

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 1: Administration

Subgrant Recipient

Organization Name: City of Alachua

County: Alachua

Chief Official

Name: Gib Coerper

Title: Mayor

Address: Post Office Box 9

City: Alachua

State: FL **Zip:** 32616-0009

Phone: 386-418-6100 **Ext:**

Fax:

Email: gcoerper@cityofalachua.com

Chief Financial Officer

Name: Robert Bonetti

Title: Finance Director

Address: Post Office Box 9

City: Alachua

State: FL **Zip:** 32616-0009

Phone: 386-418-6166 **Ext:** 124

Fax:

Email: rbonetti@cityofalachua.org

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Section 1: Administration

Implementing Agency

Organization Name: Alachua Police Department
County: Alachua

Chief Official

Name: Chad Scott
Title: Chief of Police
Address: Post Office Box 910
City: Alachua
State: FL **Zip:** 32616-0910
Phone: 386-462-1396 **Ext:**
Fax:
Email: cscott@apd.cityofalachua.org

Project Director

Name: Tara Malone
Title: Human Resources Manager
Address: Post Office Box 9
City: Alachua
State: FL **Zip:** 32616-0009
Phone: 386-462-3293 **Ext:**
Fax:
Email: tmalone@apd.cityofalachua.org

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Section 1: Administration

Section Questions:

Question: Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with the Department of Homeland Security (DHS) or Immigration and Customs Enforcement (ICE)?

Answer: No

Question: Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?

Answer: Yes

Question: If yes to either #1 or #2, describe each practice AND provide a copy of each law or policy to criminaljustice@fdle.state.fl.us.

Answer: 908 F.S.

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Section 2: Project Overview

General Project Information

Project Title: ALACHUA SAFE SCHOOLS
Subgrant Recipient: City of Alachua
Implementing Agency: Alachua Police Department
Project Start Date: 10/1/2019 **End Date:** 9/30/2020

Problem Identification

The Alachua Police Department participates in the School Resource Officer Program (SROP) with the School Board of Alachua County, by assigning certified law enforcement officers for security purposes to each school within the City's jurisdiction - two elementary schools, one middle school and one high school, for a total of four School Resource Officers (SROs). Implementation of the SROP was partially funded by the school district's "Safe Schools" allocation, which covered only a portion of program expenses (personnel and equipment). General fund allocation from the City was then required in order to support the mandated SROP.

The SROs must complete police reports for criminal offenses and other incidents requiring documentation. Under the City's Capital Improvement Plan (CIP), four tablets/laptops are funded each year for sworn personnel. The department has a total of twenty-seven (27) sworn officers, and allocation of funds under the CIP provides for the purchase of four (4) new tablets/laptops each year for officers. However, at a replacement schedule of four tablets/laptops per year, the replacement schedule is approximately every six years. As a result, the department currently has several tablets/laptops that are obsolete and function poorly.

SROs have been assigned the older tablets/laptops, which are no longer capable of supporting the field reporting module of the department's Records Management System (RMS) and other information system databases. As a result, the SROs must come to the station to utilize an office desktop to complete their reports, which leaves the campus without an on-site SRO. Grant funds are needed to purchase additional tablets/laptops, so that the older units may be taken out of service and replaced. Without these additional funds from the FDLE JAG program, the City of Alachua will not be able to replace tablets/laptops for the department's SROP. Not funding this project limits the resources and availability of information for the SRO's, resulting in delays of resolving issues on campus.

Project Summary (Scope of Work)

The Alachua Police Department plans to utilize grant funds for the purchase of tablets/laptops and accessories for the School Resource Officer Program (SROP). Four replacement tablets/laptops will be for use by School Resource Officers (SROs) assigned to the SROP. The older poorly functioning tablets/laptops are no longer capable of supporting the technical requirements for the department's field reporting module. The new tablets/laptops that will be purchased will meet the current industry standard and provide the SROs with the needed equipment to complete their police reports remotely, so that they will no longer have to leave the school campus to complete reports at the station.

Once received by the department, the tablets/laptops will be assigned an asset inventory number, as required for individual items that cost more than \$1,000 per

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unit. A decal will be issued to the department and affixed to the tablet/laptop prior to being issued to an officer. The tablet/laptop then becomes part of the department's inventory, which is audited internally by the City's Finance and Administrative Services department on an annual basis. The new tablet/laptop will then be issued to the SROs, who are assigned to the SROP.

It is expected that purchase of these tablets/laptops will increase safety of the school campuses within the City, as the SROs will no longer need to leave the school campus in order to complete police reports at the station. All activities will take place within the City of Alachua's municipal boundaries.

Upon notice of grant award, procurement activities will immediately commence. The anticipated timeline is as follows:

- 1) Within 30 days of grant award notification vendor selection and required purchasing procedures (requisition for purchase order), order equipment.
- 2) 60 days from order receive equipment from vendors, assign and affix asset decal.
- 3) 30 days from receipt of equipment deploy equipment; process invoices for equipment, provide copies of remittance and supporting purchasing documents (quotes, invoices, etc.) to FDLE grants office with funds reimbursement request.

Documentation and minimum performance required for drawdown of funds includes the completion of at least one activity described in the scope of work above as will be attested to on the financial expenditure/claim report.

Documentation of deliverables performed will be maintained and made available. Examples of documentation will include procurement records, purchase orders, packing slips, invoice and proof of payment.

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Section 2: Project Overview

Section Questions:

Question: What percentage of the total cost of this project is being funded by sources other than this award?

Answer: 0

Question: What is the name of the jurisdiction(s) your agency provides service to. (e.g., City of Miami, Orange County, State of Florida)

Answer: City of Alachua.

Question: What is the address of the location being used to provide services for this project?

Answer: 15000 NW 142nd Terrace
Alachua, FL 32615

Question: Describe your agency. (e.g., non-profit, community based, government)

Answer: Municipal government.

Question: Have you verified that the subgrantee has an active and current registration in SAM.gov?

Answer: Yes

Question: What is the Operating Capital Outlay threshold used by the subgrantee? If the implementing agency is a sheriff's office, indicate the sheriff's office's threshold instead.

Answer: \$1,000

Question: Does the subgrantee receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?

Answer: No

Question: Does the implementing agency receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?

Answer: No

Question: In your organization's preceding completed fiscal year, did your organization (the subgrantee) receive at least (a) 80 percent or (b) \$25,000,000 of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Answer: No

Question: If you answered yes above, does the public have access to information about the compensation of the executives in your organization (the subgrantee) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If answer to Part 1, above, was "no," answer N/A.

Answer: No

Question: What is the combined population of the jurisdiction(s) your agency provides services to (according to the 2010 census)?

Answer: 9059

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Section 3: Performance

General Performance Info:

Performance Reporting Frequency: Quarterly

Prime Purpose Area: 01 - Law Enforcement (Includes Task Forces)

State Purpose Area: 1G - General Questions

Objectives and Measures

Objective: General Questions - General Questions for All Recipients

Measure: General 01

Will your organization be using the crimesolutions.gov website during the grant period regardless of JAG funding? Crimesolutions.gov provides information on several crime reduction and prevention programs and practices.

Goal: No

Measure: General 02

Will your organization be using the The National Training and Technical Assistance Center (NTTAC) during the grant period, regardless of JAG funding? The NTTAC serves as BJA's training and technical assistance center. You can find resources, tools, webinars, and TTA support on a variety of criminal justice issues and initiatives.

Goal: No

Measure: General 03

Will your organization be using the NCJP.org website during the grant period, regardless of JAG funding? NCJP.org contains resources to support strategic planning, program development, and implementation of evidence-based policy and practice.

Goal: No

Measure: General 04

Will your organization be using the Evidence-Based Policing Matrix during the grant period regardless of JAG funding? The Evidence-Based Policing Matrix provides information on evidence-based practices for law enforcement.

Goal: No

Measure: General 05

Will your organization be using the What Works in Reentry Clearinghouse during the grant period regardless of JAG funding? The clearinghouse provides research on the effectiveness of reentry programs and practices.

Goal: No

Measure: General 06

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Section 3: Performance

Will your organization be using Research to Practice during the grant period regardless of JAG funding? Research to Practice promotes the dissemination of research on drug courts to practitioners and policymakers.

Goal: No

Measure: General 07

Will your organization be using any other resources during the grant period regardless of JAG funding? If yes, please describe them.

Goal: No.

Measure: General 08

During the grant period, will your agency conduct or sponsor (with or without JAG funds) a survey or focus group of citizens on any of the following topics? Enter all that apply from the following list: Public satisfaction with police services; public satisfaction with prosecution services; public satisfaction with public defender/indigent defense services; public satisfaction with courts; public perceptions of crime/disorder problems; personal crime experiences of citizens; none of the above; unsure/don't know.

Goal: None of the above.

Measure: General 09

During the grant period, which of the following community activities will your organization be involved in, with or without JAG funds and how often will they each occur (yearly, monthly, etc.)? Choose from the following list: Hosting community meetings; attending community meetings; distributing a newsletter, e-mail, or other bulletin; attending community events; conducting social media activities; conducting outreach to minority populations; other (please describe)

Goal: 1) Attend Community Meetings - department periodically attends Home Owner Association meetings; Homeschool group meetings; church group meetings, etc. Agency responds to these requests as received throughout the year.
2) Attend Community Events - at least five (5) yearly.
3) Conduct Social Media Activities - department provides periodic updates on social media outlets, minimally on a monthly basis.
4) Other - annual National Night Out and backpack giveaway for local school age children.

Measure: General 10

Law Enforcement Agencies ONLY: In which of the following ways has your agency fostered community involvement in the last year? Enter all that apply from the following list: Citizen Review Board or other review board with citizen representation, Citizen's Police Academy, Internships for university or high school students, Volunteer Program, Auxiliary police

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Section 3: Performance

officer program, Police Cadet Program, k-12 school programs, Youth Athletic Programs, Other (please Describe), None of the above, Unsure/Don't know.

Goal: Volunteer program; Youth Athletic Programs; Other - Police Explorer Program.

Measure: General 11

Identify the goal(s) you hope to achieve with your funding. If you have multiple goals, describe each goal separately.

Goal: Provide School Resource Officers with tablets/laptops.

Measure: General 12

Are the subrecipient and implementing agency aware that they will be required to report on the status of the identified goals during each reporting period?

Goal: Yes.

Measure: General 13

Describe any barriers you may encounter which may prevent you from achieving your identified goal(s).

Goal: None identified at this juncture.

Measure: General 14

Are you aware that the Office of Criminal Justice Grants encourages recipients to report on any noteworthy accomplishments, success stories, or program results that they would like to showcase?

Goal: Yes.

Measure: General 11b

What major activities are planned for each of your goals listed in question 11?

Goal: Procurement and deployment of equipment (tablets/laptops) for School Resource Officers, utilizing grant funds.

State Purpose Area: 3E - Equipment, Supplies, and Technology Enhancements

Objectives and Measures

Objective: Equipment - Questions for all recipients purchasing Equipment, Supplies, and Technology Enhancements.

Measure: Equipment 1

Do the Subrecipient and Implementing agencies understand that they will be required to submit an itemized account of all items purchased during each reporting period as part of their performance reporting?

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Section 3: Performance

Goal: Yes.

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Section 4: Financial

General Financial Info:

Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000262

Budget:

Budget Category	Prime	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00
Expenses	\$5,465.40	\$0.00	\$5,465.40
Operating Capital Outlay	\$14,691.60	\$0.00	\$14,691.60
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$20,157.00	\$0.00	\$20,157.00
Percentage	100.0	0.0	100.0

Project Generated Income:

Will the project earn project generated income (PGI)? No

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Section 4: Financial (cont.)

Budget Narrative:

EXPENSES:

- 1) Four (4) premium keyboards at approximately \$475.00 each = \$1,900.00
- 2) Four (4) docking stations at approximately \$818.43 each = \$3,273.72
- 3) Four (4) mounting kits at approximately \$178.09 each = \$712.36

Total \$5,886.08

*Entered on budget table as \$5,465.40; so project total would not exceed grant amount of \$20,157.00.

OPERATING CAPITAL OUTLAY:

- 1) Four (4) Tablets/Laptops at approximately \$3,672.90 each = \$14,691.60, to include factory warranty

TOTAL COSTS: \$20,577.68

*NOTE - shipping costs will be additional charges, and any amount over the grant award for this equipment and shipping will be paid for by the City of Alachua.

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Section 4: Financial

Section Questions:

Question: If the budget contains salaries and benefits, will this project result in a net personnel increase, or continue to fund a prior federally grant funded net personnel increase?

Answer: No

Question: If Expenses or Operating Capital Outlay are included in your budget, what will be the method of procurement for those items? (e.g., competitive bid, sole source, state term contract)

Answer: Procurement of items utilizing grant funds will adhere to the City of Alachua's established purchasing guidelines - requisition for purchases over \$1,000 but not greater than \$10,000 must be accompanied by two (2) quotes. Department will solicit quotes for equipment procurement.

Question: If indirect cost is included, explain the indirect cost plan. Provide documentation of approval.

Answer: N/A

Question: If contractual services in the budget are based on unit costs, provide a definition and breakdown of cost for each service. Include the methodology for the unit cost plan and when it was approved.

Answer: N/A