime	-	42,583	42,583
TOTAL:				0	537,934	537,934
<b>Financing Changes</b>						
2400 (436)	103241 (34241)	40460 (3099)	Federal Direct Grants-DOJ	-	537,934	537,934
TOTAL:				0	537,934	537,934

**RESOLUTION**  
**CITY OF SAINT PAUL, MINNESOTA**

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Presented by Kathy Hart

WHEREAS, the City of Saint Paul, Police Department has been awarded the African Immigrant Muslim Community Outreach Program (AIMCOP) grant with the use of the US Recovery Act Edward Byrne Memorial Competitive Grant Program and wishes to enter into the grant agreement with the U.S. Department of Justice; and

WHEREAS, this grant provides for the funding to assist programs strategically targeted to address local law enforcement needs focusing on eight areas including (1) preventing and reducing violent crime through community based data-driven approaches, (2) providing funding for neighborhood-based probation and parole officers, (3) reducing mortgage fraud and crime related to vacant properties, (4) hiring of civilian support personnel in law enforcement, (5) enhancing forensic and crime scene investigations, (6) improving resources and services for victims of crime, (7) supporting problem-solving courts and (8) national training and technical assistance partnerships; and

WHEREAS, a 2009 financing and spending plan needs to be established for these funds; and

WHEREAS, the Mayor pursuant to Section 10.07.1 of the Charter of the City of Saint Paul, does certify that there are available for appropriation funds of \$138,371 in excess of those estimated in the 2009 budget; and

WHEREAS, the Mayor recommends that the following addition be made to the 2009 budget:

	Current Budget	Changes	Amended Budget
0436-Police Special Projects Fund			
FINANCING PLAN			
34241-AIMCOP Recovery Grant			
3099-Federal Grants	0	138,371	138,371
Total Changes to Financing	0	138,371	138,371
SPENDING PLAN			
34241-AIMCOP Recovery Grant			
0141-Overtime	0	30,000	30,000
0219-Fees - Other Professional Services	0	75,000	75,000
0251-Transportation	0	1,450	1,450
0252-Lodging, Meals	0	2,421	2,421
0439-Fringe Benefits	0	4,500	4,500
0545-Contributions Outside Agencies	0	25,000	25,000
Total Changes to Spending	0	138,371	138,371

THEREFORE BE IT RESOLVED, that council accepts this grant and authorizes the City of Saint Paul to enter into, and Chief John Harrington to implement the attached agreement with the U.S. Department of Justice; and.

THEREFORE BE IT RESOLVED, that the Saint Paul City Council approves these changes to the 2009 budget.

	Yeas	Nays	Absent
Bostrom	✓		
Carter	✓		
Harris	✓		
Heigen	✓		
Lantry	✓		
Stark	✓		
Thune	✓		
	7	0	0

Requested by Department of:

By:

Approved by the Office of Financial Services

By:

Approved by City Attorney

By:

Approved by Mayor for Submission to Council

By:



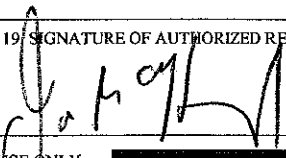
Adopted by Council: Date 11/04/09

Adoption Certified by Council Secretary

By:

Approved by Mayor: Date 11/13/09

By:

 Department of Justice Office of Justice Programs Bureau of Justice Assistance		Grant		PAGE 1 OF 9
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Saint Paul Police Department 367 Grove Street Saint Paul, MN 55101-2295		4. AWARD NUMBER: 2009-SC-B9-0067  5. PROJECT PERIOD: FROM 08/01/2009 TO 07/31/2011 BUDGET PERIOD: FROM 08/01/2009 TO 07/31/2011		
1A. GRANTEE IRS/VENDOR NO. 416005530		6. AWARD DATE 09/08/2009 8. SUPPLEMENT NUMBER 00	7. ACTION Initial	
3. PROJECT TITLE African Immigrant Muslim Community Outreach Program (AIMCOP)		9. PREVIOUS AWARD AMOUNT \$ 0 10. AMOUNT OF THIS AWARD \$ 670,679 11. TOTAL AWARD \$ 670,679		
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 FY09 Recovery Act (BJA - "Byrne Competitive") Pub. L. No. 111-5, 123 Stat. 115, 130				
15. METHOD OF PAYMENT PAPRS				
AGENCY APPROVAL		GRANTEE ACCEPTANCE		
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Laurie Robinson Acting Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL John Harrington Chief of Police		
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 		19A. DATE 9/16/09
20. ACCOUNTING CLASSIFICATION CODES		21. ISCUGT4751		
FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	SUB. POMS
9	B	SC	80	00 00
AMOUNT 670679				

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

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



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PROJECT NUMBER 2009-SC-B9-0067

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**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, Chapter 19.
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. **RECOVERY ACT – Conflict with Other Standard Terms and Conditions**  
The recipient understands and agrees that all other terms and conditions contained in this award, or in applicable OJP grant policy statements or guidance, apply unless they conflict or are superseded by the terms and conditions included here that specifically implement the American Recovery and Reinvestment Act of 2009, Public Law 111-5 (“ARRA” or “Recovery Act”) requirements. Recipients are responsible for contacting their grant managers for any needed clarifications.



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*SPECIAL CONDITIONS*

7. RECOVERY ACT – Access to Records; Interviews

The recipient understands and agrees that DOJ (including OJP and the Office of the Inspector General (OIG)), and its representatives, and the Government Accountability Office (GAO), shall have access to and the right to examine all records (including, but not limited to, books, papers, and documents) related to this Recovery Act award, including such records of any subrecipient, contractor, or subcontractor.

The recipient also understands and agrees that DOJ and the GAO are authorized to interview any officer or employee of the recipient (or of any subrecipient, contractor, or subcontractor) regarding transactions related to this Recovery Act award.

8. RECOVERY ACT – One-time funding

The recipient understands and agrees that awards under the Recovery Act will be one-time awards and accordingly that its proposed project activities and deliverables are to be accomplished without additional DOJ funding.

9. RECOVERY ACT – Separate Tracking and Reporting of Recovery Act Funds and Outcomes

The recipient agrees to track, account for, and report on all funds from this Recovery Act award (including specific outcomes and benefits attributable to Recovery Act funds) separately from all other funds, including DOJ award funds from non-Recovery Act awards awarded for the same or similar purposes or programs. (Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate.)

Accordingly, the accounting systems of the recipient and all subrecipients must ensure that funds from this Recovery Act award are not commingled with funds from any other source.

The recipient further agrees that all personnel (including subrecipient personnel) whose activities are to be charged to the award will maintain timesheets to document hours worked for activities related to this award and non-award-related activities.

10. RECOVERY ACT – Subawards – DUNS and CCR for Reporting

The recipient agrees to work with its first-tier subrecipients (if any) to ensure that, no later than the due date of the recipient's first quarterly report after a subaward is made, the subrecipient has a valid DUNS profile and has an active registration with the Central Contractor Registration (CCR) database.

11. RECOVERY ACT – Subawards – Monitoring

The recipient agrees to monitor subawards under this Recovery Act 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 Recovery Act funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.



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*SPECIAL CONDITIONS*

**12. RECOVERY ACT – Recovery Act Transactions Listed in Schedule of Expenditures of Federal Awards and Recipient Responsibilities for Informing Subrecipients**

(a) The recipient agrees to maintain records that identify adequately the source and application of Recovery Act funds, to maximize the transparency and accountability of funds authorized under the Recovery Act as required by the Act and in accordance with 2 CFR 215.21, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations" and OMB A-102 Common Rules provisions (relating to Grants and Cooperative Agreements with State and Local Governments).

(b) The recipient agrees to separately identify the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. This condition only applies if the recipient is covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." This shall be accomplished by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA, and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA-" in identifying the name of the Federal program on the SEFA and as the first characters in Item 9d of Part III on the SF-SAC.

(c) The recipient agrees to separately identify to each subrecipient the Federal award number, CFDA number, and amount of Recovery Act funds, and to document this identification both at the time of subaward and at the time of disbursement of funds. When a recipient awards Recovery Act funds for an existing program, the information furnished to subrecipients shall distinguish the subawards of incremental Recovery Act funds from regular subawards under the existing program.

(d) The recipient agrees to require its subrecipients to specifically identify Recovery Act funding on their SEFA information, similar to the requirements for the recipient SEFA described above. This information is needed to allow the recipient to properly monitor subrecipient expenditure of Recovery Act funds as well as facilitate oversight by the Federal awarding agencies, the DOJ OIG, and the GAO.

**13. RECOVERY ACT – Reporting and Registration Requirements under Section 1512 of the Recovery Act.**

(a) This award requires the recipient to complete projects or activities which are funded under the Recovery Act and to report on use of Recovery Act funds provided through this award. Information from these reports will be made available to the public.

(b) The reports are due no later than ten calendar days after each calendar quarter in which the recipient receives the assistance award funded in whole or in part by the Recovery Act.

(c) Recipients and their first-tier recipients must maintain current registrations in the Central Contractor Registration ([www.ccr.gov](http://www.ccr.gov)) at all times during which they have active federal awards funded with Recovery Act funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number ([www.dnb.com](http://www.dnb.com)) is one of the requirements for registration in the Central Contractor Registration.

(d) The recipient shall report the information described in section 1512(c) of the Recovery Act using the reporting instructions and data elements that will be provided online at [www.FederalReporting.gov](http://www.FederalReporting.gov) and ensure that any information that is pre-filled is corrected or updated as needed.

(e) The recipient shall notify the OJP program manager of submission of its section 1512(c) report at the time the report is submitted per (d) above. Notification to OJP may be either by submission of a copy of the section 1512(c) data report, or (if not practicable) by electronic notification to the OJP program manager confirming submission of the report. Failure to provide the required notification to OJP will be deemed a failure to report under section 1512(c).



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*SPECIAL CONDITIONS*

14. RECOVERY ACT – Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

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 Recovery Act 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 Recovery Act 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).

15. RECOVERY ACT – Protecting State and Local Government and Contractor Whistleblowers (Recovery Act, section 1553)

The recipient recognizes that the Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross mismanagement, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to section 1553 of the Recovery Act. The text of Recovery Act is available at [www.ojp.usdoj.gov/recovery](http://www.ojp.usdoj.gov/recovery).

16. RECOVERY ACT – Limit on Funds (Recovery Act, section 1604)

The recipient agrees that none of the funds under this award may be used by any State or local government, or any private entity, for construction costs or any other support of any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

17. RECOVERY ACT – Infrastructure Investment (Recovery Act, sections 1511 and 1602)

The recipient agrees that it may not use any funds made available under this Recovery Act award for infrastructure investment absent submission of a satisfactory certification under section 1511 of the Recovery Act. Should the recipient decide to use funds for infrastructure investment subsequent to award, the recipient must submit appropriate certifications under section 1511 of the Recovery Act and receive prior approval from OJP. In seeking such approval, the recipient shall give preference to activities that can be started and completed expeditiously, and shall use award funds in a manner that maximizes job creation and economic benefits. The text of the Recovery Act (including sections 1511 and 1602) is available at [www.ojp.usdoj.gov/recovery](http://www.ojp.usdoj.gov/recovery).





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**SPECIAL CONDITIONS**

**18. RECOVERY ACT – Buy American Notification (Recovery Act, section 1605)**

The recipient understands that this award is subject to the provisions of section 1605 of the Recovery Act (“Buy American”). No award funds may be used for iron, steel, or manufactured goods for a project for the construction, alteration, maintenance, or repair of a public building or public work, unless the recipient provides advance written notification to the OJP program office, and a Grant Adjustment Notice is issued that modifies this special condition to add government-wide standard conditions (anticipated to be published in subpart B of 2 C.F.R. part 176) that further implement the specific requirements or exceptions of section 1605.

Section 1605 of the Recovery Act prohibits use of any Recovery Act funds for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States, subject to certain exceptions, including United States obligations under international agreements.

For purposes of this special condition, the following definitions apply:

“Public building” and “public work” means a public building of, and a public work of, a governmental entity (the United States; the District of Columbia; commonwealths, territories, and minor outlying islands of the United States; State and local governments; and multi-State, regional, or interstate entities which have governmental functions). These buildings and works may include, without limitation, bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, pumping stations, heavy generators, railways, airports, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, and canals, and the construction, alteration, maintenance, or repair of such buildings and works.

“Manufactured good” means a good brought to the construction site for incorporation into the building or work that has been--

- (1) Processed into a specific form and shape; or
- (2) Combined with other raw material to create a material that has different properties than the properties of the individual raw materials.

“Steel” means an alloy that includes at least 50 percent iron, between .02 and 2 percent carbon, and may include other elements.

For purposes of OJP grants, projects involving construction, alteration, maintenance, or repair of jails, detention facilities, prisons, public crime victims’ shelters, police facilities, or other similar projects will likely trigger this provision.

NOTE: The recipient is encouraged to contact the OJP program manager -- in advance -- with any questions concerning this condition, including its applicability to particular circumstances.



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*SPECIAL CONDITIONS*

19. **RECOVERY ACT – Wage Rate Requirements under Section 1606 of the Recovery Act**  
(a) Section 1606 of the Recovery Act requires that all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the Recovery Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code.
- Pursuant to Reorganization Plan No. 14 and the Copeland Act, 40 U.S.C. 3145, the Department of Labor has issued regulations at 29 CFR Parts 1, 3, and 5 to implement the Davis-Bacon and related Acts. Regulations in 29 CFR 5.5 instruct agencies concerning application of the standard Davis-Bacon contract clauses set forth in that section. The standard Davis-Bacon contract clauses found in 29 CFR 5.5(a) are to be incorporated in any covered contracts made under this award that are in excess of \$2,000 for construction, alteration or repair (including painting and decorating).
- (b) For additional guidance on the wage rate requirements of section 1606, contact your awarding agency. Recipients of grants, cooperative agreements and loans should direct their initial inquiries concerning the application of Davis-Bacon requirements to a particular federally assisted project to the Federal agency funding the project. The Secretary of Labor retains final coverage authority under Reorganization Plan Number 14.
20. **RECOVERY ACT – Misuse of award funds**  
The recipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.
21. **RECOVERY ACT – Additional Requirements and Guidance**  
The recipient agrees to comply with any modifications or additional requirements that may be imposed by law and future OJP (including government-wide) guidance and clarifications of Recovery Act requirements.
22. **RECOVERY ACT - Quarterly Financial Reports**  
The recipient agrees to submit quarterly financial status reports to OJP. At present, these reports are to be submitted on-line (at <https://grants.ojp.usdoj.gov>) using Standard Form SF 269A, not later than 45 days after the end of each calendar quarter. The recipient understands that after October 15, 2009, OJP will discontinue its use of the SF 269A, and will require award recipients to submit quarterly financial status reports within 30 days after the end of each calendar quarter, using the government-wide Standard Form 425 Federal Financial Report form (available for viewing at [www.whitehouse.gov/omb/grants/standard\\_forms/ffr.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ffr.pdf)). Beginning with the report for the fourth calendar quarter of 2009 (and continuing thereafter), the recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form, not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the grant period.



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*SPECIAL CONDITIONS*

23. **RECOVERY ACT – Provisions of Section 1512(c)**  
The recipient understands that section 1512(c) of the Recovery Act provides as follows:
- Recipient Reports- Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains--
- (1) the total amount of recovery funds received from that agency;
  - (2) the amount of recovery funds received that were expended or obligated to projects or activities; and
  - (3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including--
    - (A) the name of the project or activity;
    - (B) a description of the project or activity;
    - (C) an evaluation of the completion status of the project or activity;
    - (D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and
    - (E) for infrastructure investments made by state and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.
  - (4) Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.
24. **RECOVERY ACT – Inapplicability of General Non-supplanting Requirement to this Award**  
The recipient understands that, for purposes of this award, the general non-supplanting requirement of the OJP Financial Guide (Part II, Chapter 3) does not apply.
25. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
26. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OJP Financial Guide.
27. Approval of this award does not indicate approval of any consultant rate in excess of \$450 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
28. The recipient agrees, if the funds are used for the hiring and employing of new, additional law enforcement officers and support personnel, that the units of local government will establish procedures to give members of the Armed Forces who, on or after October 1, 1990, were or are selected for involuntary separation (as described in Section 1141 of Title 10, United States Code), approved for separation under Section 1174a or 1175 of such title, or retired pursuant to the authority provided under Section 4403 of the Defense Conversion, Reinvestment, and Transition Assistance Act of 1992 (division D of Pub. L. No. 102-484; 10 U.S.C. 1923 note), a suitable preference in the employment of persons as additional law enforcement officers or support personnel.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

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

PAGE 9 OF 9

PROJECT NUMBER 2009-SC-B9-0067

AWARD DATE 09/08/2009

*SPECIAL CONDITIONS*

29. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2009-SC-B9-0067 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the SMART Office, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United States Department of Justice." The current edition of the OJP Financial Guide provides guidance on allowable printing and publication activities.
30. To promote information exchange and coordinate technical assistance, the Bureau of Justice Assistance requires grant recipients to obtain written approval from the BJA State Policy Advisor prior to using Federal grant funds to travel to non-OJP conferences and trainings.
31. The recipient agrees to participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request.
32. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
33. No portion of these federal grant funds shall be used towards any part of the annual cash compensation of any employee of the grantee whose total annual cash compensation exceeds 110% of the maximum salary payable to a member of the Federal government's Senior Executive Service at an agency with a Certified SES Performance Appraisal System for that year.

This prohibition may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP.

34. **RECOVERY ACT - Active CCR Registration**  
The recipient agrees expeditiously to obtain active registration with the Central Contractor Registration (CCR) database, and to notify the program office in writing of its registration. Following satisfaction of this requirement, a Grant Adjustment Notice will be issued to remove this special condition.



Department of Justice  
Office of Justice Programs  
*Bureau of Justice Assistance*

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Maria Berry, NEPA Coordinator

**Subject:** Categorical Exclusion for City of Saint Paul Police Department

The Recovery Act Edward Byrne Memorial Competitive Grant Program, administered by BJA, helps communities improve the capacity of state and local justice systems and provides for national support efforts including training and technical assistance programs strategically targeted to address local needs.

None of the following activities will be conducted either under the OJP federal action or a related third party action:

- (1) new construction;
- (2) any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property , (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species;
- (3) a renovation that will change the basic prior use of a facility or significantly change its size;
- (4) research and technology whose anticipated and future application could be expected to have an effect on the environment; and
- (5) implementation of a program involving the use of chemicals.

Consequently, an agency-wide analysis has determined that the program meets the Office of Justice Programs' (OJP) criteria for a categorical exclusion under the provisions of 28 CFR, Part 61, Appendix D, paragraph 4(b).



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

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

**Grant**

PROJECT NUMBER

2009-SC-B9-0067

PAGE 1 OF 1

This project is supported under FY09 Recovery Act (BJA – "Byrne Competitive") Pub. L. No. 111-5, 123 Stat. 115, 130

**1. STAFF CONTACT (Name & telephone number)**

Cynthia Simons  
(202) 305-1020

**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**

BJA FY 09 Recovery Act Edward Byrne Memorial Competitive Grant Program: Comprehensive Data Driven Approaches to Preventing and Reducing Violent Crime

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

**4. TITLE OF PROJECT**

African Immigrant Muslim Community Outreach Program (AIMCOP)

**5. NAME & ADDRESS OF GRANTEE**

City of Saint Paul Police Department  
367 Grove Street  
Saint Paul, MN 55101-2295

**6. NAME & ADDRESS OF SUBGRANTEE**

**7. PROGRAM PERIOD**

FROM: 08/01/2009 TO: 07/31/2011

**8. BUDGET PERIOD**

FROM: 08/01/2009 TO: 07/31/2011

**9. AMOUNT OF AWARD**

\$ 670,679

**10. DATE OF AWARD**

09/08/2009

**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 Recovery Act Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program) will help communities improve the capacity of state and local justice systems and provide for national support efforts including training and technical assistance programs strategically targeted to address local needs. This competitive grant announcement focuses on initiatives in eight areas: 1) preventing and reducing violent crime through community-based data-driven approaches; 2) providing funding for neighborhood-based probation and parole officers; 3) reducing mortgage fraud and crime related to vacant properties; 4) hiring of civilian support personnel in law enforcement (training staff, analysts, dispatchers, etc.); 5) enhancing forensic and crime scene investigations; 6) improving resources and services for victims of crime; 7) supporting problem-solving courts; and 8) national training and technical assistance partnerships.

Under category 1, City of Saint Paul Police Department (SPPD) will use the FY 2009 Recovery Act Byrne Competitive funds for the African Immigrant Muslim Coordinated Outreach Program (AIMCOP). The AIMCOP will engage in several strategies designed to prevent radicalization, reduce violent crime, and increase

crime prevention. The funds will be used to meet the following goals: (1) establish targeted outreach to the Muslim/Somali community to gain its trust; (2) expansion of the Police Athletic League program within St. Paul to serve youth age 8-14; (3) administer tailored programming to include mentoring, basic skills, and life skills programs for ages 8-22; (4) hire an advocate who will offer crime prevention activities to the community and victims; and, (5) identify and intervene with individuals at risk of radicalization, gang involvement, and violent crime.

C/NCF



Department of Justice  
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 8, 2009

Chief John Harrington  
City of Saint Paul Police Department  
367 Grove Street  
Saint Paul, MN 55101-2295

Dear Chief Harrington:

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 09 Recovery Act Edward Byrne Memorial Competitive Grant Program: Comprehensive Community-Based Approaches to Preventing and Reducing Violent Crime in the amount of \$670,679 for City of Saint Paul Police Department.

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, Cynthia Simons, Program Manager at (202) 305-1020; 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 black ink, appearing to read "L. Robinson", is written over a horizontal line.

Laurie Robinson  
Acting Assistant Attorney General

Enclosures





**Department of Justice**  
**Office of Justice Programs**  
**Office for Civil Rights**

*Washington, D.C. 20531*

September 8, 2009

Chief John Harrington  
City of Saint Paul Police Department  
367 Grove Street  
Saint Paul, MN 55101-2295

Dear Chief Harrington:

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 (EEO), 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 EEO 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 EEO 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 EEO and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEO, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEO 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 EEO, but it does not have to submit the EEO to OCR for review. Instead, your organization has to maintain the EEO 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 EEO 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

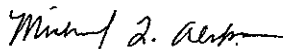
In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR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

# 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 for prevention/intervention activities	(6720) x (\$31.02 per hour)	\$208,454.00
St. Paul Police Sergeant - overtime for prevention/intervention activities	(964 hours) x (\$35.61 per hour)	\$34,328.00
Somali Advocates (2)	\$35,360.00 per year 1x2/ \$36,421 per year 2x2 (100%)	\$143,562.00
YWCA Youth Worker	(\$35,310 per year) x (2 years) x (100%)	\$70,620.00
.5 Program Manager	(\$45,000 year) x (2 years) x (100%) remainder in kind from RCAO	\$90,000.00
		<b>SUB-TOTAL \$546,964.00</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 Police Officer - fringe on overtime	(19.884% of hourly wage-Benefits Pension \$607/1/14.85% + FICA \$10/1.23/Workman's Comp \$16584%)	\$41,449.00
St Paul Police Sergeant - fringe on overtime	(19.884% of hourly wage). (Benefits include: FICA 14.84% + Workman's Comp 4%)	\$6,826.00
2 Somali Advocates	Medical, dental, life and disability insurance (26,843) FICA (10,660) WC 2%(2876) over two years	\$42,179.00
YWCA Youth Worker	Medical, dental, life and disability insurance (19,960) FICA (7430) WC 2%(2000) over two years	\$29,390.00
		<b>SUB-TOTAL \$119,844.00</b>
		<b>Total Personnel &amp; Fringe Benefits \$666,808.00</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
DOJ Grant	Washington, DC	Airfare	2 x 400	\$800.00
DOJ Grant	Washington, DC	Ground Transport	2 x 25	\$50.00
DOJ Grant	Washington, DC	Hotel	2 x 2 days x 243	\$972.00
DOJ Grant	Washington, DC	Meals	\$76.55 x 2 x 2	\$306.00
DOJ Grant	Chicago, IL	Airfare	2 x \$300	\$600.00
DOJ Grant	Chicago, IL	Hotel	2 x 2 days x 217.50	\$870.00
DOJ Grant	Chicago, IL	Meals	\$68.35 x 2 x 2	\$273.00
<b>TOTAL</b>				<b>\$3,871.00</b>

**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
Equipment entry 1, one line per entry		
<b>TOTAL</b>		<b>\$0.00</b>

**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
Supply item 1, one line per entry		
		<b>TOTAL \$0.00</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
four lines per entry, use boxes below or an additional page for more space if required		
		<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
Supply item 1, one line per entry	maximum of three lines		
			Subtotal \$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
Consultant expense entry 1, one line per entry	maximum of three lines		
			Subtotal \$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
maximum of four lines, additional information should be attached on a separate sheet(s)	

**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
four lines per entry, use boxes below or an additional page for more space if required		
		<b>TOTAL \$0.00</b>

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

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

**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>\$546,964.00</u>
<b>B. Fringe Benefits</b>	<u>\$119,844.00</u>
<b>C. Travel</b>	<u>\$3,871.00</u>
<b>D. Equipment</b>	<u>\$0.00</u>
<b>E. Supplies</b>	<u>\$0.00</u>
<b>F. Construction</b>	<u>\$0.00</u>
<b>G. Consultants/Contracts</b>	<u>\$0.00</u>
<b>H. Other</b>	<u>\$0.00</u>
<b>Total Direct Costs</b>	<u>\$670,679.00</u>
<b>I. Indirect Costs</b>	<u>\$0.00</u>
<b>TOTAL PROJECT COSTS</b>	<u>\$670,679.00</u>

**Federal Request** \_\_\_\_\_

**Non-Federal Amount** \_\_\_\_\_



## **Program Abstract (Attachment I)**

### **City of Saint Paul Police Department**

#### **African Immigrant Muslim Coordinated Outreach Program (AIMCOP)**

**\$670,679**

#### **Category I: Comprehensive Community-Based Data-Driven Approaches to Preventing and Reducing Violent Crime**

This project will meet the goals of the Recovery Act by hiring and sustainment of four personnel who are necessary to perform the activities of the project. The collaborative will engage in several activities to meet the additional goals of preventing radicalization, reducing violent crime, and increasing crime prevention efforts. The goals of the project will be met by performing the following activities: a targeted outreach to the M/S community to gain trust, expansion of the PAL program within the city to serve the youth ages 8-14, utilizing the YWCA to perform mentoring, basic skills, and life skills programs for ages 8-22, crime prevention activities for the community and victims by an advocate, and finally, identification and intervention of individuals at risk of radicalization, gang involvement, and violent crime. Objectives and performance measures: *Number of Jobs retained: --0-- Number of Jobs Created: - 4 -* Hiring of a project manager, a youth worker, and two M/S advocates. Promoting economic recovery: -- *Percent increase of essential services – community outreach - 450%, two Somali advocates (200%), services through the YWCA (100%), project management services (100%), (50%) increase in PAL to community.* Hiring can occur within one month of award.

**Program Narrative (Attachment II)**  
**Category I: Comprehensive Community-Based Data-Driven Approaches to Preventing  
and Reducing Violent Crime**

African Immigrant Muslim Coordinated Outreach Program (AIMCOP)

**Statement of the Problem**

The Twin Cities of St. Paul and Minneapolis in Minnesota have the largest Muslim/Somali (M/S) community in the nation. This community is experiencing multiple issues of violent crime, gang activity, illegal drug use, and the radicalization of youth in the City of St. Paul. The majority of the M/S immigrants reside in public and section eight housing. There are 15,000 people living in the five public housing sites in addition to the two section eight sites. The average family size is one head of household / three-four children. The mean income per family's living in public housing is \$10,000 a year. In the public housing grids, the crime rate is 81.2 percent higher than the city-wide average. There are approximately 2,350 juvenile runaways per year in St. Paul. Runaways have historically resulted in an increased likelihood of criminal activity. An increase of 109 percent occurred from 2006 to 2008 in the number of juveniles listed in police reports related to gang activity. Juvenile violent crime has risen 29.7 percent in two years with juvenile robbery arrests up 60 percent from 2006 to 2008. The effects of these crimes have resulted in a decreased quality of life for the community, the breeding of additional crime, and decreased livability in our communities. In our city sister of Minneapolis, five Somali youth were murdered within a 12 month timeframe in 2007-2008. Of particular concern is the demonstrated radicalization of 20 youth from our area who have left for Somali to fight for the terrorist organization al Shabaab. The City of St. Paul is well positioned to address these significant issues as a result of our previous outreach with the M/S community. The activities we

propose in this grant can start within one-month and include hiring a Somali speaking community-service worker, a youth worker, a Somali speaking advocate, a project manager, and increase activities that support youth mentoring.

This project will meet the goals of the Recovery Act by hiring and sustainment of the above individuals who are necessary to perform the activities of the project. In addition, our project will meet the stated purposes of the Recovery Act to promote economic recovery and to assist those most impacted by the recession. The city has received a \$29.5 million cut in local government aid from the State of Minnesota. The police department's share of this reduction is \$10.7 million, a cutback off 50 officers, and without funding provided through the Recovery Act, we will not be able to attack this substantial and growing problem in our city.

### **Program Design and Implementation**

This project will be implemented with a community-based best-practice collaborative including the FBI, the U.S. Attorney's Office (USAO), Ramsey County Sheriff Office (RCSO), the Muslim American Society (MAS), St. Paul Intervention Project (SPIP), the newly formed Somali Community Council (SCC), the St. Paul YWCA, and the St. Paul Police Department (SPPD). The collaborative will engage in several activities to meet the goals of preventing radicalization, reducing violent crime, and increasing crime prevention efforts. Best practices on building the capacity of communities and community outreach will be used as outlined in the article by Acosta and Chavis, "Build the Capacity of Communities to Address Crime," that states in part, ". . . it is essential to build the capacity of communities to reduce crime by engaging the citizens affected by crime" (*Criminology and Public Policy* (Nov 2007)). In addition the article, "Build a Criminal Justice Policy for Terrorism" by Lafree and Hendrickson in the same journal, supports our method of addressing terrorism utilizing the criminal justice system. Specifically,

the article states, “. . . criminal justice approaches have contributed a great deal to the identification, capture, and incapacitation of those using terrorist methods.” Additionally, lessons-learned from “Building Strong Police-Immigrant Community Relations: Lessons from a New York City Project and Law Enforcement & Arab American Community Relations After September 11, 2001, Engagement in a Time of Uncertainty,” from the Vera Institute of Justice (2006) are incorporated into the project. Specifically, the report states, “Toward local police agencies, Arab Americans reported a fair amount of goodwill, even in jurisdictions where the two had little interaction. Where departments invested resources to cultivate this goodwill, the evidence points to dividends in the form of reduced tension . . . Finally, our research found that community members and law enforcement respondents alike wanted improved relations. Given the popularity of community policing principles in recent times, however, surprisingly few jurisdictions were active in this regard. Where such measures had been adopted, we found meaningful partnerships that, consistent with community-oriented policing philosophy, suggested better success at addressing concerns about local and national security alike.”

The goals of the project will be met by performing the following activities: a targeted outreach to the M/S community to gain trust, expansion of the PAL program within the city to serve the youth ages 8-14, utilizing the YWCA to perform mentoring, basic skills, and life skills programs for ages 8-22, crime prevention activities for the community and victims by an advocate, and finally, identification and intervention of individuals at risk of radicalization, gang involvement, and violent crime. Objectives and performance measures: *Number of Jobs retained: --0-- Number of Jobs Created: - 4 -* Hiring of a project manager, a youth worker, and two M/S advocates. Promoting economic recovery: -- *Percent increase of essential services –* community outreach - 450%, two Somali advocates (200%), services through the YWCA

(100%), project management services (100%), (50%) increase in PAL to community. Hiring can occur within one month of award.

The SPPD and the RCSO, coordinated by the project manager and in partnership with the FBI and US Attorney's Office, will identify a group of officers/agents who will be trained in M/S culture by the MAS advocate and will form a prevention and enforcement team that will first seek to gain the trust of the Somali immigrants. While in the prevention period of the grant, this team, along with the two Somali speaking advocates (from MAS and SPIP), will attend community meetings in the targeted areas and refer youth to the PAL and YWCA programs. The SCC will serve as the core conduit into the community. During this period, the team will also identify radicalized individuals, gang members, and violent offenders who refuse to cooperate with our efforts. Using established criteria that will stand up to public and legal scrutiny, the team will establish a list that identifies radicalized youth, gang members, and violent offenders. The project manager will coordinate with team members and will require members to submit a contact report. The project manager will be responsible for maintaining the database and sharing the information with the partners. The effort of identifying the targets will increase law enforcement's ability to maintain up-to-date intelligence on these offenders, alert team members to persons who are deserving of additional investigative efforts and will serve as an enhanced intelligence system to alert team members to the fact that they are interacting with an individual who poses a greater risk to personal and public safety.

Objectives and performance measures: Promoting economic recovery – *Number of collaborative partnerships established to avoid reductions in essential services and duplication* – 1 – see above for collaborative partners. *To facilitate justice information sharing, collaboration, and problem solving* – this will be a new data base and, therefore, there is a 100 percent increase

in the measures below: 100% increase in database inquiries, 100% increase in the number of submissions to a database, 100% increase of tips/leads referred to other agencies that result in an arrest or conviction.

This intensive prevention period will last for six months and once completed, the officers will move to the enforcement mode using the information they have gained from the prevention period as well as the automated intelligence and reporting systems already in place. The team will identify “hot spots” for criminal activity. These activities in the grant will involve a show of force, intent, and purpose by means of highly visible and intense enforcement action based on “zero tolerance” for violations of all city, state, and federal laws. This initial enforcement will last until the hot spot criminal activity ceases while the mentoring activities continue in the community. Throughout the project, situational assessments will be made to determine whether the team will continue enforcement or return to prevention depending on outcome. The mentoring components of the project will continue during the enforcement phase(s) of the project. Objectives and performance measures: To enhance or implement initiatives to reduce the incidence of violent crime or improve services to victims – *Total number of initiatives planned with Byrne funding – 4* – Prevention including outreach, PAL program, YWCA services, and enforcement. *Total number of individuals provided programming* – community member outreach – 500 – participation in PAL – 200 – YWCA 60 youth.

This grant improves the function of the criminal justice system, first, by forming partnerships between local and federal agencies in an area never before addressed. Second, this project has a broader implication to the criminal justice system in the terrorism area if we are able to prevent the radicalization from occurring.

A final activity of this grant will be for the project manager to prepare a best practices/lessons-learned guide that details the successes and failures of the initiative.

**Capabilities/competencies:**

St. Paul has a long involvement in community policing centered on strong neighborhood identification by both the citizens and the police officers. In the last five years, the department has cultivated working relationships with all groups in the community including the most recent set of M/S immigrants. We have also established a PAL (Police Athletic League) program, a G.R.E.A.T. (Gang Resistance Education and Training) program, expanded the A Community Outreach Program (ACOP) in public housing, and established the God Squad to work with youth in the community. This department also established a gang unit in 2005 with a holistic approach designed to prevent, intervene, and suppress gangs. The total budget for the department in 2008 is \$73,574,442. The department manages grants of approximately three million dollars on an annual basis.

If awarded, the following SPPD, (RCSO), (MAS), YWCA, and (SPIP) personnel will be assigned: With 25 years of experience, retired St. Paul Assistant Chief of Police Dennis Jensen will lead the outreach efforts as the project manager. He has spent the last two years as the Homeland Security Director for the Ramsey County Sheriff's Office. Mr. Jensen holds a Master of Arts in National Security Studies from the United States Naval Postgraduate School and attended the FBI National Academy. Sgt. Ray Jefferson, as unit head of the department's efforts in public housing, will lead the efforts with youth outreach. Asad Zaman is the Vice-President of MAS of Minnesota and will direct the community outreach efforts by MAS. Shelley Johnson-Cline is the Executive Director of the SPIP, which focused on reducing domestic violence for the

past twenty years. Christina McCoy, Director of Youth Development, will provide oversight and coordination of YWCA-related activities and services. Ms. McCoy brings over a decade of experience working with high-risk youth and their families. The St. Paul Police Research, Grants, and Finance Director, Amy Brown, has a Master's Degree in Management and has attended Northwestern University Center for Public Safety Police Staff and Command School and will manage the financial and other reporting aspects of this grant. All expenditures related to this grant will be funneled first through the finance and grants manager and then to the accountant at the police department. No outside agencies are involved in the financial aspects of this grant. All grants are managed within the city's finance system and each grant is assigned a separate activity for tracking and drawdown purposes. All expenditures are also tracked on a separate spreadsheet.

**Impact/Outcomes, Evaluations, Sustainment, and Description of the Applicant's Plan for the Collection of the Data Required for Performance Measures**

The department understands and agrees to participate in an evaluation of the program to be managed by NIJ. As a result of its design, this project will enhance communication, develop and solidify partnerships, create unique opportunities that will tend to enhance knowledge, skills and abilities, fuel creative and dynamic enforcement strategies among and between multi-jurisdictional law enforcement agencies, federal partners, and community programs.

The department expects this grant to: expand community policing, increase public safety in St. Paul neighborhoods with high concentrations of immigrant M/S families; improve perceptions of law enforcement within the immigrant M/S communities; reduce crime in target areas. Perhaps the most important impact is increased homeland security as the trust relationship grows and the community works with law enforcement to prevent radicalization.



Applicants for this grant program recognize what gets measured gets done. The ultimate goal of this program is to reduce the number of violent crimes in the target areas and ensure no further radicalization of the youth from St. Paul. For all performance measures, program data will be collected automatically by means of existing SPPD CAD, RMS and arrest reports, daily activity summaries, and an analysis of data collected from the project manager. Success will be measured by comparing a compilation of incidents in the target areas for the program year to previously documented incident totals. An analysis of crime statistics for violent crime as well as quality of life crime will be conducted at the end of the project for comparison to totals for prior years. A decrease in crime totals will indicate success. There will be a decrease of 50 % the number of juveniles listed in police reports related to gang activity compared to the prior year before grant implementation.

The City of St. Paul will realize the effects of a successful project via at least a 30% reduction in crime associated in the target areas. No M/S youth will be reported to have left St. Paul to join al Shabaab. Success will also be measured by 260 + youth who are mentored at the YWCA or join our PAL program. In addition to the quarterly reporting, which will be completed by the research manager once all aspects are completed, there will be a best-practice guide.

The department will sustain this program after the grant period expires and the methods have been proven successful by requesting additional funds during our regular budget process.

## **BUDGET NARRATIVE – Attachment 3**

### **A. Personnel**

To ensure the greatest probability of success, this program requires the use of seven core team officers and supervisory sergeants who possess a wide variety of skills and expertise. Strong project management is also necessary to ensure success. A project of this magnitude and intensity requires that personnel assigned be flexible with regard to duty assignments and work hours. Enforcement activities are expected to occur during periods of time outside officer normal work hours and beyond the normal 8 hour day. As such, the SPPD is asking for additional funding to cover overtime expenses. Our own experiences supported by best-practices from the Vera Institute, teach each us that the single most effective success factor to combating violent crime and gang related violence is the time commitment to both prevention as well as directed enforcement operations. This includes in-depth community engagement.

A minimum of seven officers and one sergeant from the SPPD will be assigned to this project. A full-time project manager will be hired and assigned with one-half of the salary payment as in-kind from the Ramsey County Sheriff's Office. The remaining half is \$45,000 x 2 years or \$90,000. The project manager is responsible for all activities related to community outreach, maintaining the database, information sharing, and coordination of the team members and their data collection. The FBI, Ramsey County Sheriff, and US Attorney's Office (USAO) have committed to their involvement in this project. The overtime allotment in this proposal will allow for immediate prevention and community engagement activities by the officers and sergeants. The officers and sergeants will attend 42 community meetings (168 hours of overtime at \$31.02 per hour for 7 officers and 28 hours for one sergeant at \$35.61 per hour) with the project manager

to gain the trust of the Muslim/Somali community. The FBI and USAO's will be engaged as necessary and when appropriate. During this prevention stage, youth in the community will be recruited to attend programming at the YWCA or to enroll in the PAL program (or both) depending on the specific need of the youth. Cost to hire an additional youth worker for the YWCA program will be \$70,620 over the two year grant. The programs will be promoted and youth referred throughout the life of the grant by the project manager as well as the officers during the enforcement portion of the grant. In addition the two newly hired advocates from MAS and SPIP, will attend these meetings as interpreter's as well as train the core team members in cultural competency. The interpreter's services will be necessary through the grant period as the project manager will continue to meet in the community at regularly scheduled meetings. In addition, the officers will call upon them during the enforcement period of the grant to interpret. In addition, victim services will be offered by both advocates on an on-going basis. Costs for the salary of these two advocates are \$143,562 over the two-year period.

Once the prevention phase moves to the highly visible and intense enforcement phase, the seven officers will be assigned two days per week for the remaining 18 months for a total of 6552 hours at \$31.02 equaling \$203,243. The sergeant will supervise these officers during all activities for a total of 936 hours at \$35.61 per hour (\$33,331 for 18 months). Total overtime hours for sworn SPPD staff – 7684.

#### **B. Fringe Benefits**

**SPPD** – Fringe benefits are granted to all employees with this grant. The fringe benefit rates are as follows on overtime payments:

PERA (pension) – 14.654%

FICA – 1.230%

Worker's Comp – 4%

The total costs for benefits for police officers overtime for this grant is \$48,275.

**SPIP and MAS** - St. Paul Intervention Project and MAs will both provides benefits the newly hired advocates as follows:

Medical, dental, life and disability insurance – 19.96%

FICA – 7.43%

WC – 2%

The total costs for benefits for the advocates are \$42,179.

**YWCA** – the YWCA will pay fringe benefits on salaries as follows:

Medical, dental, life and disability insurance – 19.96%

FICA – 7.43%

WC – 2%

The total costs for benefits for the youth worker are \$29,380.

### **C. Travel**

**SPPD** - Mandatory travel budget for two DOJ sponsored grant meetings. Two staff to attend two meetings – one trip to Washington, D.C. and one regional (Chicago) meeting. The amount was calculated using Runzheimer rates. The total request for travel is \$3,871.00.

**D. Equipment – none**

**E. Supplies – none**

**F. Construction – none**

**G. Consultants/Contracts – none**

**H. Other costs – one**

**I. Indirect costs – none**

**Total Request = \$670,679**

Attachment IV - Project Timeline and Position Descriptions					
Month	Project Goal (outcome)	Related Objective	Activity (specific)	Expected Completion Date	Person Responsible
1	Program establishment and formalize collaborative partnerships	Establish partnerships designed to avoid reductions in essential services and duplication of efforts.			
	Hire essential outreach staff	Hire a project manager, a youth worker, and two Somali advocates.	Main project staff will post job openings, interview candidates, and hire personnel that will run the day-to-day operations of the grant.	End of Month 1	Amy Brown, Shelley Johnson Cline, Asad Zaman, Chief John Harrington, Sheriff Bob Fletcher
	Expand PAL and engage VWCA for mentoring services.	Create resources for mentoring youth at risk of criminal behavior, gang activity, and radicalization	Increase mentoring capabilities enabling PAL to mentor 200 additional youth and the enhance the capabilities of the VWCA to mentor and train 60 at risk youth	End of Month 1	Ray Jefferson, Billy Collins
2	Initiate and conduct Muslim community outreach	Establish relationships based on trust with Somali Elders and greater Community	Attend community outreach meetings, elders leadership meetings, celebrations and community venues in targeted areas to develop trust relationships with community and assist with referrals of youth to the Police Athletic League (PAL) and VWCA programs designed to prevent involvement in crime, gang, and radicalization of youth.	End of second month thru 24th month	Dennis Jensen
	PAL and VWCA Initiate mentoring of youth at risk	Provide alternatives for youth at risk of violent crime and radicalization	Perform mentoring, basic skills and life skills programs for youth between 8 and 22	End of Month 2 thru 24	Ray Jefferson, Billy Collins, Dennis Jensen
	Identify and train prevention and enforcement team	Personnel will gain cultural competency with the Somali/Muslim culture	Outreach prevention and enforcement team members will be trained in Muslim culture by the Muslim American Society	End of Month 2	Chief Harrington, Sheriff Fletcher, FBI and United States Attorney's Office, Dennis Jensen, Asad Zaman

3	Initiate prevention aspect of prevention and enforcement team operation	Gain trust with community members and develop intimate knowledge of Somali/Muslim Community	Attend community outreach meetings in targeted areas and assist with referrals of youth to the Police Athletic League (PAL) and YWCA programs designed to prevent involvement in crime, gang, and radicalization of youth. Identify violent offenders and individuals involved in radicalization.	End of Month 8	Chief Harrington, Sheriff Fletcher, FBI and United States Attorney's Office, Dennis Jensen
9	Initiate enforcement aspect of prevention and enforcement team operation	Identify radicalized individuals and violent offenders who refuse to cooperate with prevention and mentoring efforts.	Maintain up to date intelligence on violent offenders and those involved in radicalization, Alert task force members of individuals that pose risk to personal and public safety who require additional investigative efforts.	Month 9 thru 24	Chief Harrington, Sheriff Fletcher, FBI and United States Attorney's Office, Dennis Jensen
3, 6, 9, 12, 15, 18, 21, 24	Quarterly reporting as required by OJP/BJA.	Ensure that the project is achieving its performance and financial responsibilities as outlined by the OJP/BJA and the Recovery Act.	Collection of quantitative and qualitative data on OJP and Recovery Act measures. Surveys of participating youth to determine effectiveness of program. Data collection of effectiveness of program through monitoring of participant criminal offenses. Data will be organized, analyzed and forwarded to the research and grants manager for final approval and submission to the OJP.	Ongoing	Amy Brown, Dennis Jensen.
6, 12, 18, 24	Self-initiated, semi-annual review of the AIMCOP program.	Ensure that individual youth at risk are receiving the personal and educational skills as outlined in the program.	Every six months and/or when the child leaves the program, mentors will assess the participant to gauge progress in defined life skills academic measures.	End of month 6 and ongoing	AMY Brown, Dennis Jensen, Ray Jefferson, YWCA and program mentors.