

**NORTHGLENN POLICE DEPARTMENT**

**COUNCIL MEMORANDUM 10-16**

**DATE:** November 18, 2010

**TO:** Honorable Mayor Joyce Downing & City Council Members

**FROM:** William Simmons, City Manager *WMS*  
Russell L. Van Houten, Chief of Police *RVH*  
Shawn Cordsen, Finance Director

**SUBJECT: CR-156, 2010 COPS-CHRP Grant Acceptance**

**RECOMMENDATION:** Attached to this memorandum is a Resolution which, if approved, would accept a three year grant from the United States Department of Justice, Office of Justice Programs (USDOJ-OJP) in the amount of \$726,558.00. Staff recommends approval of the proposed Resolution.

**BACKGROUND:** Due to declining revenues from the falling economy the police department, beginning in 2008 and continuing through 2010, reduced staffing by eight (8) personnel. Positions eliminated over the past three years included three Police Officer positions in the Patrol Division, one Sergeant position in the Investigations Support Unit (ISU) of the Support Division, one Commander position in the Support Division, the Deputy Chief position and two part time non-sworn Customer Service Representative positions in the Records Unit of the Support Division. Sworn positions were eliminated while the positions were vacant. The two part time Customer Service Representatives were laid off.

The USDOJ-OJP announced potential funding for sworn positions eliminated due to the falling economy in the form of Community Oriented Policing Services (COPS) Hiring Recovery Program (CHRP) Grants. These positions must be, "over and above the number of locally funded positions that would have existed in the absence of the grant." The federal government grants will pay salary and benefits of funded positions for thirty-six months. Northglenn initially applied for funding for five (5) Police Officer positions on March 19, 2009. Northglenn was not selected to receive a grant.

In early 2010 the USDOJ-OJP changed their review criteria for the COPS-CHRP grants. Northglenn and many other municipalities were requested to update their applications. Northglenn's updated application dated June 14, 2010 was sent to USDOJ. Northglenn was

notified on September 30, 2010 that we had been selected to receive funding for three (3) fulltime police officers. Northglenn has until December 30, 2010 to accept the grant. Hiring will begin immediately if this Resolution is approved.

The positions funded by the COPS-CHRP Grant are patrol officers in the Patrol Division. The positions are fully funded by the grant for three years from the date of hire. The City is required to maintain the three positions for a minimum of 12 months after the 36 month grant funded period. The fourth year cost to the City is \$171,102.00.

**BUDGET IMPACT:** Funds for the three approved positions are not contained in the approved 2010 Police Department budget. Upon approval and acceptance of this grant, the 2010 budget will be amended and adjustments will be made to the proposed 2011 budget. The City may begin drawing on this money as soon as the grant is accepted and the officers are hired.

**CONTACT:** If you have questions or need additional information about this memorandum please contact Chief Russ Van Houten by phone at 303-450-8864 or by email [rvanhouten@northglenn.org](mailto:rvanhouten@northglenn.org).

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-156  
Series of 2010

\_\_\_\_\_  
Series of 2010

A RESOLUTION ACCEPTING A COMMUNITY ORIENTED POLICING SERVICES (COPS) HIRING PROGRAM GRANT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Council of the City of Northglenn hereby accepts a Community Oriented Policing Services (COPS) Hiring Program grant award from the United States Department of Justice, Office of Justice Programs in the amount of seven hundred twenty-six thousand five hundred fifty-eight dollars (\$726,558.00) for the grant application submitted by the Northglenn Police Department for three Police Officer positions.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
JOYCE DOWNING  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney



**U.S. Department of Justice**  
**Office of Community Oriented Policing Services (COPS)**

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*Office of the Director*  
*1100 Vermont Avenue, N.W.*  
*Washington, DC 20530*

September 30, 2010

Chief of Police Russell Van Houten  
Northglenn, City of  
11701 Community Center Drive  
Northglenn, CO 80233

Re: COPS Hiring Program Grant # 2010UMWX0048  
ORI#: CO00106

Dear Chief of Police Van Houten:

Once again, I would like to congratulate you on receiving a COPS Hiring Program (CHP) award. Your award is for 3 officer positions and \$726,558 in federal funds over a three-year grant period. Your agency may now begin hiring or rehiring officers to fill CHP grant-funded positions.

Enclosed in this package is your grant award. **The Award Document must be signed and returned to the COPS Office within 90 days of the date of this letter to officially accept your grant.** The Frequently Asked Questions (FAQ) document included in this package should be helpful in answering any questions you may have about accepting your award, or requesting additional time to do so. Beginning on the reverse side of your Award Document, you will find a total of two pages of CHP Grant Terms and Conditions. You should read and familiarize yourself with all 16 terms and conditions that apply to your CHP award.

A supplemental online award package for 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 associated with your award, including the CHP Grant Owner's Manual, which specifies the terms, conditions, and requirements of your grant. Also, within a few weeks you should receive an important package from the Office of the Chief Financial Officer, Office of Justice Programs, which will contain the forms and instructions necessary to begin drawing down funds for your grant.

As mentioned at the time of announcement, each CHP application was subject to a thorough review, and some of your application information may have been updated or corrected from the original version submitted to COPS. If you have not yet done so, please access your application at <https://www.cops.usdoj.gov>, and print and maintain a final copy for your records (if you are unable to print a copy of your application, please contact the COPS Office at 800.421.6770).

The Financial Clearance Memorandum (FCM) and Final Funding Memorandum (FFM) included in this package reflect allowable costs and amounts under your award. The FCM specifies the amount of COPS Hiring Program funds awarded to your agency for officer salaries and approved benefits, while the FFM contains the final officer salary and fringe benefit categories and amounts for which your agency was approved. The Final Funding Memorandum also includes the specific hiring

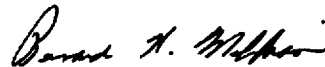
category(ies) awarded under your CHP grant. Please review both documents carefully, as your agency may only be reimbursed for the amounts and approved cost categories indicated.

As a reminder, under CHP all positions awarded (or an equal number of veteran officers) must initiate or enhance community policing in accordance with the community policing plan as described within Section 6 of your application. If for any reason your agency finds that your community policing plans have significantly changed from those outlined in your application (e.g., because you received fewer officers than originally requested and thus must alter the scope of your community policing plans), please revise the plan accordingly and submit it to the COPS Office for review and approval. You should also contact the COPS Office if, for any reason, you need to modify your grant award. This includes any reallocation of your awarded positions across the three primary hiring categories (i.e., new hires, rehires of officers laid off pre-application, and rehires of officers laid off or scheduled to be laid off post-application).

Finally, please remember that grantees must retain all sworn officer positions awarded under the CHP grant for a minimum of 12 months following the 36-month federal funding period. The retained CHP-funded position(s) should be added to your law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the grant. In your CHP grant application, your agency was required to affirm that it plans to retain the additional officer positions awarded following the expiration of the grant, and to identify the planned sources of retention funding. If, during the life of the grant, you have questions regarding the retention requirement or your retention funding sources, please contact the COPS Office for assistance.

Once again, congratulations on your CHP award. If you have any questions about your grant, please do not hesitate to call the COPS Office Response Center at 800.421.6770.

Sincerely,



Bernard K. Melekian  
Director



**U. S. Department of Justice  
Community Oriented Policing Services  
Grants Administration Division**

**COPS Hiring Program**

**Treasury Account Symbol (TAS) 15X0406**

Grant #: 2010UMWX0048

ORI #: CO00106

Applicant Organization's Legal Name: Northglenn, City of

OJP Vendor #: 840592083

DUNS#: 073417438

**Law Enforcement Executive:** Chief of Police Russell L. Van Houten

Address: 11701 Community Center Drive

City, State, Zip Code: Northglenn, CO 80233

Telephone: (303) 450-8864

Fax: (303) 450-8896

**Government Executive:** Municipal Manager Bill Simmons

Address: 11701 Community Center Drive

City, State, Zip Code: Northglenn, CO 80233

Telephone: (303) 450-8706

Fax: (303) 450-8798

Award Start Date: 9/1/2010

Award End Date: 8/31/2013

Full Time Officers Funded: 3

New Hires: 3

Rehires - Pre-Application Layoffs: 0

Rehires - Post-Application Layoffs: 0

Award Amount: \$ 726,558.00

**SEP 15 2010**

\_\_\_\_\_  
Bernard Melekian  
Director

\_\_\_\_\_  
Date

By signing this award, the signatory officials are agreeing to abide by the 16 Conditions of Grant Award found on the reverse side of this document and the attached page:

\_\_\_\_\_  
Signature of Law Enforcement Official with the  
Authority to Accept this Grant Award

\_\_\_\_\_  
Typed Name and Title of Law Enforcement  
Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Government Official with the Authority to  
Accept this Grant Award

\_\_\_\_\_  
Typed Name and Title of Government Official

\_\_\_\_\_  
Date

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any remedy available by law to the Federal Government.

Award ID:  
100757

U. S. Department of Justice  
*Office of Community Oriented Policing Services*  
**2010 COPS Hiring Program Grant Terms and Conditions**

By signing the Award Document to accept this COPS Hiring Program (CHP) grant, the grantee agrees to abide by the following grant terms and conditions:

1. **Grant Owner's Manual.** The grantee agrees to comply with the terms and conditions in the COPS Hiring Program Grant Owner's Manual; COPS statute (42 U.S.C. §. 3796dd, et seq.); 28 C.F.R. Part 66 or 28 C.F.R. Part 70 as applicable (governing administrative requirements for grants and cooperative agreements); 2 C.F.R. Part 225 (OMB Circular A-87), 2 C.F.R. Part 220 (OMB Circular A-21), 2 C.F.R. Part 230 (OMB Circular A 122) and 48 C.F.R. Part 31.000 et seq. (FAR 31.2) as applicable (governing cost principles); OMB Circular A 133 (governing audits); applicable representations made in the original CHP grant applications; and/or the CHP application update and all other applicable program requirements, laws, orders, regulations, or circulars.
2. **Assurances and Certifications.** The grantee acknowledges its agreement to comply with the Assurances and Certifications forms that were signed as part of its CHP application.
3. **Allowable Costs.** The funding under this project is for the payment of approved full-time entry-level salaries and fringe benefits over three years (for a total of 36 months of funding) for career law enforcement officer positions hired and/or rehired on or after the official grant award start date. Any salary and fringe benefit costs higher than entry-level that your agency pays a CHP-funded officer must be paid with local funds.

Your agency is required to use CHP grant funds for the specific hiring categories awarded. Funding under this program may be used for the following categories:

- a. Hiring new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget due to state, local, or tribal budget cuts;
- b. Rehiring officers who had already been laid off at the time of application as a result of state, local, or tribal budget cuts; and/or
- c. Rehiring officers who were, at the time of application, scheduled to be laid off on a future date as a result of state, local, or tribal budget cuts. If your agency's local fiscal conditions have changed and your agency needs to change one or more of the funded hiring categories, your agency should request a post-award grant modification to receive prior approval before spending CHP funding under the new category.

The Financial Clearance Memorandum, included in your award package, specifies the amount of COPS Hiring Program 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 Final Funding Memorandum (FFM), which is also included in your award package. The FFM 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 FFM, up to the amounts specified in the Financial Clearance Memorandum. **Your agency may not use CHP funds for any costs that are not identified as allowable in the Final Funding Memorandum and Financial Clearance Memorandum.**

Only actual allowable costs incurred during the grant award period will be eligible for reimbursement and drawdown. If your agency experiences any cost savings over the course of the grant (for example, your grant application overestimated the total entry level officer salary and fringe benefits package), your agency may not use that excess funding to extend the length of the grant beyond 36 months. Any funds remaining after an agency has drawn down for the costs of salaries and fringe benefits incurred during the 36-month funding period for each awarded position will be deobligated during the closeout process, and should not be spent by your agency.

4. **Supplementing, Not Supplanting.** State, local, or tribal funds budgeted to pay for sworn officer positions irrespective of the receipt of CHP grant funds may not be reallocated to other purposes or refunded as a result of a CHP grant being awarded. Non-federal funds must remain available for and devoted to that purpose, with CHP funds supplementing those non-federal funds. Funding awarded cannot be obligated until after the grant award start date. This means that CHP funds cannot be applied to any agency cost prior to the award start date. In addition, your agency must take active and timely steps pursuant to its standard procedures to fully fund law enforcement costs already budgeted as well as fill all locally funded vacancies resulting from attrition during the life of the grant.
5. **Retention.** At the time of grant application, your agency committed to retaining all sworn officer positions awarded under the CHP grant with state and/or local funds for a minimum of 12 months following the conclusion of 36 months of federal funding for each position, over and above the number of locally-funded sworn officer positions that would have existed in the absence of the grant. Your agency cannot satisfy the retention requirement by using CHP-funded positions to fill locally-funded vacancies resulting from attrition.
6. **Extensions.** Your agency may request an extension of the grant award period to receive additional time to implement your grant program. Such extensions do not provide additional funding. Only those grantees that can provide a reasonable justification for delays will be granted no-cost extensions. Reasonable justifications may include difficulties in filling COPS-funded positions, officer turnover, or other circumstances that interrupt the 36-month grant funding period. An extension allows your agency to compensate for such delays by providing additional time to complete the full 36 months of funding for each position awarded. Extension requests must be received prior to the end date of the award. Any extension requests received after an award has expired will be approved only under very limited circumstances.