

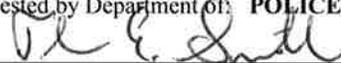
**RESOLUTION  
 CITY OF SAINT PAUL, MINNESOTA**

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

- 1 WHEREAS, the City of Saint Paul, Police Department has been awarded the 2013 COPS Hiring  
 2 Program grant, which includes a local cash match requirement, from the U.S. Department of Justice,  
 3 Office of Community Oriented Policing Services; and  
 4  
 5 WHEREAS, this grant was modified on December 13, 2013; and  
 6  
 7 WHEREAS, this grant award includes the hiring of (5) new officers whereas the total three year  
 8 federally funded share of their salaries is \$625,000 (51.9%) and the city's match requirement is  
 9 \$578,930 (48.1%); and  
 10  
 11 THEREFORE BE IT RESOLVED, that council accepts this grant and authorizes the City of Saint Paul  
 12 to enter into, and Chief Thomas Smith to implement the attached agreement with the U.S Department of  
 13 Justice, Office of Community Oriented Policing Services.

	Yeas	Nays	Absent
Bostrom			
Brendmoen			
Lantry			
Stark			
Thao			
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: \_\_\_\_\_



**MODIFIED**

**Memorandum**

**COPS Hiring Program - (CHP)**

**To:** Chief of Police Thomas Smith  
St. Paul, City of

**Re:** COPS Hiring Program Financial Clearance Memo  
A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions / Adjustments are noted below.

**ORI #: MN06209**

**Grant #: 2013ULWX0035**

**Total Officers Awarded: 5**

	<b>Year 1 – Approved Costs Per Entry-level Officer</b>	<b>Year 2 – Approved Costs Per Entry-level Officer</b>	<b>Year 3 – Approved Costs Per Entry-level Officer</b>
<b>Base Salary Information:</b>	\$51,749.00	\$57,973.00	\$59,132.00
<b>Fringe Benefits</b>	\$23,012.00	\$24,337.00	\$24,583.00
Social Security:	\$0.00	\$0.00	\$0.00
Medicare:	\$750.00	\$841.00	\$857.00
Health Insurance:	\$12,000.00	\$12,000.00	\$12,000.00
Life Insurance:	\$0.00	\$0.00	\$0.00
Vacation:	\$0.00	\$0.00	\$0.00
Sick Leave:	\$0.00	\$0.00	\$0.00
Retirement:	\$7,452.00	\$8,348.00	\$8,515.00
Worker's Compensation:	\$0.00	\$0.00	\$0.00
Unemployment Insurance:	\$0.00	\$0.00	\$0.00
Other Costs:	\$2,810.00	\$3,148.00	\$3,211.00
<b>Total Per Year:</b>	<b>\$74,761.00</b>	<b>\$82,310.00</b>	<b>\$83,715.00</b>

**Officer Costs:**

<b>Project Costs Per Officer:</b>		<b>Grand Total Project Costs:</b>	
Salaries and Fringe Benefits:	\$240,786.00	Salaries and Fringe Benefits:	\$1,203,930.00
Federal Share:	\$125,000.00	Federal Share:	\$625,000.00
Applicant Share:	\$115,786.00 48.1%	Applicant Share:	\$578,930.00 48.1%

**Waiver Granted:** No

**Budget Cleared Date:** 12/13/2013

**Overall Comments:**

A financial analysis of budget costs has been completed, and this Financial Clearance Memorandum (FCM) reflects the amount of federal funds awarded to your agency for officer salaries and approved benefits. Please note that the salary and benefit costs requested in your original application may have been updated or corrected from the original version submitted to COPS. You should carefully review your FCM. The FCM contains the final officer salary and fringe benefit categories and amounts for which your agency was approved. You will note that some costs may have been adjusted or removed. Your agency may only be reimbursed for the approved cost categories that are documented within the FCM.





U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street, N.E., Washington, DC 20530

**COPS**

October 1, 2013

Mayor Christopher Coleman  
St. Paul, City of  
390 City Hall

St. Paul, MN 55102

Chief of Police Thomas Smith  
St. Paul, City of  
367 Grove Street

St. Paul, MN 55101

Subject: COPS Hiring Program Grant# 2013ULWX0035  
ORI#: MN06209

Dear Mayor Coleman and Chief of Police Smith:

Congratulations on your agency's award for 10 officer position(s) and \$1,250,000.00 in federal funds over a three-year grant period under the 2013 COPS Hiring Program (CHP). The local cash match required for this award will be \$1,157,860.00. Your agency may use CHP grant funding to hire new officers or rehire officers who have been laid off, or are scheduled to be laid off on a specific future date, as a result of local budget cuts, on or after the official grant award start date. Please note that any changes to the awarded hiring categories require an official review and approval by the COPS Office.

A list of conditions that apply to your grant is included on your grant Award Document and Award Document Supplement, if applicable. A limited number of agencies may be subject to an Additional Award Notification as a result of an ongoing federal civil rights investigation or other grant review or audit of your agency by the Department of Justice. If applicable to your agency, the Additional Award Notification is included at the end of this letter and is incorporated by reference as part of this letter. In addition, a limited number of agencies may be subject to Special Conditions as a result of high risk designation or other unique circumstances. If applicable to your agency, these Special Conditions will be found in an Award Document Supplement in your award package. You should read and familiarize yourself with these conditions. **To officially accept your grant, the award document must be signed electronically via the Account Access link in the COPS website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) within 90 days from the date of this letter.**

The official start of your grant is September 1, 2013. Therefore, you can be reimbursed for allowable and approved expenditures made on or after this date. Please carefully review the Financial Clearance Memorandum (FCM) included in your award package to determine your approved budget, as some of your requested items may not have been approved by the COPS Office during the budget review process, and grant funds may only be used for approved items. The FCM will specify the final award amount, and will also identify any disallowed costs.

Supplemental online award information for 2013 COPS CHP grantees can be found at <http://www.cops.usdoj.gov/Default.asp?Item=2367>. We strongly encourage you to visit this site immediately to access a variety of important and helpful documents that will assist you with the implementation of your grant, including the 2013 CHP Grant Owner's Manual, which specifies the programmatic and financial terms, conditions, and requirements of your grant. In addition, the above website link includes the forms and instructions necessary to begin drawing down funds for your grant. Please print out a copy of your application and maintain it with your grant file records.

Once again, congratulations on your CHP award. If you have any questions about your grant, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 1.800.421.6770.

Sincerely,

Joshua A. Ederheimer  
Acting Director



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES

**COPS**

145 N Street, N.E., Washington, DC 20530

**Memorandum**

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**ORI #: MN06209**

**Grant #: 2013ULWX0035**

**Total Officers Awarded: 10**

	<b>Year 1 – Approved Costs Per Entry-level Officer</b>	<b>Year 2 – Approved Costs Per Entry-level Officer</b>	<b>Year 3 – Approved Costs Per Entry-level Officer</b>
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Federal Share:	\$125,000.00 51.91%	Federal Share:	\$1,250,000.00 51.91
Applicant Share:	\$115,786.00 48.09	Applicant Share:	\$1,157,860.00 48.09

**Waiver Granted:** No

**Budget Cleared Date:** 09/12/2013

**Overall Comments:**

A financial analysis of budget costs has been completed, and this Financial Clearance Memorandum (FCM) reflects the amount of federal funds awarded to your agency for officer salaries and approved benefits. Please note that the salary and benefit costs requested in your original application may have been updated or corrected from the original version submitted to COPS. You should carefully review your FCM. The FCM contains the final officer salary and fringe benefit categories and amounts for which your agency was approved. You will note that some costs may have been adjusted or removed. Your agency may only be reimbursed for the approved cost categories that are documented within the FCM.





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St. Paul, MN 55101

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ORI#: MN06209

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Once again, congratulations on your CHP award. If you have any questions about your grant, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 1.800.421.6770.

Sincerely,

Joshua A. Ederheimer  
Acting Director



## **COPS Application**

**ORI : MN06209**

**Legal Name : ST. PAUL, CITY OF**

**Submission date : 06/28/2013**

# **COPS**

**COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE**

# COPS Application

Attachment to SF-424

## SECTION 1: COPS PROGRAM REQUEST

**Federal assistance is being requested under the following COPS program:**

*Verify the COPS grant program for which you are requesting federal assistance. A separate application must be completed for each COPS program for which you are applying. Please ensure that you read, understand, and agree to comply with the applicable grant terms and conditions as outlined in the COPS Application Guide before finalizing your selection.*

**The program you have selected is:**

**COPS Hiring Program**

# COPS Application

## Attachment to SF-424

### SECTION 2: Agency Eligibility Information

Type of Agency (select one)

Law Enforcement  Non-Law Enforcement

From the list below, please select the type of agency which best describes the applicant.

Law Enforcement Entities

#### 2A. CHP Eligibility Questions

In this section, we will ask you several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) grant. Please note that CHP applicants **must** have a police department which is operational as of the 4/15/2013 date of this application, or receive services through a new or existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served.

Additionally, if funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the government agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider later).

#### Part I. Law Enforcement Agency Operations

*A law enforcement agency is established and operational if the jurisdiction has passed authorizing legislation **and** it has a current operating budget.*

Q1) Is your agency established and currently operational?

#### Part II. Contracting to Receive Law Enforcement Services

Q1) If awarded, does your agency plan to use funds awarded under this grant to establish or supplement a written contract for law enforcement services (e.g., a town contracting for services with a nearby sheriff's department)?

#### Part III. Law Enforcement Agency Authority

*An agency with primary law enforcement authority is defined as the first responder to calls for service for **all** types of criminal incidents within its jurisdiction. Agencies are not considered to have primary law enforcement authority if they **only**: respond to or investigate specific type(s) of crime(s); respond to or investigate crimes within a correctional institution; serve warrants; provide courthouse security; transport prisoners; and/or have cases referred to them for investigation or investigational support.*

Q1) Based on the definition above, does your agency have primary law enforcement authority? [Or, if contracting to receive services, does the agency that will be

providing law enforcement services have primary law enforcement authority for the population to be served?]

Yes

# COPS Application

## Attachment to SF-424

### Section 3: GENERAL AGENCY INFORMATION

A. Applicant ORI Number:

The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

B. Applicant Data Universal Numbering System (DUNS) Number:

A Data Universal Numbering System (DUNS) number is required **prior** to submitting this application. A DUNS number is a unique nine or thirteen digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of the COPS Application Guide.

C. System for Award Management (SAM)

The System for Award Management (SAM) replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients DOJ requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Please note that Applicants must update or renew their SAM registration at least once a year to maintain active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account
- Log into SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM Registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

For more information about how to register with SAM, please refer to the "How to Apply" section of the COPS Application Guide.

Your SAM Registration is set to expire on:

Please enter date in MM/DD/YYYY format.

Note: If your SAM registration is set to expire prior to September 30, 2013, please renew your SAM Registration prior to completing this application. Contact the SAM Service Desk at 866-606-8220 or view/update your registration information at [www.sam.gov](http://www.sam.gov).

D. Geographic Names Information System (GNIS) ID:

Please enter your Geographic Names Information System (GNIS) Identification Number. This is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please go to the website: <http://geonames.usgs.gov/domestic/index.html>. For more information about how to obtain a GNIS number, please refer to the "How to Apply" section of the COPS Application Guide.

Department of Justice

**E. Cognizant Federal Agency:**

Select the legal applicant's Cognizant Federal Agency. A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select the "Department of Justice" as the Cognizant Federal Agency.

**F. Fiscal Year**

From: 01/01/2013 To: 12/31/2013

**G. Law Enforcement Agency Sworn Force Information**

1. Enter the Fiscal Year Budgeted Sworn Force Strength for the current fiscal year below. The budgeted number of sworn officer positions is the number of sworn positions funded in your agency's budget, including funded but frozen positions, as well as state, Bureau of Indian Affairs, and/or locally funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers.

a. Number of officers funded in agency's current fiscal year budget:

Full-Time: 610 Part-Time: 0

**H. Civilian Staffing**

1. Number of civilian positions funded in agency's current fiscal year budget:

a. Number of civilian positions funded in agency's current fiscal year budget:

Full-Time: 165 Part-Time: 8

**I U.S. Department of Justice Funding**

Be advised that grantees may not use COPS funding for the same item or service also funded by another U.S. Department of Justice award. To aid the COPS Office in the prevention of awarding potentially duplicative funding, please indicate which other components of the Department of Justice your agency receives grant funding (check all that apply):

- Bureau of Justice Assistance (BJA)
- Office of Justice Programs (OJP)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Office on Violence Against Women (OVW)
- Other
- No Other Department of Justice Funding

# COPS Application

## Attachment to SF-424

### SECTION 4: EXECUTIVE INFORMATION

Note: Listing individuals without ultimate programmatic and financial authority for the grant could delay the review of your application, or remove your application from consideration.

#### A. Law Enforcement Executive/Agency Executive Information:

**For Law Enforcement Agencies:** Enter the law enforcement executive's name and contact information. This is the highest ranking law enforcement official within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent).

**For Non-Law Enforcement Agencies:** Enter the highest ranking individual in the applicant agency (e.g., CEO, President, Chairperson, Director, etc.) who has the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, this position would ultimately be responsible for the programmatic implementation of the award.

Title:   Interim/Acting

First Name:  MI:  Last Name:  Suffix:

Agency Name:

Street Address 1:

Street Address 2:

City:  State:  Zip Code:

Telephone:  Fax:  E-mail:

#### B. Government Executive/Financial Official Information:

**For Government Agencies:** Enter the government executive's name and contact information. This is the highest ranking government official within your jurisdiction (e.g., Mayor, City Administrator, Tribal Chairman, or equivalent).

**For Non-Government Agencies:** Enter the name and contact information of the financial official who has the authority to apply for this grant on behalf of the applicant agency (e.g., CFO, Treasurer, etc.). If the grant is awarded, this position would ultimately be responsible for the financial management of the award. Please note that information for non-executive positions (e.g., clerks, trustees, etc.) is not acceptable.

Title:   Interim/Acting

First Name:  MI:  Last Name:  Suffix:

Agency Name:

Street Address 1:

Street Address 2:

City:  State:  Zip Code:

Telephone: 651-266-8510 Fax: 651-266-8513 E-mail: chris.coleman@ci.stpaul.

**C. CAP Contact Information:**

**CAP Contact:** Enter the CAP Contact's name and contact information.

Title: Police Research and Gran  Interim/Acting  
First Name: Amy MI: Last Name: Brown Suffix:   
Agency Name: City of Saint Paul Police Department  
Street Address 1: 367 Grove Street  
Street Address 2:   
City: Saint Paul State: MN Zip Code: 55101  
Telephone: 651-266-5507 Fax: 651-266-5542 E-mail: amy.brown@ci.stpaul.mn

# COPS Application

## Attachment to SF-424

### SECTION 5: COPS Officer Request

#### SECTION 5A: COPS HIRING PROGRAM OFFICER REQUEST

##### Part I

Enter the Fiscal Year Actual Sworn Force Strength as of the date of this application. *The actual number of sworn officer positions is the actual number of sworn positions employed by your agency as of the date of this application. Do not include funded but currently vacant positions or unpaid positions.*

Number of officers employed by your agency as of the date of this application:

Full-Time:

Part-Time:

What is the actual population your department serves as the primary law enforcement entity?

*This may or may not be the same as your census population. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police). An agency with primary law enforcement authority is defined as having first responder responsibility to calls for service for all types of criminal incidents within its jurisdiction.*

For FY 2013 COPS Hiring Program (CHP) applicants are eligible to apply for the number of officers equal to 5% of their actual sworn force strength up to a maximum of 25 officers. Agencies with a sworn force of twenty or fewer officers may apply for one (1) officer position. Agencies with a service population of 1 million or above may apply for up to 25 officer positions; however, agencies with a service population less than 1 million may apply for up to 15 officer positions.

FY 2013 CHP grant funds cover 75 percent of the approved entry-level salary and fringe benefits of each newly-hired and/or rehired, full-time sworn career law enforcement officer for three years (36 months) up to \$125,000 per officer position. CHP grant funding will be based on your agency's current entry-level salaries and fringe benefits for full-time sworn officers.

A priority of 2013 CHP funding is the hiring of School Resource Officers (SRO). If your agency requests officers to be deployed as School Resource Officers, ALL OF THE OFFICER POSITIONS REQUESTED BELOW MUST BE USED TO DEPLOY FULL-TIME SCHOOL RESOURCE OFFICERS. Do not request more officer positions than your agency can expect to deploy in this capacity. A "school resource officer" is a career law enforcement officer, with sworn authority, who is engaged in community policing activities and is assigned by the employing agency to work in collaboration with schools. If awarded a grant for SRO position(s), please note that the COPS Office requires that the officer(s) deployed into the SRO position(s) spend a minimum of 75 percent of their time in and around primary and secondary schools working on school and youth-related activities.

There must be an increase in the level of community policing activities performed in and around primary or secondary school in the agency's jurisdiction as a result of the grant. The time commitment of the funded officers must be above and beyond the amount of time that the agency devoted to the schools before receiving the grant.

In addition, in section 6B you must select "School Based Policing through School Resource Officers" under "Child and Youth Safety Problems" as your problem area.

Is your agency requesting that all of these officer positions be deployed as School Resource Officers (SROs)?

Yes  No

Based on the information provided in this application:

Your agency is eligible to apply for up to  officer position(s).

How many entry-level, full-time officer positions is your agency requesting in this application?

Next, your agency must allocate the number of positions requested under each of the three hiring categories described below based on your agency's current needs at the time of this application. Please be mindful of the initial three-year grant period, and your agency's ability to fill and retain the officer positions awarded, while following your agency's established hiring policies and procedures. CHP grant awards will be made for officer positions requested in each of the three hiring categories, and grantees are required to use awarded funds for the specific categories awarded.

It is imperative that your agency understand that the COPS statutory nonsupplanting requirement mandates that grant funds may only be used to supplement (increase) a grantee's law enforcement budget for sworn officer positions and may not supplant (replace) state, local, or tribal funds that a grantee otherwise would have spent on officer positions if it had not received a grant award. This means that if your agency plans to:

- (a) **Hire new officer positions (including filling existing vacancies that are no longer funded in your agency's budget):** If awarded under this category, a department must hire these new additional positions on or after the official grant award start date, above its current budgeted (funded) level of sworn officer positions, and otherwise comply with the nonsupplanting requirement as described in detail in the Grant Owner's Manual.
- (b) **Rehire officers who have been laid off by any jurisdiction as a result of state, local, or tribal budget cuts:** It must rehire the officers on or after the official grant award start date, maintain documentation showing the date(s) that the positions were laid off and rehired, and otherwise comply with the nonsupplanting requirement as described in detail in the Grant Owner's Manual.
- (c) **Rehire officers who are (at the time of application) currently scheduled to be laid off (by your jurisdiction) on a specific future date as a result of state, local, or tribal budget cuts:** It must continue to fund the officers with its own funds from the grant award start date until the date of the scheduled lay-off (for example, if the CHP award start date is September 1 and the lay-offs are scheduled for November 1, then the CHP funds may not be used to fund the officers until November 1, the date of the scheduled lay-off); identify the number and date(s) of the scheduled lay-off(s) in this application (see below); maintain documentation showing the date(s) and reason(s) for the lay-off; and otherwise comply with the nonsupplanting requirement as described in detail in the Grant Owner's Manual. [Please note that as long as your agency can document the date that the lay-off(s) would occur if CHP funds were not available, it may transfer the officers to the CHP funding on or immediately after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual officer.]

Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of CHP grant funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual officers regarding the date(s) of the lay-offs; and/or budget documents ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your agency's CHP grant records during the grant period and for three years following the official closeout of the CHP grant in the event of an audit, monitoring, or other evaluation of your grant compliance.

If your agency's request is funded, it will have the opportunity after the award announcement to request a grant modification to move awarded funding into the category or categories that meet your agency's law enforcement needs at that time (including updating the dates of future scheduled lay-offs).

If you need additional information regarding requesting a modification, please contact the COPS Office Response Center at 1-800-421-6770.

Category A: New, additional officer positions (including filling existing vacancies no longer funded in your agency's budget).

Category A Request:

Category B: Rehire officers laid off (from any jurisdiction) as a result of state or local budget reductions.

Category B Request:

Category C: Rehire officers scheduled to be laid off (at the time of the application) on a specific future date as a result of state or local budget reductions.

Category C Request: 0 (total)

We also need some information about when the layoff of officers in this category is scheduled to occur. In the space below, please indicate when the officer(s) specified in this category are scheduled to be laid off.

Number of officers	Date these officers are scheduled to be laid off	Delete Edit
<input type="text"/>	<input type="text"/>	<input type="button" value="Insert"/>

**Part 3**

As noted previously, the number of officers an applicant can request under the COPS Hiring Program in 2013 is capped. However, the COPS Office is interested in learning more about the overall need for officer positions within your department. Therefore, if no officer caps were in place, what is the total number of officers that

your agency would be requesting in this application?

Hire

Re-Hires

Lay Off

**Part 4**

1. Under the 2013 COPS Hiring Program, applicants are not required to hire post-September military veterans as new hires. However, the COPS Office supports the Attorney General's commitment to hiring military veterans whenever possible. Please note that if your agency checks "yes" to the question below, your agency will be required to hire at least one military veteran.

Does your agency commit to hire and/or rehire at least one post-September 11, 2001 military veteran (as defined in the Application Guide) for the officer position(s) you have requested?

Yes  No

2. If yes, how many officer position(s) from your total 2013 CHP request does your agency anticipate filling with post-September 11, 2001 military veterans?

# COPS Application

## Attachment to SF-424

### SECTION 6B: Law Enforcement and Community Policing Strategy

#### Community Policing Strategy

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies through initiating community policing or enhancing their involvement in community policing. If awarded funds, your responses to sections II(a) and II(b) that follow will constitute your agency's community policing plan under this grant. Your organization may be audited or monitored to ensure that it is initiating or enhancing community policing in accordance with this plan. The COPS Office may also use this information to understand the needs of the field, and potentially provide for training, technical assistance, problem solving and community policing implementation tools. Please note that the COPS Office recognizes that your COPS-funded officer(s) (or an equal number of veteran officers who are redeployed after hiring the entry-level COPS-funded officers) will engage in a variety of community policing activities and strategies, including participating in some or all aspects of your identified community policing plan. Your community-policing plan may be influenced and impacted by others within and outside of your organization; this is considered beneficial to your community policing efforts.

**At any time during your grant, you should be prepared to demonstrate (1) the community policing activities engaged in prior to the grant award that are detailed in section I of this application and (2) how the grant funds were specifically used to enhance (increase) or initiate community policing activities according to your community policing plan contained in sections II (a) and II (b) of this application.**

Finally, we also understand that your community policing needs may change during the life of your grant. **Minor changes to this plan may be made without prior approval of the COPS Office;** however, grantees will be required to report on progress and/or changes to the community policing plan (if any) through required progress reports. **If your agency's community policing plan changes significantly, you must submit those changes to the COPS Office for approval.** Changes are "significant" if they deviate from the specific crime problems(s) originally identified and approved in the community policing plan submitted with the application. In some cases, changes to the approved community policing strategies may also be deemed significant and may require approval of a modified community policing plan by the COPS Office, depending on the scope and nature of those changes as identified in the quarterly progress reports.

#### Community Policing Definition Framework

The following is the COPS Office definition of community policing that emphasizes the primary components of community partnerships, organizational transformation, and problem solving. Please refer to the COPS Office web site ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)) for further information regarding this definition.

*Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem solving techniques, to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime.*

The COPS Office has completed the development of a comprehensive community policing self-assessment tool for use by law enforcement agencies. Based on this work, we have developed the following list of primary sub-elements of community policing. Please refer to the COPS Office web site ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)) for further information regarding these sub-elements.

#### Community Partnerships:

Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to both develop solutions to problems and increase trust in police.

Other Government Agencies  
Community Members/Groups  
Non-Profits/Service Providers  
Private Businesses  
Media

#### Organizational Transformation:

The alignment of organizational management, structure, personnel and information systems to support community partnerships and proactive problem-solving efforts.

**Agency Management**  
Climate and culture  
Leadership  
Labor relations  
Decision-making  
Strategic planning  
Policies  
Organizational evaluations  
Transparency

#### Problem Solving:

The process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated.

Scanning: Identifying and prioritizing problems  
Analysis: Analyzing problems  
Response: Responding to problems  
Assessment: Assessing problem-solving initiatives

Using the Crime Triangle to focus on immediate conditions (Victim/Offender/Location)

**Organizational Structure**

Geographic assignment of officers

Despecialization

Resources and finances

**Personnel**

Recruitment, hiring and selection

Personnel supervision/evaluations

Training

**Information Systems(Technology)**

Communication/access to data

Quality and accuracy of data

**I. Current Organizational Commitment to Community Policing**

1) For each of the following statements, please answer in terms of existing agency policies and practices as they relate to collaborative partnerships and problem solving activities. Please check all that apply.

ACTIVITY	Community Partnerships	Problem Solving
Q1a. The agency mission statement, vision, and/or goals includes references to:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q1b. The agency strategic plan includes specific goals and/or objectives relating to:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q1c. The agency recruitment, selection and hiring processes include elements relating to:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q1d. Annual line officers valuations assess performance in:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q1e. Supervisor and manager evaluations assess performance in:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q1f. Line officers receive regular (at least once every two years) training in:	<input type="checkbox"/>	<input type="checkbox"/>

2) Which of the following internal management practices does your agency currently employ? Please check all that apply.

- Assignment of officers to specific neighborhoods or areas for longer periods of time to enhance customer service and facilitate more contact between police and citizens
- Assignment of officers to geographic hot spots that are defined statistically by creating incident maps to identify geographic clustering of crime and disorder
- Monitoring calls for service dispatch records, crime incidents, and/or other activity for specific street addresses, buildings, or locations that account for a disproportionate share of crime or disorder
- In-service training for officers on basic and advanced community policing principles
- Defined community policing roles and expectations for officers
- Early Intervention Systems that help identify officers who may be showing signs of stress, personal problem, and questionable work conduct
- Alternatives to formal disciplinary practices that encourage ethical behavior
- Police officers ethical conduct initiative
- Use of a departmental values statement to establish officer standards of behavior and guide disciplinary processes
- None of the above

3) Which of the following do you count/measure to annually assess your agency's overall performance? Please check all that apply.

- Response times
- Reported crimes
- Reported incidents
- Arrests and citations
- Problem solving outcomes
- Department employee satisfaction
- Clearance rates
- Complaints of officer behavior
- Reduction of crime in identified hot spots
- Repeat calls for service
- Social disorder/nuisance problems (e.g. graffiti, panhandling, loitering, etc.)
- Satisfaction with police services
- Fear of crime
- Victimization (i.e. non-reported crime)
- Community meetings held/attended
- Use of force incidents
- Meeting the priorities as identified in your agency strategic plan
- My agency does not conduct annual assessments of overall performance

**4) Through which of the following does your agency routinely share information with community members? Please check all that apply.**

- Neighborhood, beat, and/or school meetings
- Local media outlets
- Agency newsletter
- Neighborhood newsletters
- Agency website
- Social networking (Blogs, Twitterfeeds, Facebook pages, etc.)
- Citizen alert system (telephone, email, text, etc.)
- Citizen alert system that is geographically targeted, based on updated hot spots
- Public access television/radio
- Community organization board membership
- Public forums with Chief/Sheriff/Command staff
- Posters, billboards, flyers
- None of the above

**5) Through which of the following ways does your agency routinely participate in collaborative efforts with federal, tribal, state, and/or local law enforcement agencies? Please check all that apply.**

- NCIC/CJIS
- Co-located staff or detail assignments, independent of task forces
- Database systems that facilitate data and information sharing
- Interoperable communication systems
- Federally initiated task forces (e.g. HIDTA's, Fusion centers, JTTF's, etc.)
- Other multi-agency task forces
- None of the above

**6) Through which of the following ways does your agency formally involve community members in influencing agency practices and operations? Please check all that apply.**

- Citizen police academies

- Volunteer activities
- Auxiliary police programs
- Civilian review boards (e.g. disciplinary review boards)
- Citizen advisory groups (i.e. informal advisory function)
- Involvement in hiring decisions (i.e. interview panels, selection boards, etc.)
- Involvement in contributing to annual line officer performance reviews
- Representation on promotional boards
- Participation in accountability and performance reporting and tracking meetings
- Participation in complaint resolution process (i.e. formal mediation, disciplinary boards, etc.)
- None of the above

# COPS Application

## Attachment to SF-424

### SECTION 6B: Law Enforcement and Community Policing Strategy

#### II(a) Proposed Community Policing Plan: Problem Solving and Partnerships

COPS grants must be used to initiate or enhance community policing activities. In this section you will be asked to identify a crime or disorder **problem** and the **partners** to be engaged through your requested COPS funding. Identifying the specific problem and partnerships that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS funding under this program and to ensure that ultimately the use of these funds will initiate or enhance your agency's capacity to implement community policing strategies.

7) Using the following list, select a problem that will be addressed with these grant funds. Please choose the option that best fits your problem. You may select one problem to address through this grant funding.

When identifying a problem, it is important to think about the nature of similar incidents that taken together comprise the problem, and accordingly **describe it in precise, specific terms** (e.g. "burglary of retail establishments", rather than just "burglary"). In doing this, it can be helpful to consider all aspects of the problem, including the likely offenders, the suitable targets/victims, and how these come together in time and space.

#### **Child and Youth Safety Problems**

- Child Sexual Predators and Internet Safety
- Children Exposed to Violence
- Youth and Crime Delinquency
- Other Child and Youth Safety Problem (please specify)

#### **Drug Related Problems**

- Drug Manufacturing/Trafficking
- Drug Dealing
- Drug Abuse
- Other Drug Related Problem (please specify)

#### **Homeland Security Problems**

- Protecting Critical Infrastructure Problems
- Information or Intelligence Problems
- Other Homeland Security Problem (please specify)

#### **Non-Violent Crime Problems**

- Burglary

- Fraud
- Larceny/Theft (Non-Motor Vehicle)
- Motor Vehicle Theft/Theft from Motor Vehicle
- Vandalism
- Social Disorder
- Quality of Life Problem
- Prostitution
- Other Non-Violent Crime Problem (please specify)

**Police Operations and Specific Environment Problems**

- Inefficient Use of Police Resources
- Officer Ethics and Integrity
- Police Response to Specific Populations
- Police Operations in Specific Environments
- Other Police Operations or Specific Environment Problem (please specify)

**Traffic/Pedestrian Safety Problems**

- Traffic Congestion
- Pedestrian Safety
- Driver Safety
- Traffic Accidents
- Other Traffic/Pedestrian Safety Problem (please specify)

**Violent Crime Problems**

- Assault

Please specify your assault problem; for example, assaults in and around bars, gang violence, etc.

gang violence

- Homicide
- Rape
- Robbery
- Domestic/Family Violence
- Gun Violence
- Other Violent Crime Problem (please specify)

# COPS Application

## Attachment to SF-424

7a) Briefly describe the problem that you will address with these grant funds and your approach to the problem. [4,000 characters or less]

Assault

The St. Paul Police Department has a history of working with our community as partners in an effort to build strong safe neighborhoods. In the last decade, the department has cultivated working relationships with a number of groups in the community. These partnerships have included the YWCA, St. Paul Youth Services, St. Paul Parks and Recreation Youth in Transition Program, the St. Paul Intervention Project (women's advocates), LAO Family, Hmong American Partnership, Neighborhood House Gang Invention and Tattoo Project, the God Squad, and many other organizations from across the city. Nationally, crime is decreasing, however, in St. Paul in 2012 our crime index increased by 1.5 percent. We have seen an increase in violent gang crime in our city in 2012. In 2012, aggravated assault offenses increased by an alarming 158 victims (from 1104 to 1262) over the previous year. Our crimes against person offenses increased by 12.7 percent, (163) from 2011 to 2012. This increase in violence is caused by an increase in gang activity that must not only be stopped but reversed. With the help from this grant we will take a two-prong approach to this problem. Officers will work with our community diversion partners to engage members about a possible way out of gang life. Our current partners will provide case management services to participants as well as life-skills programming, cultural exploration, identity development, support groups, pro-social activities, tattoo removal, college access services, financial literacy, health and fitness programming, employment and training services, goal setting and future planning. These service providers are also able to help address basic needs such as housing, food support, clothing, and health care. Our proposed strategy will include a strong diversionary element wherein police officers will facilitate individual gang resistance with the help of local partners. Gang members will be offered 'carrots' of counseling, education, employment, training, and treatment, enforced by a 'stick' of enforcement. The officers will also partner with schools to do home visits on suspected gang-involved youth. This program and these visits will not result in enforcement sanctions rather they will give the youth and family members an opportunity to understand what is going on in their young adult's life and offer referrals to appropriate agencies. Gang members will be warned that if violence continues consequences will be swift, certain, and severe. We will focus on one gang at a time, informing its members that unless the violence stops, we will concentrate entirely on investigating every crime and legally exploiting the gang where they are vulnerable. The St. Paul Police Department utilizes several methods to collect data including Computer Aided Dispatch (CAD), Records Management System (RMS), and crime mapping to keep track of and analyze crime in the city. We will data mine these databases electronically and manually for all relevant information and utilize this data to identify crime patterns and trends that will help us locate our most violent people and location of crime occurrence. A review of this information will identify the patterns of gang crime that can then suggest strategic interventions. Once identified, the following police tactics would be used to effectively reduce crime: a. Visible presence/saturation b. Traffic stops c. Field interviews d. Execution of search warrants. e. Surveillance details f. Pro-active police visits to known problem locations g. Determine outstanding warrants in the "hot spots" h. Parental notification visits i. Community engagement as partners working with police to decrease violent gang activity j. Targeted gang member engagement to disseminate our focus on decreasing gang violence and offer them their alternatives We will reduce aggravated assault by 20 (252) percent over the three year grant period.

7b) Will the problem described above be addressed with an explicit place-based strategy (e.g. hot-spot policing) that targets specific addresses or locations with a disproportionate share of crime or disorder?

Yes  No

7c) Which of the following activities will your agency engage as it pertains to your identified crime hot spot? (please check all that apply):

	Assault
Enhance enforcement efforts (sweeps or increased patrol)	<input checked="" type="checkbox"/>
Targeted community alerts	<input type="checkbox"/>
Prevention efforts directed at high-risk victims	<input type="checkbox"/>
Prevention efforts directed at high-risk offenders	<input checked="" type="checkbox"/>
On-going identification of crime concentrations by qualified analysts	<input checked="" type="checkbox"/>

- Formal evaluations of the effectiveness of interventions (e.g. using pre/post-test and/or comparison groups)
- None of the above

**8) Which of the following information sources did you use to prioritize this problem as a problem to address through this grant program (please check all that apply):**

**Assault**

- Police department data (e.g. police reports, calls for service, crime data, citizen complaints)
- Agency personnel (e.g. officer feedback, command staff priorities)
- Other local non law enforcement government agency data
- Community based organizations (e.g. faith based, non-profits, social service providers)
- Local businesses
- Individual community members/community meetings
- Community survey
- Local government officials
- The media
- None of the above

**9) If awarded funds, my agency will improve our understanding of this problem by examining (please check all that apply):**

**Assault**

- Routinely collected law enforcement data/information related to the problem (e.g. arrest, incident reports, calls for service)
- The location and/or time aspects of the problem(e.g. mapping)
- The conditions and environmental factors related to the problem
- The strengths and limitations of current responses to the problem
- Non-law enforcement data/information related to the problem (e.g. insurance crash data, other government agency data, census data, survey data)
- Existing research and best practices related to the problem
- Data/information from the community related to the problem (e.g. resident associations, business groups, non-profit community service organizations)
- Information about offenders contributing to the problem (e.g. offender interview, arrest records)
- Information about victims affected by the problem(e.g. crime reports, victim interviews)
- Strengths and weaknesses of previous responses to the problem
- None of the above

**10) If awarded funds my agency will use the following information sources to assess our response to this problem to determine whether the response was implemented and achieved the desired outcomes(please check all that apply):**

**Assault**

- Routinely collected law enforcement data/information related to the problem (e.g. arrest, incident reports, calls for service)
- Data/information regarding whether the response was implemented as planned

- Police data collected for this specific problem (e.g. problem-specific surveys, field interview contact cards, etc.)
- Non-police data/information related to the problem(e.g. insurance crash data, other government agency data, census data, survey data)
- Data/information from the community related to the problem (e.g. resident associations, business groups, non-profit community service organizations)
- Information about offenders contributing to the problem (e.g. offender interview, arrest records, probation/parole data)
- Information about victims and/or stake holders affected by the problem(e.g. crime repots, victim interviews)
- None of the above

**11) To the best of your ability at this time, would you say your primary goal(s) in responding to the bellow problems include which of the following (please select up to 3):**

- |  | <b>Assault</b>                      |
|--|-------------------------------------|
| Eliminating the problem  | <input type="checkbox"/>            |
| Reducing the number of incidents   | <input checked="" type="checkbox"/> |
| Increasing public trust in your agency   | <input checked="" type="checkbox"/> |
| Reducing the seriousness of the incidents or the amount of harm  | <input type="checkbox"/>            |
| Reducing the number of victims and /or repeat victims  | <input checked="" type="checkbox"/> |
| Reducing the number of offenders and/or repeat offenders   | <input type="checkbox"/>            |
| Moving the problem to another area   | <input type="checkbox"/>            |
| Getting other agencies and/or stake holders to assume responsibility for the problem   | <input type="checkbox"/>            |
| Improving the response to the problem(i.e., more comprehensive and coordintaed way of dealing with the problem, providing better services to victims, or greater efficiency in dealing with the problem) | <input type="checkbox"/>            |
| Improving citizen perceptions of the problem   | <input type="checkbox"/>            |
| Increasing the number of affests/citations   | <input type="checkbox"/>            |
| Reducing the number of calls for service   | <input type="checkbox"/>            |
| None of the above  | <input type="checkbox"/>            |

# COPS Application

Attachment to SF-424

## SECTION 6B: Law Enforcement and Community Policing Strategy

12) An important part of a comprehensive community policing plan is the formation of partnerships, such as working with other public agencies, private organizations, or participation in regional law enforcement partnerships. If awarded funds, will your agency initiate or enhance a partnership with an external group/organization to develop responses to this problem?

Assault

Yes  No

12a) If awarded funds, how many external groups/organizations will your agency initiate or enhance a partnership with to develop responses to this problem

Assault

Number of Organizations

2

12b) Name the most important external groups/organizations that your agency will initiate or enhance a partnership with to develop responses to this problem (maximum of three partners). Note: you may attach optional letters of this support from any or all of these prospective partners in Section 13 of the application. You will be limited to listing no more than three partners per public safety problem.

Assault

Partner 1 Saint Paul YWCA



Partner 2 Saint Paul Neighborhood House GRIP program



Partner 3

Add

# COPS Application

Attachment to SF-424

## SECTION 6B: Law Enforcement and Community Policing Strategy

*Please enter the partner's name in the box below.*

**Partner Name:**

**12c) For this partner, please indicate the statement that best characterizes this partner:**

- Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement, etc.)
- Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- Businesses operating in the community
- Tribal law enforcement agencies
- Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships
- Local educational institutions (schools/colleges/universities)
- Individual stake holders (persons residing, working, or with an interest in the community or problem)

# COPS Application

Attachment to SF-424

## SECTION 6B: Law Enforcement and Community Policing Strategy

*Please enter the partner's name in the box below.*

**Partner Name:**

**12c) For this partner, please indicate the statement that best characterizes this partner:**

- Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement, etc.)
- Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- Businesses operating in the community
- Tribal law enforcement agencies
- Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships
- Local educational institutions (schools/colleges/universities)
- Individual stake holders (persons residing, working, or with an interest in the community or problem)

# COPS Application

## Attachment to SF-424

### SECTION 6B: Law Enforcement and Community Policing Strategy

#### II(b) Proposed Community Policing Plan: Organizational Transformation

COPS grants must be used to initiate or enhance community policing activities. In this section you will be asked to identify the **organizational change(s)** that your agency plans to focus on through your requested COPS funding. Identifying the specific **organizational change(s)** that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS funding under this program, and to ensure that ultimately the use of these funds will initiate or enhance your agency's capacity to implement community policing strategies.

**13) If awarded funds, will your agency initiate or enhance any of the following internal changes to personnel management? (Select no more than 2 internal changes to personnel management that will be addressed with these grant funds.)**

- Flexibility in officer shift assignments to facilitate addressing specific problems

Please provide a narrative for each internal change to personnel management identified (2,000 characters or less)

Officers will be deployed based on the information culled from the data sources within our department including Computer Aided Dispatch (CAD), Records Management System (RMS), and our crime mapping system used to keep track and analyze crime in the city. The shift and area of assignment will change based on the identification of areas with the highest incidents of gang violence. Officers will also be assigned based on projected needs to integrate deterrence opportunities with our partners and enforcement actions when need.

- Assignment of officers to specific neighborhoods or areas for longer periods of time to enhance customer service and facilitate more contact between police and citizens

Please provide a narrative for each internal change to personnel management identified (2,000 characters or less)

Officers will be assigned to specific areas identified as having the highest incidents of gang violence in an effort to build community trust and provide visibility as both a deterrent and a means to bridging any gaps in our community's customer satisfaction. Officers will be directed to use saturation patrol methods along with community engagement/interaction to identify community safety concerns and partner to develop ways to impact the violence. Trust will be built not only by our police officers actions but by our continued presence in the specific community that will send the message we are not looking for a short term solution we are in this with our community to establish long term ways of decreasing gang violence. Through communication with the community we will establish that our officers are not just focused on enforcement, but deterrence. Such knowledge in the community will help further open the lines of communication that will be built upon to establish stable safe neighborhoods.

- Recruitment and hiring practices that reflect an orientation towards problem solving and community engagement
- In-service training for officers on basic and advanced community policing principle
- Field training officer (FTO) programs that teach and test problem solving, community engagement, and critical thinking skills
- Further define and clarify community policing roles and expectations for officers
- Personnel evaluation systems that assess officer activities, accomplishments, and performance related to problem solving and community engagement
- Early intervention systems that help identify officers who may be showing early signs of stress, personal problems, and questionable work conduct
- First-line supervisory skills to support officer problem solving and community engagement activities

Career development and/or promotional processes that reinforce problem solving and community engagement

None of the above

**14) If awarded funds, will your agency initiate or enhance any of the following internal changes to agency management? (Select up to 2 internal changes to agency management that will be addressed with these grant funds.)**

Agency mission statement, vision, and/or goals that reflect the core values of community policing

Agency strategic plan that outlines the goals and objectives around community policing and other departmental priorities

Organizational performance measurement systems that include community policing metrics, and conduct annual assessments of agency performance

Please provide a narrative for each internal change to agency management identified (2,000 characters or less)

We will establish a means of surveying our neighborhoods to identify their satisfaction with the service provided and the level of trust within our communities. These surveys will not only be used to identify any weakness we may have in the area of community trust and successful communication, but to increase our open and transparent approach to our work in general. The surveys will be done annually at a minimum. The information culled from the surveys will be combined with our own data to further assess our productivity in the area of gang violence. Such surveys will be written to not only assess our actions but to gauge the community's perception of our actions and their level of feeling safe in their neighborhood.

Police officer ethical conduct initiative (e.g. procedural justice, values-based policing, etc.)

Technology systems that provide officers, analysts, and the community better and more timely access to data and information

Mediation strategies to resolve citizen complaints

Collection, analysis, and use of crime data and information in support of problem solving goals

Please provide a narrative for each internal change to agency management identified (2,000 characters or less)

The St. Paul Police Department utilizes several methods to collect data including Computer Aided Dispatch (CAD), Records Management System (RMS), and crime mapping to keep track of and analyze crime in the city. We will data mine these databases electronically and manually for all relevant information and utilize this data to identify crime patterns and trends that will help us locate our most violent people and location of crime occurrence. Through this data mining we will assign resources and direct activities with our partners that will aid us in reach our goal of significantly reducing gang violence.

Formal accreditation process

System to capture and track problem solving and partnership efforts and activities

An organizational assessment of community policing

Level and frequency of communication with the community on crime problems and agency activities to enhance transparency

None of the above

# COPS Application

## Attachment to SF-424

### SECTION 6B: Law Enforcement and Community Policing Strategy

#### III. General Community Support and Engagement

15) Did your agency consult with any of the following groups/organizations on the development of this community policing plan? Please check all that apply.

- Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement, etc.)
- Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- Businesses operating in the community
- Tribal law enforcement agencies (outside your jurisdiction)
- Other Federal, state, or local law enforcement agencies
- Multi-jurisdictional or regional task forces/partnerships
- Local educational institutions (schools/colleges/universities)
- Local government officials
- Individual stakeholders residing, working or with an interest in the community and/or problem
- None of the above

16) To what extent are there related governmental and/or community initiatives that complement your agency's proposed community policing plan?

- a) There are a significant number of related initiatives
- b) There are a moderate number of related initiatives
- c) There are a minimal number of related initiatives
- d) There are no related initiatives

17) To what extent is there community support in your jurisdiction for implementing the proposed community policing plan?

- a) High level of support
- b) Moderate level of support
- c) Minimum level of support

18) If awarded funds, to what extent will the community policing plan impact the other components of the criminal justice system in your jurisdiction?

- a) Potentially decreased burden
- b) No change in burden
- c) Potentially increased burden

# COPS Application

## Attachment to SF-424

### SECTION 7: Need For Federal Assistance

#### A. Service Population

1. Enter the total population of the government entity applying for this grant using the latest census estimate available in the American Fact Finder at <http://factfinder.census.gov>. 286500

2.  Check here if the population of the entity applying for this grant is not represented by U.S. Census figures (e.g., colleges, special agencies, school police departments, etc.).

3. What is the actual population your department serves as the primary law enforcement entity?

286500

This may or may not be the same as the population specified above. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police). An agency with primary law enforcement authority is defined as having first responder responsibility to calls for service for all types of criminal incidents within its jurisdiction.

3a. If applicable, please explain why the service population differs from the census population:

#### B. Explanation of Need for Federal Assistance

All applicants are required to explain their inability to address the need for this award without federal assistance. Please do so in the space below.

[Please limit your response to a maximum of 3,000 characters.]

The City of Saint Paul has had a significant decrease in state aid. From 2011 to 2012 state aid was reduced by 19.5 percent (\$12,180,912) from \$62,505,000 to \$50,324,088. There will be no increase in 2013. The burden has fallen on taxpayers with an 11.3 percent increase in property tax from 2011-2013. Cuts to infrastructures and no replacement of equipment has had to offset these cuts in order to just maintain personnel. Saint Paul has a large Somali and Karen community that some place at up to 50,000 people. Saint Paul's population increases by at least 50,000 during the day as we are the state capitol city and state worker's generally work in the city. These people are not counted in our population but receive services. The department has been asked to cut two percent in 2014. We will have to make these cuts without impacting officers. In addition, light rail will be completed in Saint Paul very soon. This will bring additional people needing police services into our city. We cannot hire additional officers without the help of these grant funds.

#### C. Fiscal Health

1) Enter your **law enforcement agency's total operating budget** for the current AND previous two fiscal years.  
*Please note: All figures must be rounded to the nearest whole dollar.*

CURRENT FISCAL YEAR (2013) \$ 95,700,369  
PREVIOUS FISCAL YEAR (2012) \$ 93,859,942  
PREVIOUS FISCAL YEAR (2011) \$ 94,482,841

2) Enter the **total jurisdictional (city, county, state, tribal, university) locally-generated revenues** for the current AND previous two fiscal years. Locally-generated revenues may include locally generated property taxes, sales taxes, and other taxes and revenue sources (e.g., transportation taxes, transient lodging taxes, licensing fees, other non-property taxes, and franchise taxes). For example, college/university police departments would include tuition and fees, park police may include entrance and parking fees, etc. *Please note: All figures must be rounded to the nearest whole dollar.*

CURRENT FISCAL YEAR (2013) \$ 164,457,204  
PREVIOUS FISCAL YEAR (2012) \$ 162,237,859  
PREVIOUS FISCAL YEAR (2011) \$ 142,228,446

3) Since January 1, 2012, what percentages of the following employees in your jurisdiction (city, county, state, tribal, university) have been reduced through lay-offs. *Please note: All figures must be rounded to the nearest whole percent.*

Civilian Law Enforcement Agency Personnel 1 %  
Sworn Law Enforcement Agency Personnel 0 %  
Other Government Agency Personnel 2 %

4) Since January 1, 2012, what percentages of the following employees in your jurisdiction (city, county, state, tribal, university) have been reduced through furloughs that have lasted or are scheduled to last a minimum of forty hours per affected employee over the course of a fiscal year. *Please note: All figures must be rounded to the nearest whole percent.*

Civilian Law Enforcement Agency Personnel 0 %  
Sworn Law Enforcement Agency Personnel 0 %  
Other Government Agency Personnel 0 %

5) Since January 1, 2012, what percentages of the following authorized positions in your jurisdiction (city, county, state, tribal, university) are currently unfilled due to **official policies and/or decisions** that limit your jurisdiction's ability to fill vacancies (i.e., hiring freezes). *For example, if your agency has ten authorized sworn positions and one is currently frozen, you would enter 10% on the sworn personnel line. Please note: All figures must be rounded to the nearest whole percent.*

Civilian Law Enforcement Agency Personnel 0 %  
Sworn Law Enforcement Agency Personnel 0 %  
Other Government Agency Personnel 0 %

6) **The U.S. Census Bureau American Community Survey (ACS) provides multi-year poverty rate estimates for communities. Please go to the U.S. Census Bureau's American FactFinder (<http://FactFinder2.census.gov>) to determine the percentage of individuals in poverty in your jurisdiction.** For jurisdictions not included in the census (e.g., schools, universities, transit, parks), please check the box for "Not Applicable." Please see the program Application Guide for additional information and help in using the American FactFinder. *Please note: All figures must be rounded to the nearest whole percent.*

Percentage of individuals in poverty 23 %  
Not Applicable

7) **The Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS) program provides monthly estimates of unemployment for communities. Please go to the Bureau of Labor Statistics' LAUS website ([www.bls.gov/lau/data.htm](http://www.bls.gov/lau/data.htm)) to find detailed instructions for looking up your local area's unemployment rate.** It may be necessary to select the nearest best match to your jurisdiction (for example, a city of fewer than 25,000 people may report their county level rate). Please see the program Application Guide for additional information and help in using the LAUS data. For jurisdictions not included in the census (e.g., schools, universities, transit, parks), please check the box for "Not Applicable". *Please note: All figures must be rounded to the nearest whole percent.*

Percentage unemployed for January 2013 6 %  
Not Applicable

8) Indicate if your jurisdiction has experienced any of the following events since January 1, 2012 (Check all that apply)

A declaration of natural or other major disaster or emergency has been made pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act. (42 U.S.C. 5121 et seq.)

A declaration as an economically or financially distressed area by the state in which the applicant is located.

Downgrading of the applicant's bond rating by a major rating agency.

Has filed for or been declared bankrupt by a court of law.

Has been placed in receivership or its functional equivalent by the state or federal government.

Taken on additional law enforcement duties and responsibilities resulting from an agency merger or the disbanding of a neighboring law enforcement agency (which did not result in a new or supplemented funded contract to provide these law enforcement services).

#### D. Property/Violent Crime

1) Using UCR crime definitions, enter the actual number of incidents reported to your agency in the previous three calendar years, 2012, 2011, 2010 for the following crime types. Note that only those incidents for which your agency had primary response authority should be provided.

UCR Data*	2012	2011	2010
Criminal Homicide	14	8	17
Forcible Rape	168	169	182
Robbery	658	604	665
Aggravated Assault	1262	1104	1248
Burglary	3150	3197	2883
Larceny (except motor vehicle theft)	6938	6890	6820
Motor Vehicle Theft	1805	1845	2053

# COPS Application

## Attachment to SF-424

### SECTION 8: Continuation of Project After Federal Funding Ends

If you are applying for a COPS grant with a post-grant retention plan requirement, please complete A. If you are applying for a COPS grant without a post-grant retention plan requirement, please complete B.

#### A. Continuation of Project after Federal Funding Ends (for COPS grants with a retention plan requirement)

Applicants must plan to retain all sworn officer positions awarded under your COPS hiring grant for a minimum of 12 months at the conclusion of 36 months of federal funding for each position. The retained COPS funded positions should be added to your agency's law enforcement budget with state and/or local funds at the end of grant funding, over and above the number of locally-funded sworn officer positions that would have existed in the absence of the grant. These additional position(s) must be retained using state, local, or other non-federal funding only. You may not use funds awarded by other federal grants to cover the costs of retention. At the time of grant application, applicants must affirm that they plan to retain the positions and identify the planned source(s) of retention funding. We understand that your agency's source(s) of retention funding may change during the life of the grant. Your agency should maintain proper documentation of any changes in the event of an audit, monitoring or other evaluation of your grant compliance. Please refer to the frequently asked questions on retention which can be found here <http://www.cops.usdoj.gov/Default.asp?Item=2367>.

**1. Will your agency plan to retain any additional positions awarded under this grant for a minimum of 12 months at the conclusion of federal funding for each position?**

Yes  No

*Note: Agencies that do not plan to retain all the positions awarded under this grant are ineligible to receive CHP funding*

**2. Please identify the source(s) of funding that your agency plans to utilize to cover the costs of retention:**  
(check all that apply)

- General funds
- Raise bond/tax issue
- Private sources/donations
- Non-federal asset forfeiture funds (subject to approval from the state or local oversight agency)
- Fundraising efforts
- State, local, or other non-federal grant funding
- Other (Please provide a brief description of the source(s) of funding not to exceed 350 characters.)

# COPS Application

## Attachment to SF-424

### SECTION 12: Official Partner(s) Contact Information

An official "partner" under the grant may be a governmental, private, school district, or other applicable entity that has established a legal, contractual, or other agreement with the applicant for the purpose of supporting and working together for mutual benefits of the grant. Please see the COPS Application Guide for more information on official partners that may be required.

First Name	Last Name	Agency Name	Delete	Edit
William	Collins	Saint Paul YWCA	<a href="#">Delete</a>	<a href="#">Edit</a>
Armando	Camacho	Neighborhood House - GRIP	<a href="#">Delete</a>	<a href="#">Edit</a>

Title: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Name of Partner Agency (e.g., Smithville High School): \_\_\_\_\_

Type of Partner Agency (e.g., School District): \_\_\_\_\_

Street Address 1: \_\_\_\_\_

Street Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State:  Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### Person Submitting this Application

By clicking this box and typing my name below, I certify that I have been legally and officially authorized by the appropriate governing body to identify the partner (s) listed above and act on behalf of the grant applicant entity. I also certify that the above agency (or agencies) is a partner (or are partners) to the grant project as required by the grant and that our agencies mutually agreed to this partnership as related to this grant project prior to submission of this grant application. In addition, I certify that the information provided above regarding the partner(s) is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the Federal Government.

**Please type your name here in place of your signature:**

\_\_\_\_\_  
Amy Brown

# COPS Application

## Attachment to SF-424

### SECTION 13: Application Attachments

File Name	File Type	Delete
<a href="#">application.pdf</a>	Attachment424	<a href="#">Delete</a>

This section should be used to attach any required or applicable attachments to your grant applications (e.g., Memorandum of Understanding, etc.)

If the program for which you are applying requires a Memorandum of Understanding (MOU), this document should define the roles and responsibilities of the individuals and partner(s) involved in your proposed project. Please refer to the program-specific Application Guide to determine if an MOU or other application attachments are required. The Guide will also specify if optional attachments are permitted for submission.

Attachment type:

# COPS Application

## Attachment to SF-424

### SECTION 14: Budget Detail Worksheets

#### Instructions for Completing the Budget Detail Worksheets

The following Budget Detail Worksheets are designed to allow all COPS grant and cooperative agreement applicants to use the same budget forms to request funding. Allowable and unallowable costs vary widely and depend upon the type of COPS program. The maximum federal funds that can be requested and the federal/local share breakdown requirements also vary.

Please refer to the program-specific Application Guide to determine the allowable/unallowable costs, the maximum amount of federal funds that can be requested, and the federal/local share requirements for the COPS program for which your agency is applying. To assist you, sample Budget Detail Worksheets are included in each Application Guide.

Please complete each section of the Budget Detail Worksheets applicable to the program for which you are applying (see the Program-specific Application Guide for requirements). If you are not requesting anything under a particular budget category, please check the appropriate box in that category indicating that no positions or items are requested.

All calculations should be rounded to the nearest whole dollar. Once the budget for your proposal has been completed, a budget summary page will reflect the total amounts requested in each category, the total project costs, and the total federal and local shares.

**If you need assistance in completing the Budget Detail Worksheets, please call the COPS Office Response Center at 800.421.6770.**

# COPS Application

## Attachment to SF-424

### SECTION 14: Budget Detail Worksheets

**Instructions:** This worksheet will assist your agency in reporting your agency's current *entry-level* salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. Please list the current entry-level base salary and fringe benefits *rounded to the nearest whole dollar* for one full-time sworn officer position within your agency. Do not include employee contributions. (Please refer to the [Program-specific Application Guide](#) for information on the length of the grant term for the program under which you are applying.)

Please refer to the [Program-specific Application Guide](#) for information about allowable and unallowable fringe benefits for sworn officer positions requested under the program to which your agency is applying.

#### SWORN:

Title	Description	Number of Positions	Delete	Edit
Sworn	Sworn Officers	15	<a href="#">Delete</a>	<a href="#">Edit</a>

# COPS Application

Attachment to SF-424

## SECTION 14: Budget Detail Worksheets

### B. BUDGET DETAILS

#### A. Sworn Officer Positions Part 1

**Part 1: Instructions:** Please complete the questions below for one position salary and benefits package. As applicable per the program -specific Application Guide, you may also be required to project Year 2 and Year 3 salaries.

##### A. Base Salary Information

	Year 1 Salary	Year 2 Salary	Year 3 Salary
Enter the current first year base salary for one position	\$51,749.00	\$57,973.00	\$59,132.00
Does the base salary include vacation costs?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Does the base salary include sick leave costs?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

##### B. Fringe benefit costs should be calculated for each year of the grant term.

##### FRINGE BENEFITS:

	Year 1 Fringe Benefits		Year 2 Fringe Benefits		Year 3 Fringe Benefits	
	COST BASE:	% OF	COST BASE:	% OF	COST BASE:	% OF
Social Security (Cannot exceed 6.2 of Total Base Salary) <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Fixed Rate	\$0.00	0%	\$0.00	0%	\$0.00	0%
Medicare (Cannot exceed 1.45 of Total Base Salary) <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Fixed Rate	\$750.00	1.45%	\$841.00	1.45%	\$857.00	1.45%
Health Insurance	\$12,000.00	23.19%	\$12,000.00	20.7%	\$12,000.00	20.29%

Life Insurance	\$0.00	0%	\$0.00	0%	\$0.00	0%
Vacation <u>Number of Hours</u> Annually: <u>120</u>	\$0.00	0%	\$0.00	0%	\$0.00	0%
Sick Leave <u>Number of Hours</u> Annually: <u>96</u>	\$0.00	0%	\$0.00	0%	\$0.00	0%
Retirement	\$7,452.00	14.4%	\$8,348.00	14.4%	\$8,515.00	14.4%
Worker's Compensation <input checked="" type="checkbox"/> Exempt	\$0.00	0%	\$0.00	0%	\$0.00	0%
Unemployment Insurance <input checked="" type="checkbox"/> Exempt	\$0.00	0%	\$0.00	0%	\$0.00	0%
Other <u>SHIFT Differential</u> ▾	\$2,810.00	5.43%	\$3,148.00	5.43%	\$3,211.00	5.43%
Other ▾	\$0.00	0%	\$0.00	0%	\$0.00	0%
Other ▾	\$0.00	0%	\$0.00	0%	\$0.00	0%
Benefits Sub-Total Per Year (1 Position)	\$23,012.00		\$24,337.00		\$24,583.00	
Total (A+B)	\$74,761.00 (A+B)		\$82,310.00 (A+B)		\$83,715.00 (A+B)	
<b>D. Total Salary and Benefits for Years 1, 2, and 3 (1 Position):</b>	\$240,786.00	X	15	# of Positions =	\$3,611,790.00	

# COPS Application

## Attachment to SF-424

### SECTION 14: Budget Detail Worksheets

#### A/B SALARY DETAILS

#### Part 2 : Sworn Officer Salary Information

1. If your agency's second and/or third-year costs for salaries and/or fringe benefits increase after the first year, check the reasons(s) why in the space below.

Cost of Living Adjustment (COLA)  Step Raises  Change in Benefit Costs

#### Part 3: Federal/Local Share Costs (for Hiring Grants)

As part of the local matching requirement for the 2013 COPS Hiring Program, grantees must assume a progressively larger share of the cost of the grant with local funds over the three-year grant period. This means that your local match must increase each year, while the federal share must decrease.

Total Salary and Benefits for year 1,2, &3 (all positions) \$3,611,790.00  
Total Federal Share: \$1,875,000.00 51.9%  
Total Local Share: \$1,736,790.00 48.1%

Please project in the chart below how your agency plans to assume a progressively larger share of the grant costs during each year of the program. The chart is only a projection of your plans; while your agency may deviate from these specific projections during the grant period, it must still ensure that the federal share decreases and the local share increases. For more details on local matching requirements for this program, please refer to the [program-specific Application Guide](#).

	Year1	Year2	Year3	Total
Federal Share	700000	650000	525000	\$1,875,000.00
Local Share	525000	650000	561790	\$1,736,790.00
				\$3,611,790.00

**Part 4: Waiver of Local Match**

The COPS Office may waive some or all of a grantee's local match requirement based on severe fiscal distress. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of *severe fiscal distress* as reflected through the fiscal health data in Section 7 of this application, and a comparison of your fiscal health data with that of the overall CHP 2013 applicant pool.

Q1: Are you requesting a waiver of the local match based on severe fiscal distress?

- Yes
- No

Q1a: If awarded, please indicate the maximum local share your agency would be able to contribute to the total project cost in order to implement the grant.

\$ 902948 25.0%

Based on the waiver request above, your federal share would be \$2,708,842.00 and your local share would be \$902,948.00 if your application is fully funded.

We anticipate that waivers of the local match will be limited. The COPS Office will carefully review your request for a waiver when your application is submitted.

Q1b: If your agency does not qualify for a waiver, do you still wish to be considered for a CHP 2013 grant?

- Yes, please continue to review my agency's application even if we are not eligible for a waiver of the local match.
- No, my agency could not implement this grant without a waiver of the local match, so please do not continue processing our application if we are not eligible for the waiver.

# COPS Application

## Attachment to SF-424

### SECTION 14: Budget Detail Worksheets

#### BUDGET SUMMARY

**Instructions:** Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, please return to the Budget Detail Worksheet.

	<b>Budget Category</b>	<b>Category Total</b>	
A.	Sworn Officer Positions	\$3,611,790.00	
B.	Civilian/Non-Sworn Personnel	\$0.00	
C.	Equipment/Technology	\$0.00	
D.	Supplies	\$0.00	
E.	Travel/Training	\$0.00	
F.	Contracts/Consultants	\$0.00	
G.	Other Costs	\$0.00	
H.	Indirect Costs	\$0.00	
	<b>Total Project Amount:</b>	\$3,611,790.00	
	<b>Total Federal Share Amount:</b>	\$1,875,000.00	51.9%
	(Total Project Amount X Federal Share Percentage Allowable)		
	<b>Total Local Share Amount (If applicable):</b>	\$1,736,790.00	48.1%
	(Total Project Amount - Total Federal Share Amount)		

**If your application is funded, but for a reduced number of officer positions, the percentage of the local share provided above will be applied to the total project cost of the awarded officers**

If your agency's request for a waiver of the local match is approved and your application is fully funded, your federal share would be \$2,708,842.00 and your local share would be \$902,948.00, if your application is fully funded.

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#### Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

First Name: Amy  
Last Name: Brown  
Title: Police Research and Grants  
Phone: 651-266-5507  
Fax: 651-266-5542  
E-mail Address: amy.brown@ci.stpaul.mn.us

# COPS Application

## Attachment to SF-424

### SECTION 15A: Assurances

Several provisions of federal law and policy apply to all grant programs. The Office of Community Oriented Policing Services needs to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Grant Program Specialist at 800-421-6770.

By signing this form, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds. In particular, the applicant assures us that:

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.
2. It will comply with the provisions of federal law, which limit certain political activities of grantee employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.
3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.
4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
5. It will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
6. It will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, including but not limited to: the requirements of 28 CFR Part 66 and 28 CFR Part 70 (governing administrative requirements for grants and cooperative agreements); 2 CFR Part 225 (OMB Circular A-87), 2 CFR 220 (OMB Circular A-21), 2 CFR Part 230 (OMB Circular A-122) and 48 CFR Part 31.000, et seq. (FAR 31) (governing cost principles); OMB Circular A-133 (governing audits) and other applicable OMB circulars; the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; 28 CFR Part 38.1; the applicable COPS Application Guidelines; the applicable COPS Grant Owner's Manuals; and with all other applicable program requirements, laws, orders, regulations, or circulars.
7. It will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.
8. It will not (and will require any subgrantees, contractors, successors, transferees, and assignees not to), on the ground of race, color, religion, national origin, sex, disability, or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.); and the corresponding DOJ regulations implementing those statutes at 28 C.F.R. part 42 (subparts C, D, E, G, and I). It will also comply with Executive Order 13279 Equal Treatment for Faith-Based Organizations and its implementing regulations at 28 C.F.R Part 38, which requires equal treatment of religious organizations in the funding process and nondiscrimination of beneficiaries by Faith-Based Organizations on the basis of belief or non-belief."
  - A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.
  - B. If your organization has received an award for \$500,000 or more and has 50 or more employees, then it has to prepare an Equal Employment Opportunity Plan (EEOP) and submit it to the Office for Civil Rights ("OCR"), Office of Justice Programs, 810 7th Street, N.W., Washington, DC 20531, for review within 60 days of the notification of the award. 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. 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.

9. Pursuant to Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.

10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency' (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA..

11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.

13. It will comply with the Human Subjects Research Risk Protections requirements of 28 CFR Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 CFR Part 22, requiring the safeguarding of individually identifiable information collected from research participants.

14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned, rented or personally-owned vehicles.

15. It will not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.

16. If the awarded grant contains a retention requirement, it will retain the increased officer staffing level and/or the increased officer redeployment level, as applicable, with state or local funds for a minimum of 12 months following expiration of the grant period.

17. It will not use any federal funding directly or indirectly to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law ratification, policy or appropriation whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation as set forth in the Anti- Lobby Act, 18 U.S.C. 1913.

18. In the event that a portion of grant reimbursements are seized to pay off delinquent federal debts through the Treasury Offset Program or other debt collection process, it agrees to increase the non-federal share (or, if the awarded grant does not contain a cost sharing requirement, contribute a non-federal share) equal to the amount seized in order to fully implement the grant project.

19. None of the funds made available under this award may be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

\_\_\_\_\_  
Thomas Smith  
**Signature of Law Enforcement Executive/Agency Executive**  
**(For your electronic signature, please type in your name)**  
**Thomas Smith**

\_\_\_\_\_  
05/09/2013  
Date

\_\_\_\_\_  
Christopher Coleman  
**Signature of Government Executive/Financial Official**  
**(For your electronic signature, please type in your name)**  
**Christopher Coleman**

\_\_\_\_\_  
05/09/2013  
Date

# COPS Application

## Attachment to SF-424

### SECTION 15B: Certifications

#### **Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Federal Taxes and Assessments; Drug-Free Workplace Requirements; and Coordination with Affected Agencies.**

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "Nonprocurement Debarment and Suspension," Public Law 111-117 or the most recent applicable appropriations Act, 28 CFR Part 83, "Government-Wide Requirements for Drug-Free Workplace (Grants)," and the coordination requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

#### **1. Lobbying**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement;

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and

C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

#### **2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Part 2867.20(a), the applicant certifies that it and its principals:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

B. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) or private agreement or transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (B) of this certification; and

D. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

#### **3. Federal Taxes and Assessments**

A. If applicable, an applicant who receives an award in excess of \$5,000,000 certifies that, to the best of its knowledge and belief, the applicant has filed

all federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

B. The applicant certifies that it does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

**4. Drug-Free Workplace (Grantees Other Than Individuals)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, for grantees/recipients, as defined at 28 CFR Part 83.660 -

A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by:

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about -

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;

(iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);

(iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 145 N St, NE, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant;

(vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;

(vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v), and (vi).

**Grantee Agency Name and Address:**

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code)

Check  if there are workplaces on file that are not identified here.

### 5. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

*Where the applicant is unable to certify to any of the statements in this Certifications form, he or she shall attach an explanation to this application regarding the particular statement that cannot be certified. Please check here  if an explanation is attached to this application. Please note that the applicant is still required to sign the Certifications form to certify to all the other applicable statements.*

Grantee Agency Name and Address:

St. Paul, City of 367 Grove Street St. Paul, MN 55101

Grantee IRS/ Vendor Number: 416005521

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

\_\_\_\_\_  
Thomas Smith  
**Signature of Law Enforcement Executive/Agency Executive**  
**(For your electronic signature, please type in your name)**  
Thomas Smith

\_\_\_\_\_  
05/09/2013  
Date

\_\_\_\_\_  
Christopher Coleman  
**Signature of Government Executive/Financial Official**  
**(For your electronic signature, please type in your name)**  
Christopher Coleman

\_\_\_\_\_  
05/06/2013  
Date

# COPS Application

## Attachment to SF-424

### SECTION 16: Disclosure of Lobbying Activities

#### Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District number, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFPD E-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting registrant identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full name(s) of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title and telephone number.

*According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.*

#### Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.

Not Applicable

# COPS Application

## Attachment to SF-424

### SECTION 17: REVIEWS AND CERTIFICATIONS

#### 1) Federal Civil Rights and Grant Reviews:

Please be advised that an application may not be funded and, if awarded, a hold may be placed on the award if it is deemed that the applicant is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a Department of Justice grant review or audit.

#### 2) Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems:

Please review the COPS Application Guide: Legal Requirements Section for additional information.

Please check one of the following, as applicable to your agency's intended use of this grant:

- No, my agency will not use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system.
- Yes, my agency will use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system. By signing below, we assure that our agency will comply with the requirements of 28 C.F.R. Part 23.

#### 3) Certification of Review and Representation of Compliance with Requirements:

The signatures of the Law Enforcement Executive/Agency Executive, Government Executive/Financial Official, and the Person Submitting this Application on the Reviews and Certifications represent to the COPS Office that:

- a) the signatories have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity;
- b) the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Application Guide; the COPS Grant Owner's Manual, Assurances, Certifications and all other applicable program regulations, laws, orders, and circulars;
- c) the applicant understands that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government; AND
- d) the information provided in this application, including any amendments, shall be treated as material representations of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

The signatures of the Law Enforcement Executive/Agency Executive and the Government Executive/Financial Official on this application must be the same as those identified in Section 4 of this application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

\_\_\_\_\_  
Thomas Smith  
**Signature of Law Enforcement Executive/Agency Executive**  
**(For your electronic signature, please type in your name)**  
Thomas Smith

\_\_\_\_\_  
05/09/2013  
Date

\_\_\_\_\_  
Christopher Coleman  
**Signature of Government Executive/Financial Official**  
**(For your electronic signature, please type in your name)**  
Christopher Coleman

\_\_\_\_\_  
05/09/2013  
Date

\_\_\_\_\_  
Amy Brown

\_\_\_\_\_  
05/09/2013

**Signature of Person Submitting This Application**  
**(For your electronic signature, please type in your name)**

Date

By clicking this box, the applicant understands that the use of typed names in this grant application and the required grant forms, including the Assurances and Certifications, constitute electronic signatures and that the electronic signatures are the legal equivalent of handwritten signatures.

# COPS Application

Attachment to SF-424

## Thank You for Submitting Your COPS Application.

Your application has been successfully recorded.

**Submission Date:** 6/28/2013 2:46:59 PM

**ORI:** MN06209

**Legal Name:** St. Paul, City of

**Confirmation Number:** 2372265

**Program Type:** COPS Hiring Program

Thank you for submitting your agency's COPS Application.

Your application has been successfully recorded. When contacting the COPS Office concerning the submission of this application, please reference your agency's ORI number.

If you have any questions or concerns you may contact the COPS Office Response Center at 800.421.6770.

[Click here](#) to return to the COPS Application home page.

### Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to 11.3 hours per response, depending upon the COPS program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098 and the expiration date is 02/29/2016.

### **Catalogue of Federal Domestic Assistance (CFDA)**

The CFDA is an annual government-wide publication that contains a description and index of all forms of federal assistance. Each program is assigned a "CFDA number," which is used by auditors to track grant revenues under the Single Audit Act. It is also used in participating states by State Single Points of Contact in conducting the required intergovernmental reviews under Executive Order 12372. The CFDA number for the COPS CHP grant is 16.710.

### **Closeout**

The process in which the awarding agency, the COPS Office, determines that all applicable administrative actions and all required work and conditions of the award have been completed and met by the recipient and awarding agency.

### **Cognizant Federal Agency**

Your Cognizant Federal Agency is generally the federal agency that provides your agency with the most federal money. The Office of Management and Budget (OMB) may have already assigned your Cognizant Federal Agency to you. If this is the first federal grant that your organization has received, the U.S. Department of Justice is your Cognizant Federal Agency.

### **Community Policing**

Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. All newly hired, additional or rehired officers (or an equal number of redeployed veteran officers) funded under COPS Office programs must engage in community policing activities, and in the implementation of your community policing plan.

### **COPS Office**

The Office of Community Oriented Policing Services (COPS Office) is the office within the U.S. Department of Justice that is the "grantor" or "awarding" agency for your grant or cooperative agreement. The COPS Office is responsible for assisting your agency with the administration and maintenance of your grant for the entire grant period. You can reach the COPS Office at 800-421-6770.

### **COPS Office Finance Staff**

The COPS Office Finance Staff handles your agency's financial and budgetary needs related to this grant. A staff accountant has been assigned to your state, and is available to answer any questions that you may have concerning the financial aspects of your grant. To identify your Staff Accountant, please call the COPS Office Response Center at 800-421-6770, or visit the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

### **Criminal Intelligence Officer**

A criminal intelligence officer, whether working directly with a law enforcement agency or assigned to the appropriate state or regional fusion center, works in the field of criminal intelligence and may conduct data collection, research, and analysis to produce finished intelligence reports or other products designed to assist in the prevention, detection, or investigation of violations of criminal laws.

### **Data Universal Numbering System (DUNS) Number**

Since FY2004, the Office of Management and Budget (OMB) has required all agencies applying for federal funding to obtain this number prior to application. The DUNS number is a unique nine- or thirteen-digit identification number that is assigned upon request to agencies by Dun & Bradstreet (D&B). This number will be used by the federal government to better track grant recipient information throughout the grant cycle and to provide consistent name and address data for electronic grant application systems. To obtain a DUNS number, visit the Dun & Bradstreet website at [www.dnb.com](http://www.dnb.com) or call 866-705-5711.