



**NORTHGLENN POLICE DEPARTMENT
COUNCIL MEMORANDUM #2016-12**

DATE: September 26, 2016

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: James A. Hayes, AICP, City Manager 
James S. May, Chief of Police 

SUBJECT: **CR-105** - Acceptance of Grants – Department of Justice/Bulletproof Vest Partnership,
JAG Tactical Equipment, JAG Local Solicitation

RECOMMENDATION:

Staff recommends the approval of grants for the Bulletproof Vest Partnership, JAG Tactical Equipment, and CDOT Ticket writer.

BACKGROUND:

The Northglenn Police Department was awarded \$6,725 from the Bureau of Justice Bulletproof Vest Partnership (BVP) for reimbursement for 50% of the purchase costs for NIJ-compliant armored vests ordered between January 1, 2016 and August 31, 2018.

From the Colorado Justice Assistance Grant (JAG), we were awarded \$19,347 for Tactical Equipment to include tactical shields, ballistic helmets, communication headsets and a thermal imaging camera effective 10/01/2016 to 09/30/2017.

The Office of Justice Programs, Justice Assistance Grant (JAG) Program/Local Solicitation, has awarded the Police Department \$11,217 for Cellebrite training, as well as annual licensing fees for 2017 and 2018. The training will provide a detective with the fundamentals of mobile device investigations and allow the detective to provide advanced analysis of evidentiary items. Upon completion of a written exam and practical skill challenge, the detective will obtain a Certified Operator certification which will lend credibility in court testimony. The project period is in effect from October 1, 2015 through September 30, 2017.

BUDGET/TIME IMPLICATIONS:

Funds to initially cover the expenses are in the 2016 Police Department Administration budget.

STAFF REFERENCE:

If Council Members have any comments or questions, they may contact Chief James S. May, Jr., at 303/450-8967, or jmay@northglenn.org.

msn

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-105
Series of 2016

Series of 2016

A RESOLUTION ACCEPTING GRANT AWARDS FOR THE NORTHGLENN POLICE DEPARTMENT

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 the following grant awards for grant applications submitted by the Northglenn Police Department:

- (a) \$6,725 grant funding from the Bureau of Justice Bulletproof Vest Partnership for reimbursement of costs for NIJ-compliant armored vests;
- (b) \$19,347 grant funding from the Colorado Justice Assistance Grant (JAG) Program for tactical equipment; and
- (c) \$11,217 grant funding from the United States Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Solicitation for Cellebrite training and annual licensing fees.

DATED, at Northglenn, Colorado, this _____ day of _____, 2016.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney



STATUS

- 1. Registration
- 2. Application
- 3. Payment
- 4. Status
 - 4.1 Current Status
 - 4.2 LEA Status
 - 4.3 Application History
- 5. Personal Information
- Help

JUR: NORTHGLENN CITY,
CO

LOGOUT

OMB #1121-0235
(Expires: 10/31/2016)

This "Status" page shows any pending actions that must be completed prior to program deadlines. It also provides you with payment(s) status for tracking your requests for approved funds.

- Red !'s indicate your attention is needed in order to complete a task for action.

CURRENT ACTIVITY STATUS

Application ✔ Approved by BVP [View Details](#)

AVAILABLE AWARDS

ATTN	Fiscal Year	Award Amount	Total Paid	Total Requests	Eligible Balance	Expiration Date
	2015	\$3,300.27	\$3,300.27	\$0.00	\$0.00	08/31/2017
	2016	\$6,725.00	\$0.00	\$0.00	\$6,725.00	08/31/2018

APPLICATION DETAILS

APPLICATION PROFILE

Participant	NORTHGLENN CITY
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Fiscal Year	2016
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Number of Agencies Applied	0
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Total Number of Officers for Application	66
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Number of Officers on Approved Sub-Applications	66
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SUB-APPLICATION PROFILE

Fiscal Year	2016
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Vest Replacement Cycle	5
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Number of Officers	66
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Emergency Replacement Needs	Stolen or Damaged	0
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Emergency Replacement Needs	Officer Turnover	2
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APPLICATION DETAILS

NIJ#	Quantity	Unit Price	Extended Cost	Tax Shipping and Handling	Total Cost
BA-3A00S-SM02F	2	\$895.00	\$1,790.00	\$0.00	\$1,790.00
BA-3A00S-SM02	8	\$895.00	\$7,160.00	\$0.00	\$7,160.00
BA-3A00S-XT02	6	\$750.00	\$4,500.00	\$0.00	\$4,500.00
Grand Totals	16		\$13,450.00	\$0.00	\$13,450.00

AWARD SUMMARY FOR FY2016 REGULAR FUND

Funds Type	Eligible Amount	Award	Date Approved	Status
Regular Fund	\$13,450.00	\$6,725.00	08/18/16	Approved by BVP
Grand Totals:	\$13,450.00	\$6,725.00		

APPLICATION SUMMARY

Date Submitted to BVP: 04/11/16

Application Status: Approved by BVP

APPLICATION PROFILE

Participant NORTHGLENN CITY

Fiscal Year 2016

Number of Agencies Applied 0

Total Number of Officers for Application 66

Number of Officers on Approved Sub-Applications 66

SUB-APPLICATION PROFILE

Fiscal Year 2016

[Vest Replacement Cycle](#) 5

Number of Officers 66

[Emergency Replacement Needs](#) Stolen or Damaged 0

Officer 2
Turnover

APPLICATION SUMMARY FOR FY 2016 REGULAR FUND

Applicant	Quantity	Total Cost	Date Submitted	Status
NORTHGLENN CITY	16	\$13,450.00	04/11/16	Approved by BVP View Details
Grand Totals:	16	\$13,450.00		

AWARD SUMMARY FOR FY 2016 REGULAR FUND

Funds Type	Eligible Amount	Award	Date Approved	Status
Regular Fund	\$13,450.00	\$6,725.00	08/18/16	Approved by BVP
Grand Totals:	\$13,450.00	\$6,725.00		

SUBMIT APPLICATION



Application Profile



Sub Application



NIJ Approved Vests



Submit Application

You have successfully submitted your application for funding for BVP approval.

The approval process may take several weeks from the application closing date. A confirmation email has been sent to nromero@northglenn.org. An email approval advisory will also be sent to nromero@northglenn.org when the program approvals are completed. Additionally, you may check the status of your application by selecting option , 'Application History', in the Jurisdiction's Handbook. Thank you for your continued patience.

For your reference, the summary data for your Application for Funding is listed below.

SUCCESSFUL SUBMISSION

Jurisdiction:	NORTHGLENN CITY
Application Id:	16081650
Status/Submission Date:	Sent for BVP Approval : 04/11/16

APPLICATION FOR FUNDING

Appeal Results Letter

July 15, 2016

**Mr. John Rosecrans
Northglenn Police Department
11701 Community Center Drive
Northglenn, CO 80233-8061**

Dear Mr. Rosecrans:

RE: JAG Application #2016-DJ-16-013759, Northglenn Tactical Equipment

Thank you for participating in the reconsideration meeting of the Justice Assistance Grant Advisory Board on July 7, 2016. This year's decision making process was especially difficult and both board and staff members appreciate your cooperation. It was the decision of the Reconsideration Committee and the Board to recommend federal funding in the amount of \$19,347.

The above recommendation is subject to approval by the Director of the Division of Criminal Justice, and then will be communicated to the Governor's Office. After final approval, we will begin drafting the Grant Agreement, which is our contract with your agency. Your grant manager will contact you if there are any questions or needs regarding your budget or goals and objectives.

Sincerely,

**Meg Williams, Manager
Office of Adult Juvenile Justice Assistance**

Project Information

Reference Submissions
Step
Application Submission

Colorado Justice Assistance Grant 2016

Project Information

Applicant Agency Name: Northglenn Police Department

Project Title: Northglenn Tactical Equipment

Project Number: 2016-DJ-16-013759

Project Director: John Rosecrans

Type of Funding for this Project: New

Original Application Requested Amount(\$): \$19,657

Board Recommended Amount(\$): \$19,347

Current Requested Amount(\$): \$19,347

Project Duration:

From: 10/01/2016

To: 09/30/2017

Recommendation Letter

July 15, 2016

**Mr. John Rosecrans
Northglenn Police Department
11701 Community Center Drive
Northglenn, CO 80233-8061**

Dear Mr. Rosecrans:

RE: JAG Application #2016-DJ-16-013759, Northglenn Tactical Equipment

We appreciate your application for JAG funding. The Justice Assistance Grant Board met May 24-27, 2016 to review all the grant applications. As you are aware, the JAG Board received and evaluated a significant number of grant applications. A total of 81 applications were received requesting \$6,456,248, and with only \$2,137,155 available the funding requests far exceeded the resources for the many deserving and well-considered applications.

After thorough review and discussion, the JAG Board has denied your request for funding for the following reason(s):

The JAG Board felt this application represented a failure to plan as these costs should have been expected as normal operational costs associated with having a tactical team.

Applications not recommended for funding are eligible for reconsideration of the Board's recommendation. If you wish to request reconsideration of the Board's recommendation you must submit this electronic form by June 24, 2016.

Your request must specify your disagreement with the recommendation, which is limited to the reasons for which the funding denial was made. Your request must be complete and include only new information not previously provided in the original application or in the oral presentation, if one was made.

The JAG Board's Reconsideration Committee will meet on July 7, 2016 at 700 Kipling Street, 4th Floor. Following receipt of your request for reconsideration, DCJ staff will contact you to schedule a time to present your reconsideration request to the Committee.

If you have any questions regarding this correspondence, please contact Mona Barnes at (303) 239-4188. Thank you for your interest in the Justice Assistance Grant program and for your dedication to improving public safety.

Sincerely,

**Meg Williams, Manager
Office of Adult Juvenile Justice Assistance**

Recommended Funding

Recommended Funding: Full
Recommended Funding Amount(\$): \$19,347

Response to Applicants and Instructions

Response to Applicant and Instructions:

(maximum length = 4,000 characters)

Financial Review:

1. You must change your grant Signature Authority from the Chief of Police to the City Manager or the Mayor.
2. Regarding the purchase of the Communication Headset, your budget detail in the narrative section only calculates to \$4,290 instead of the requested \$4,600, therefore, your Operating and Supplies budget was reduced by \$310

Program Review:

1. You must establish baseline measurements for your Objectives in order to show that they have improved or increased to 100% or 10 out of 10 to meet your Goal of "Improved efficiency and safety in tactical field operations."

Acceptance of your award must be completed in COGMS and submitted by 08-01-16.

Application Sections that Require Revisions: Statement of Work (Goals & Objectives), Applicant Information, Budget

Application sections that require revisions may be accessed by clicking on the application sections in the menu on the left side of the screen.

Preliminary Acknowledgement

I have received notification concerning my application to the JAG program, and: I intend to submit an appeal

YOU MUST SUBMIT YOUR RESPONSE BY JUNE 24, 2016 TO BE CONSIDERED.

Intent to Appeal

Appeal Amount(\$): \$19,657

Reasons for appeal:

(maximum length = 5,000 characters)

Thank you for the opportunity to respond to the denial regarding the Northglenn Police Department's application for funding. The reason stated for denial was, "The JAG Board felt this application represented a failure to plan as these costs should have been expected as normal operational costs associated with having a tactical team."

After thorough review of the grant application Northglenn Police Department recognizes the failure to articulate that the personal protective gear (PPG) and equipment requested is to "phase out" older technology, in current operations, with the newest improved technology. In doing so, prior to the grant application, \$8,198.00 was allotted to purchase PPG and equipment for trial to potentially outfit all operators on the tactical team. It was the tactical team operators experience that the newest technology provided superior protection and features that the current technology, in operations, lacks. The recommendation was to budget for additional like purchases.

Grant funding provides agencies an opportunity to supplement their budget for many different needs within an organization. The JAG grant provided a criteria that this project met and therefore application was made. It is the Northglenn Police Departments opinion that securing grant funding is a proactive way to supplement funding for operational costs.

The foundation to any tactical teams operations is planning. I can assure you that the request for this grant was not the result of a "failure to plan", but rather a proactive approach to supplementing the tactical teams budget to utilize the most advanced technology.

Intent to Appeal Submitted On: 07/16/2016

YOU MUST SUBMIT YOUR APPEAL RESPONSE BY JUNE 24, 2016 TO BE CONSIDERED.

Funding Results and Final Application	Page 5	08/16/2016
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Final Acknowledgement

I have received notification concerning my application to the JAG program, and: I wish to accept

I have modified the application based on the Board's recommendation: Yes

Project Director: I have reviewed Project Director contact information and confirm that it is valid and up-to-date: Yes

Financial Officer: I have reviewed Financial Officer contact information and confirm that it is valid and up-to-date: Yes

Signature Authority: I have reviewed Signature Authority contact information and confirm that it is valid and up-to-date: Yes

YOU MUST SUBMIT YOUR RESPONSE BY AUGUST 01, 2016 TO BE CONSIDERED.

Applicant Information

Colorado Justice Assistance Grant 2016

Project Information

Project Title: Northglenn Tactical Equipment
Project Number: 2016-DJ-16-013759
Project Director: John Rosecrans
Type of Funding for this Project: New
Requested Amount(\$): \$19,657
Project Duration:
From: 10/01/2016
To: 09/30/2017

Applicant Details

Applicant Agency Name: Northglenn Police Department
Applicant Legal Name: City of Northglenn
DUNS(+4) Number: 073417438
SAM Expiration Date: 12/08/2016
Tax Identification #: 840592083
Entity Type: Public / Government
Entity Sub-Type: City / Town
Entity Function: Law Enforcement

Implementing Agency

Same as Applicant: Yes

Contact Information

Project Contact Information has been pre-populated with the Contact Information from your Agency's/Entity's Applicant Profile.

Please review and update as necessary the information below to reflect the Project Officials that will be responsible for this Project. Only include one of each of the following: Project Director, Financial Officer, and Signature Authority. Primary Contact should be included only if this role is someone other than the three required project officials already listed.

Note: COGMS auto-generated email notifications are not linked to this contact list. Auto-generated email notifications are only sent to Registrants linked to the Applicant Profile. Please see instructions for additional information.

Contact Type	First Name	Last Name	Phone	Email
Primary Contact	Renae	Lehr	303-450-8961	rlehr@northglenn.org
Project Director	John	Rosecrans	303-450-8966	jrosecrans@northglenn.org
Financial Officer	Jason	Loveland	303-450-8817	jloveland@northglenn.org
Signature Authority	James	May	303-450-8967	jmay@northglenn.org

Contact Details

Contact Type: Primary Contact
Salutation: Mrs.
First Name: Renae
Last Name: Lehr
Title: Crime Analyst
Agency Name: City of Northglenn
Address Line 1: 11701 Community Center Drive
Address Line 2:
City/Town: Northglenn
State: Colorado
Zip Code + 4: 80233-8061
Phone Number: 303-450-8961
Fax: 303-450-8896
Email: rlehr@northglenn.org

Contact Details

Contact Type: Project Director
Salutation: Mr.
First Name: John
Last Name: Rosecrans
Title: Commander
Agency Name: Northglenn Police Department
Address Line 1: 11701 Community Center Drive
Address Line 2:
City/Town: Northglenn
State: Colorado
Zip Code + 4: 80233-8061
Phone Number: 303-450-8966

Fax:
Email: jrosecrans@northglenn.org

Contact Details

Contact Type: Financial Officer
Salutation: Mr.
First Name: Jason
Last Name: Loveland
Title: Finance Director
Agency Name: City of Northglenn
Address Line 1: 11701 Community Center Drive
Address Line 2:
City/Town: Northglenn
State: Colorado
Zip Code + 4: 80233-8061
Phone Number: 303-450-8817
Fax:
Email: jloveland@northglenn.org

Contact Details

Contact Type: Signature Authority
Salutation: Chief
First Name: James
Last Name: May
Title: Chief of Police
Agency Name: Northglenn Police Department
Address Line 1: 11701 Community Center Drive
Address Line 2:

City/Town: Northglenn
State: Colorado
Zip Code + 4: 80233-8061
Phone Number: 303-450-8967
Fax:
Email: jmay@northglenn.org

Project Summary

Project Summary:

Include a brief description of how this project will address the 2016 JAG goal. Also include target population, estimated number to be served annually and cost per person (if applicable). See instructions for further information. (maximum length = 1,000 characters)

To improve the tactical response in critical field operations the Northglenn and Thornton Police Departments operate a joint Special Weapons, Tactics and Negotiation Team (SWAT). This team is comprised of 24 operators, 15 negotiators and 2 technicians serving a combined population of approximately 169,000 as well as serving as a back-up to all of Adams County and the Denver Metro area. The Northglenn/Thornton SWAT Team responded to the tragic 1999 Columbine High School shooting. This school shooting marked the beginning of a paradigm shift in law enforcement's response to active shooter incidents.

To safely and effectively carry out the SWAT Teams tactical duties all operators must be outfitted with specialized personal protective gear and equipment. Ballistic protection, communication devices and a thermal imaging device are all a priority need at this time. Therefore, it is necessary to seek supplemental funding to meet the increasing demand for a comprehensive tactical response.

Purpose Area: Law Enforcement

Prior JAG Funding for this project: No

Problem Statement:

Describe the problem the proposed project intends to address. Local and/or state data should be used to describe the nature of the problem. See instructions for further information. (maximum length = 5,000 characters)

The 21st century has insisted that law enforcement adapt policing efforts to meet the ever increasing incidents of active shooters, acts of terrorism, bomb threats, hostage situations, barricaded persons, wanted fugitives, narcotics operations and a host of other violent incidents in today's society. These types of critical incidents are inherently dangerous and have a high probability to escalate beyond the capabilities and equipment available to a patrol division thereby requiring a SWAT Team response.

In 2014, to provide further clarity on these threats, the Federal Bureau of Investigations (FBI) initiated a study titled "A Study of Active Shooter Incidents in the United States Between 2000 and 2013." This initiative was to provide data for federal, state and local law enforcement to better understand how to prevent, prepare for, respond to and recover from these incidents. A concluding statement from the study indicated 46.7% of law enforcement officers suffered casualties when engaging with a shooter.

Some of the historic active shooter incidents in Colorado include:

- >April 20, 1999 - Columbine High School shooting in Littleton Colorado in which 12 were killed and 19 wounded.
- >June 26, 2006 - Safeway warehouse shooting in Denver Colorado in which 2 were killed and 5 wounded.
- >December 9, 2007 - YWAM/New Life church shooting in Arvada and Colorado Springs Colorado in which 2 were killed.
- >April 3, 2009 - Platte Canyon hostage shooting in Bailey CO in which 1 was killed and an unconfirmed number were wounded.
- >February 23, 2010 - Deer Creek school shooting in Littleton Colorado in which 2 were wounded.
- >July 20, 2012 - Cinemark Century 16 Theater shooting in Aurora Colorado in which 12 were killed and 58 wounded.

In 2014-2015 Northglenn alone, had eight officers involved in shootings, two of which suffered gunshot wounds.

In 2015 the Northglenn/Thornton SWAT Team was called out on 27 incidents in which 67 individuals were contacted. Each incident lasted approximately 3.5 hours. In each of these incidents, contacts and hours on scene present a potential threat to officers, tactical operators and the community at large.

In 2014, Northglenn and Thornton reported a combined 1337 assault cases with the following dangerous weapons breakdown:

- Firearm- 68
- Knife cutting instrument – 93
- Other dangerous weapons – 59

As illustrated law enforcement agencies are challenged with many incidents in which additional tactical support becomes necessary.

It is problematic for a small law enforcement agency, like Northglenn Police Department, to fund all necessary assets for a comprehensive tactical response in critical field operations. By collaborating all assets and resources to operate as a joint SWAT Team we relieve some of the costs while establishing a high-caliber team available to assist all of Adams County as well as the Denver Metro area. However, the occurrence of critical incidents are increasing at an alarming rate creating unanticipated costs and demands on the local law enforcement agencies.

Evidence-Based Research

Will research be conducted as part of this project? Yes

If "Yes", check the type of research proposed: Activities do not involve the collection of information identifiable to private persons.

Law Enforcement Specific Projects

Is this a Law Enforcement project? Yes

Total # of active officers: 66

Average # of officers deployed per shift: 5

Are patrol cars taken home by officers?: No

Direct Service Specific Projects

Is this a Direct Service project? No

Target Service Area

Service Area for Project

Statewide: No

U.S. Congressional District: 07

Judicial District: 17

State Senate District: 24

State House District: 34

Counties: 1-Adams

Cities: Thornton, Northglenn

Age of Target Population: All

Collaboration/Sustainability

Collaboration:

Elaborate on partners and relationships specifically with other agencies and organizations impacted by the proposed project. See instructions for further information. (maximum length = 3,000 characters)

The Northglenn/Thornton SWAT Team was established in 1996 through an Intergovernmental Agreement (IGA).

This agreement includes, but is not limited to, the establishment of a joint SWAT Team to provide a public purpose and promote the safety, security and general welfare of the inhabitants of the cities; and,

intergovernmental agreement to provide functions or services, including the sharing of cost of such services or functions; and,

the parties maintain emergency equipment to be utilized in exceptional instances when other than standard police procedures and weapons are required.

This agreement ensures shared assets to maximize resource utilization, increased manpower, improved tactical response and overall improved field operations in both the jurisdictions of Northglenn and Thornton.

To further ensure an effective, coordinated, regional, rapid response to critical incidents Northglenn Police Department procured funding, through the North Central All Hazards Region (NCR) and the Urban Area Security Initiative (UASI), and dedicated in-house personnel to conduct the 2015 regional active shooter, mass casualty, rapid response training, named Operation Landslide. A total of 18 Adams County and Broomfield County agencies participated. As a result of this training a 17th Judicial North Area Active Shooter work group was formed and is currently chaired by a Northglenn Police Department Commander. This group is currently involved in a joint effort with NCR and UASI in planning an August 2016 active shooter training at the Auraria Campus in Denver. The training will again be funded through NCR and the UASI.

This proposal, for funding to purchase necessary personal protective gear and equipment needed for the SWAT Team members respectively, is one piece of the overall regional effort to improve the tactical response in critical field operations.

Future Funding of Project:

Elaborate on what steps will be taken to sustain this project after these federal funds are no longer available. (maximum length = 2,000 characters)

The grant funds requested for this project will complete the one-time purchase of supplies/equipment identified to satisfy the forecasted needs. All SWAT equipment is considered "equipment common to all". Therefore as members of the team are reassigned their equipment goes back into inventory for reassignment alleviating the reliance on continuous funding.

Project Plan

Project Plan:

Describe the proposed strategy(ies) for addressing the problem stated in the Problem Statement section. Clearly link the strategy to the specified problem described. See instructions for further information. (maximum length = 6,500 characters)

The Northglenn/Thornton SWAT Team has been established to provide a highly trained, specially equipped team to respond to critical field operations that require a higher degree of tactical capability, manpower and the skill of negotiation.

To satisfy the training element of this project Northglenn Police Department procured funding, through NCR and the UASI to conduct the 2015 regional active shooter, mass casualty, rapid response training, named Operation Landslide. This training incorporated rapid emergency deployment, decision making models, protocols for law enforcement and emergency medical services and individual explosive device recognition. As a result of this training a 17th Judicial North Area Active Shooter work group was formed. This group is currently jointly involved in planning another similar active shooter training for August 2016 at the Auraria Campus in Denver. The training will again be funded through NCR and the UASI.

To satisfy the specialized equipment element of this project Northglenn Police Department is seeking supplemental funding to complete the personal protective gear and equipment fulfillment as named in the annual needs assessment. The annual needs assessment was completed by the SWAT Team Commander. It's purpose is to identify, prioritize and plan for the necessary uniform and equipment purchases that will ensure the highest state of operational readiness for a comprehensive tactical response. The current needs assessment identified ballistic protection, communication devices and a thermal imaging device. In response Northglenn Police Department purchased four complete ballistic helmets, four complete headsets and one ballistic rifle shield leaving a residual need for five complete ballistic helmets, five complete headsets, three additional ballistic rifle shields and one thermal imaging device.

This project was conceived out of the need to adapt policing efforts to meet the demands of the 21st century violent crimes. This project will help forward the goal to improve the effectiveness and safety of all emergency responders as well as the community at large by having well trained, adequately equipped operators to respond to critical incidents.

Goals & Objectives

These are the elements against which the project will be evaluated and which will be used to report quarterly and final progress. See instructions for further information.

Goal 1: Improve the efficiency and safety in tactical field operations

	Objective	Outcome	Measurement	Timeframe
1.1	All operators will be assigned personal protective gear.	Increase the state of operational readiness to 100%	Inventory count	Quarterly updates of current inventories
1.2	All operators will have their equipment available for training and call-outs.	Improve the efficiency in equipment use 10 out of 10	After action team activity reports	Monthly
1.3	All operators will have their equipment available for inspections.	Improve the serviceable condition of equipment 10 out of 10	Inspection elements	Monthly

Goal 2 (If needed):

	Objective	Outcome	Measurement	Timeframe
2.1				
2.2				
2.3				

Goal 3 (If needed):

	Objective	Outcome	Measurement	Timeframe
3.1				
3.2				
3.3				

Project Evaluation:

Describe the approach for evaluating the project in response to the stated objectives, outcomes and measurements. See instructions for further information. (maximum length = 5,000 characters)

Objective 1.1 All operators will be assigned personal protective gear. By assigning each operator their own personal protective gear they can respond to the critical incident from any location outfitted and ready to take necessary action. This will be measured by taking quarterly inventory to confirm that all operators are assigned all necessary personal protective gear.

Objective 1.2 All operators will have their equipment available for training and call-outs. By requiring that all operators have their equipment available during training ensures efficient training with specified equipment. By requiring that all operators have their equipment available during call-outs ensures the team has all assigned assets available to meet the demands of changing situations. This will be measured in the monthly after action team activity report.

Objective 1.3 All operators will have their equipment available during inspection. By requiring that all operators have their equipment available during inspection ensures that the equipment is maintained and in good working order or replaced as needed. This will be measured in the monthly after action team activity report.

All reporting deadlines related to the mandatory performance measures will be satisfied on time by scheduling the inventories, the after action monthly reports and inspections accordingly.

Budget: Personnel

Each FTE must be listed separately and be accompanied by a description, which provides justification for the amount budgeted and details the basis for determining the cost of each FTE. For each FTE, explain how the salary and fringe benefit rates were determined. See instructions for further information.

A. PERSONNEL (TOTALS SUMMARY)

	Annual Full Time Amount (\$)	Total to be Paid by Grant Funds (\$)
Totals	\$0	\$0
Position Title	Annual Full Time Amount (\$)	Total To Be Paid By Grant Funds (\$)
This list contains no items		

Budget: Supplies & Operating

Each item must be listed and be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item. See instructions for further information.

Totals Summary

		Amount Requested (\$)
Total		\$12,657
Item	Budget Narrative and Justification	Total (\$)
Ballistic Rifle Shield	Vendor Hardwire Composite Armor Systems QUOTE Quantity - (3) Item - Hardwire NIJ 3 Tactical Shield, 20"x 30", Notched, Carbon \$1519.20 ea. Impro...	\$4,558
Ballistic Helmet	Vendor Atlantic Signal QUOTE Quantity - (5) Item HMT.HIC.GNL Ultimate Protection Helmet, Hi-Cut Model - \$335.00 ea. Item HIC.OPS.GNX Ultimate Pr...	\$3,499
Communication Headset	Vendor Atlantic Signal QUOTE Quantity - (5) Item - ACH.ZGN.47 Comtac ACH Single Comm Headset (ARC Kit) \$575.00 ea. Item - PTT.CBV.47 Combat Push...	\$4,600

Supplies & Operating Item Details

Item: Ballistic Rifle Shield

Budget Narrative and Justification:

(maximum length = 1,000 characters)

Vendor Hardwire Composite Armor Systems QUOTE

Quantity - (3)

Item - Hardwire NIJ 3 Tactical Shield, 20"x 30", Notched, Carbon \$1519.20 ea.
Improved ballistic technology now provides protection from high caliber rifle rounds in a light weight mobile body shield allowing a single officer to maneuver independently for his protection and/or the protection of a citizen.

Total(\$): \$4,558

Supplies & Operating Item Details

Item: Ballistic Helmet

Budget Narrative and Justification:

(maximum length = 1,000 characters)

Vendor Atlantic Signal QUOTE

Quantity - (5)

Item HMT.HIC.GNL Ultimate Protection Helmet, Hi-Cut Model - \$335.00 ea.

Item HIC.OPS.GNX Ultimate Protection Helmet, Custom Ops-Core Rail Kit - \$154.95 ea.

Item HIC.P02.GN2 EPIC Air Helmet Line Replacement System - \$104.95 ea.

Item HIC.S03.SV1 CAM-FIT Retention w/BOA Closures - \$104.95 ea.

It is critical that all tactical operators on a scene are equipped with ballistic head protection. These helmets also have a built-in rail system to further capabilities such as mounting a light.

Total(\$): \$3,499

Supplies & Operating Item Details

Item: Communication Headset

Budget Narrative and Justification:

(maximum length = 1,000 characters)

Application Form	Page 17	03/03/2016
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Vendor Atlantic Signal QUOTE

Quantity - (5)

Item - ACH.ZGN.47 Comtac ACH Single Comm Headset (ARC Kit) \$575.00 ea.

Item - PTT.CBV.47 Combat Push to talk assembly with volume control \$235.00 ea.

Item - CTR.M01.LC Motorola XTS Series: Long coiled connector \$48.00 ea.

Communication with the Command post as well as peer operators in a tactical situation is crucial in the success of the operation. The new headset technology also serves as hearing protection to shut off when the noise decibel exceed limits and serves as hearing amplification under normal hearing conditions.

Total(\$): \$4,600

Budget: Travel

Each travel request must be listed and accompanied by a description, which provides justification for the items and details the basis for determining the cost of each item. For each item added, explain the relationship of each travel related item to the project. See instructions for further information.

Totals Summary

		Amount Requested (\$)
Total		\$0
Item	Budget Narrative and Justification	Total (\$)
This list contains no items		

Budget: Equipment

Each piece of equipment must be listed and be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item. For each item listed, explain why the proposed equipment is essential to conducting the project. See instructions for further information.

Totals Summary

		Amount Requested (\$)
Total		\$7,000
Item	Budget Narrative and Justification	Total (\$)
Thermal Imaging Camera	Vendor TEquipment ADVERTISED Quantity (1) Item - FLIR BHS-XR COMMAND handheld thermal imaging camera 640x480 Thermal imaging cameras produce ima...	\$7,000

Equipment Details

Item: Thermal Imaging Camera

Budget Narrative and Justification:

(maximum length = 1,000 characters)

Vendor TEquipment ADVERTISED

Quantity (1)

Item - FLIR BHS-XR COMMAND handheld thermal imaging camera 640x480
Thermal imaging cameras produce images of invisible infrared or "heat" radiation. This Infrared allows "sight" in total darkness, fog, smoke, distance and of anything hiding in the shadows. This equipment will improve the SWAT Teams ability to safely maneuver through buildings or property in various conditions to locate suspects.

Total(\$): \$7,000

Budget: Professional Services / Consultants

Each vendor must be listed separately and be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item. For each consulting organization or individual added, explain how the hourly rate or flat rate was determined. See instructions for further information.

Totals Summary

		Amount Requested (\$)
Total		\$0
Item	Budget Narrative and Justification	Total (\$)
This list contains no items		

Budget: Other

Each item must be listed and be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item. See instructions for further information.

Totals Summary

		Amount Requested (\$)
Total		\$0
Item	Budget Narrative and Justification	Total (\$)
This list contains no items		

Budget: Indirect Costs

See instructions for further information.

Totals Summary

		Amount Requested (\$)
Total		\$0
Item	Budget Narrative and Justification	Total (\$)
This list contains no items		

Budget: Total Request

	Amount Requested (\$)
PERSONNEL	\$0
SUPPLIES & OPERATING	\$12,657
TRAVEL	\$0
EQUIPMENT	\$7,000
PROFESSIONAL SERVICES/CONTRACT CONSULTANTS	\$0
OTHER	\$0
INDIRECT/ADMIN COSTS	\$0
GRAND TOTAL	\$19,657

Additional Project Funding

**Will this project be funded using Yes
 ADDITIONAL FUNDS other than those
 provided from this grant?**

If "Yes", list the type and approximate amount of other funding that will be used to support this project.

	Description	Amount (\$)
Federal		
State	North Central All-Hazards Region	\$35,172
County Government		
Municipal Government	2015 purchase: (4) complete ballistic helmet with communication headsets and (1) ballistic rifle shield	\$8,150
Private		
Other (Specify)		
ADDITIONAL PROJECT FUNDING TOTAL:		\$43,322

Financial Management Questions

This section must be completed in cooperation with the designated Financial Officer assigned to this grant/project.

1. What accounting system does your organization use?

List the name and a brief description of the system. (maximum length = 1,000 characters)

Springbook Financial Management System was implemented in the City of Northglenn's Finance Department in 2009.

2. This grant will be on a cost reimbursement basis. What will be your organization's source of cash and how will your organization manage its cash flow between the time costs are incurred and reimbursed?

(maximum length = 1,000 characters)

General Fund Reserves

3. Which of the following applies to your agency: Agency has over \$200,000 in revenue from all combined sources.

Please submit the most recent Financial Audit to DCJ.

3a. Date of most recent A-133 Audit, Financial Audit or Financial Review: 12/31/2014

3b. Date sent to DCJ:

3c. Were there any findings, questioned costs or unallocated costs? No

Criteria for managing grant funds

Please respond to the following questions regarding whether your accounting system meets the criteria for managing grant funds. These are items that will be monitored by the Division of Criminal Justice (DCJ) staff either by site visits or other reporting mechanisms.

4. Does your accounting system separate all revenues and expenditures by funding source? Yes

5. Does your accounting system track revenues and expenditures for each grant award separately through a sub-ledger system? Yes

- 6. Does your accounting system allow expenditures to be classified by the broad budget categories listed in the approved budget in your grant, i.e. Personnel, Supplies and Operating, Travel, Equipment and Professional Services?** Yes
- 7. Does your organization have written financial policies and procedures (specific to grants) in place that describe items such as: meeting all grant requirements, the preparation of grant financial reports and statements, the disclosure of financial documents, the ability for staff to prevent and detect misstatements in financial reporting, a method to trace funds, and a process to maintain and safeguard all cash, real and personal property, and other assets?** Yes
- 8. Is this grant request for less than \$100,000?** Yes
- 9. Is this grant request for a new project?** Yes
- 10. Has your organization been in existence for three (3) years or more?** Yes
- 11. Does the staff assigned to this project have two (2) or more year's prior experience with projects with the same or similar requirements?** Yes
- 12. Does your organization have internal controls in place, such as: a review process to determine reasonableness, allowability and allocability of costs, separation of duties, dual signatures on certain checks, reconciliations or other fiduciary oversight?** Yes
- 13. Does your organization reconcile sub-ledgers to your general ledger at least monthly or quarterly if the applicant is a governmental entity?** Yes
- 14. Are accounting records supported by source documentation such as invoices, receipts, timesheets, etc.?** Yes
- 15. Does your organization routinely record the grant number or other unique identifier on all source documents such as invoices, receipts, time records, deposit records, etc.?** Yes
- 16. Does your organization maintain time sheets approved by the employee, supervisor and project director for each employee paid by these grant funds?** Yes

17. Will this grant funded project generate program income? No

Attachments (Organizational Chart)

If the project is requesting funds for personnel, please attach an organizational chart.

Document Type	Required?	Document Description	Date Attached
Organizational Chart	No		

Attachment Details

Document Description:

Application Form	Page 30	03/03/2016
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Attachments (Letters of Priority and Support)

If an agency will be submitting multiple projects for the current funding opportunity, a letter must be submitted listing projects in order of priority including a reason of the rank.

Please provide letters of support as appropriate.

See instructions for further information.

Document Type	Required?	Document Description	Date Attached
Letters of Support	No		
Priority Letter	No		

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

Page	Last Updated
Applicant Information	02/26/2016
Contact Information	02/26/2016
Project Summary	03/03/2016
Service Area	02/18/2016
Collaboration/Sustainability	03/03/2016
Project Plan	03/03/2016
Goals & Objectives	03/03/2016
Personnel	No Input Required
Supplies & Operating	03/03/2016
Travel	No Input Required
Equipment	03/03/2016
Professional Services	No Input Required
Other	No Input Required
Indirect Costs	No Input Required
Budget Total Request	02/23/2016
Financial Management	02/18/2016
Organizational Chart	No Input Required
Letters Priority/Support	No Input Required



U.S. Department of Justice

Office of Justice Programs

Office of Communications

Washington, D.C. 20531

GRANT NOTIFICATION		Grant Number: 2016-DJ-BX-0693	
Name & Address of Recipient:		City Of Northglenn 11701 Community Center Dr.	
City, State & ZIP:		Northglenn, Colorado 80233-8061	
Recipient Project Director/Contact: James May Chief Of Police			
Phone: (303) 450-8961			
Title of Program:		FY 16 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation	
Title of Project:		FY 16 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation	
Amount of Award: \$ 11,217		Date of Award: 09/09/2016	
Awarding Agency:		Bureau of Justice Assistance Linda L Hill	
Supplement:		No	
Statutory Authority for Program: FY16(BJA - JAG) 42 USC 3750, et seq.			
Impact/Focus: Formula		CFDA Number: 16.738	
Project Description: The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation). The grantee will utilize the funds to support law enforcement initiatives. The City of Northglenn will use the fund for training. The goal of the project is to improve law enforcement effectiveness. NCA/NCF			
For more information about this grant, contact the Office of Justice Program's Office of Communications at 202/307-0703.			



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Office of Justice Programs

Washington, D.C. 20531

September 9, 2016

**Chief James May
City of Northglenn
11701 Community Center Drive
Northglenn, CO 80233**

Dear Chief May:

On behalf of Attorney General Loretta Lynch, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 16 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation in the amount of \$11,217 for City of Northglenn.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Linda L. Hill, Program Manager at (202) 353-9196; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

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

**Denise O'Donnell
Director**

Enclosures



OFFICE FOR CIVIL RIGHTS

Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

Tel: (202) 307-0690
TTY: (202) 307-2027
E-mail: askOCR@usdoj.gov
Website: www.ojp.usdoj.gov/ocr

September 9, 2016

Chief James May
City of Northglenn
11701 Community Center Drive
Northglenn, CO 80233

Dear Chief of Police May:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

Ensuring Access to Federally Assisted Programs

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <http://ojp.gov/about/ocr/vawafaqs.htm>.

Enforcing Civil Rights Laws

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The DOJ regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm.

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

Using Arrest and Conviction Records in Making Employment Decisions

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf. Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

Complying with the Safe Streets Act

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).

Meeting the EEOP Requirement

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report 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 the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at EEOSubmission@usdoj.gov.

Meeting the Requirement to Submit Findings of Discrimination


If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

Ensuring the Compliance of Subrecipients

SAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see http://www.ojp.usdoj.gov/funding/other_requirements.htm.

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 13

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Northglenn 11701 Community Center Drive Northglenn, CO 80233		4. AWARD NUMBER: 2016-DJ-BX-0693	
		5. PROJECT PERIOD: FROM 10/01/2015 TO 09/30/2017 BUDGET PERIOD: FROM 10/01/2015 TO 09/30/2017	
2a. GRANTEE IRS/VENDOR NO. 840592084		6. AWARD DATE 09/09/2016	7. ACTION Initial
2b. GRANTEE DUNS NO. 073417438		8. SUPPLEMENT NUMBER 00	
3. PROJECT TITLE Northglenn FY 16 JAG Project		9. PREVIOUS AWARD AMOUNT \$ 0	
		10. AMOUNT OF THIS AWARD \$ 11,217	
		11. TOTAL AWARD \$ 11,217	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY 16(BJA - JAG) 42 USC 3750, et seq.			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.738 - Edward Byrne Memorial Justice Assistance Grant Program			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Denise O'Donnell Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL James May Chief of Police	
17. SIGNATURE OF APPROVING OFFICIAL <i>Denise O'Donnell</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>James May</i>	19A. DATE 9/14/16
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B DJ 80 00 00 11217		21. RDJUGT1080	

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

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



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 2 OF 13

PROJECT NUMBER 2016-DJ-BX-0693

AWARD DATE 09/09/2016

SPECIAL CONDITIONS

1. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this 2016 award from the Office of Justice Programs (OJP).

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this 2016 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded in 2014 or earlier years), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2016 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the Office of Justice Programs (OJP) website at <http://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

2. Compliance with DOJ Grants Financial Guide

The recipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

3. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <http://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 3 OF 13

PROJECT NUMBER 2016-DJ-BX-0693

AWARD DATE 09/09/2016

SPECIAL CONDITIONS

4. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

5. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

6. Requirements related to System for Award Management and Unique Entity Identifiers

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <http://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <http://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

7. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <http://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: Award Condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 4 OF 13

PROJECT NUMBER 2016-DJ-BX-0693

AWARD DATE 09/09/2016

SPECIAL CONDITIONS

8. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

9. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

10. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

11. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

12. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 5 OF 13

PROJECT NUMBER 2016-DJ-BX-0693

AWARD DATE 09/09/2016

SPECIAL CONDITIONS

13. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

14. The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

15. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

17. Restrictions on "lobbying"

Federal funds may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government.

Should any question arise as to whether a particular use of Federal funds by a recipient (or subrecipient) would or might fall within the scope of this prohibition, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 6 OF 13

PROJECT NUMBER 2016-DJ-BX-0693

AWARD DATE 09/09/2016

SPECIAL CONDITIONS

18. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2016)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

19. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: oig.hotline@usdoj.gov; and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 7 OF 13

PROJECT NUMBER 2016-DJ-BX-0693

AWARD DATE 09/09/2016

SPECIAL CONDITIONS

20. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 8 OF 13

PROJECT NUMBER 2016-DJ-BX-0693

AWARD DATE 09/09/2016

SPECIAL CONDITIONS

21. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

22. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

23. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

24. Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

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

26. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

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U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 9 OF 13

PROJECT NUMBER 2016-DJ-BX-0693

AWARD DATE 09/09/2016

SPECIAL CONDITIONS

27. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.
28. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
29. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
30. Award recipients must verify Point of Contact(POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.
31. The grantee agrees that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the grant recipient. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).
32. The recipient agrees to participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request.
33. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 10 OF 13

PROJECT NUMBER 2016-DJ-BX-0693

AWARD DATE 09/09/2016

SPECIAL CONDITIONS

34. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.

The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

35. The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate the grant funds in the trust fund (including any interest earned) during the period of the grant and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to the Office of Justice Programs at the time of closeout.
36. JAG funds may be used to purchase vests for an agency, but they may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.
37. Ballistic-resistant and stab-resistant body armor purchased with JAG funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (<http://nij.gov>). In addition, ballistic-resistant and stab-resistant body armor purchased must be American-made. The latest NIJ standard information can be found here: <http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm>.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 11 OF 13

PROJECT NUMBER 2016-DJ-BX-0693

AWARD DATE 09/09/2016

SPECIAL CONDITIONS

38. The recipient agrees to submit a signed certification that all law enforcement agencies receiving vests purchased with JAG funds have a written "mandatory wear" policy in effect. Fiscal agents and state agencies must keep signed certifications on file for any subrecipients planning to utilize JAG funds for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any JAG funding can be used by the agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.
39. The recipient agrees to monitor subawards under this JAG award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the DOJ Financial Guide, and to include the applicable conditions of this award in any subaward. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of JAG funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.
40. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.
41. Award recipients must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Therefore, quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) website (www.bjaperformancetools.org). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.
42. Any law enforcement agency receiving direct or sub-awarded JAG funding must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.
43. BJA strongly encourages the recipient to submit annual (or more frequent) JAG success stories. To submit a success story, sign in to your My BJA account at <https://www.bja.gov/Login.aspx> to access the Success Story Submission form. If you do not yet have a My BJA account, please register at <https://www.bja.gov/profile.aspx>. Once you register, one of the available areas on your My BJA page will be "My Success Stories". Within this box, you will see an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the new BJA Success Story web page at <https://www.bja.gov/SuccessStoryList.aspx>.
44. Recipient understands and agrees that award funds may not be used for items that are listed on the Controlled Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time, without explicit written prior approval from BJA. The Controlled Expenditure List, and instructions on how to request approval for purchase or acquisitions may be accessed here: <https://www.bja.gov/funding/JAGControlledPurchaseList.pdf>



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

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

Grant

PROJECT NUMBER

2016-DJ-BX-0693

PAGE 1 OF 1

This project is supported under FY16(BJA - JAG) 42 USC 3750, et seq.

1. STAFF CONTACT (Name & telephone number)

Linda L. Hill
(202) 353-9196

2. PROJECT DIRECTOR (Name, address & telephone number)

Renaë Lehr
Crime Analyst
11701 Community Center Dr.
Northglenn, CO 80233-8061
(303) 450-8961

3a. TITLE OF THE PROGRAM

2016 Edward Byrne Memorial Justice Assistance Grant Program

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

4. TITLE OF PROJECT

Northglenn FY 16 JAG Project

5. NAME & ADDRESS OF GRANTEE

City of Northglenn
11701 Community Center Drive
Northglenn, CO 80233

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2015 TO: 09/30/2017

8. BUDGET PERIOD

FROM: 10/01/2015 TO: 09/30/2017

9. AMOUNT OF AWARD

\$ 11,217

10. DATE OF AWARD

09/09/2016

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation).

The grantee will utilize the funds to support law enforcement initiatives. The City of Northglenn will use the fund for training. The goal of the project is to improve law enforcement effectiveness. NCA/NCF

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



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 12 OF 13

PROJECT NUMBER 2016-DJ-BX-0693

AWARD DATE: 09/09/2016

SPECIAL CONDITIONS

45. The recipient understands that, pursuant to recommendation 2.1 of Executive Order 13688, law enforcement agencies that acquire controlled equipment through Federal programs must adopt robust and specific written policies and protocols governing General Policing Standards and Specific Controlled Equipment Standards. General Policing Standards includes policies on (a) Community Policing; (b) Constitutional Policing; and (c) Community Input and Impact Considerations. Specific Controlled Equipment Standards includes policies specifically related to (a) Appropriate Use of Controlled Equipment; (b) Supervision of Use; (c) Effectiveness Evaluation; (d) Auditing and Accountability; and (e) Transparency and Notice Considerations. Upon OJP's request, the recipient agrees to provide a copy of the General Policing Standards and Specific Controlled Equipment Standards, and any related policies and protocols.
46. Recipient understands and agrees that the purchase or acquisition of any item on the Controlled Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time, with award funds by an agency will trigger a requirement that the agency collect and retain (for at least 3 years) certain information about the use of 1) any federally-acquired Controlled Equipment in the agency's inventory, and 2) any other controlled equipment in the same category as the federally-acquired controlled equipment in the agency's inventory, regardless of source; and make that information available to BJA upon request. Details about what information must be collected and retained may be accessed here: https://www.whitehouse.gov/sites/default/files/docs/le_equipment_wg_final_report_final.pdf
47. Recipient understands and agrees that failure to comply with conditions related to Prohibited or Controlled Expenditures may result in a prohibition from further Controlled Expenditure approval under this or other federal awards.
48. Recipient understands and agrees that award funds may not be used for items that are listed on the Prohibited Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time. The Prohibited Expenditure list may be accessed here: <https://www.bja.gov/funding/JAGControlledPurchaseList.pdf>.
49. Recipient understands and agrees that, notwithstanding 2 CFR § 200.313, no equipment listed on the Controlled Expenditure List that is purchased under this award may be transferred or sold to a third party, except as described below:
 - a. Agencies may transfer or sell any controlled equipment, except riot helmets and riot shields, to a Law Enforcement Agency (LEA) after obtaining prior written approval from BJA. As a condition of that approval, the acquiring LEA will be required to submit information and certifications to BJA as if it was requesting approval to use award fund for the initial purchase of items on the Controlled Expenditure List.
 - b. Agencies may not transfer or sell any riot helmets or riot shields purchased under this award.
 - c. Agencies may not transfer or sell any Controlled Equipment purchased under this award to non-LEAs, with the exception of fixed wing aircraft, rotary wing aircraft, and command and control vehicles. Before any such transfer or sale is finalized, the agency must obtain prior written approval from BJA. All law enforcement-related and other sensitive or potentially dangerous components, and all law enforcement insignias and identifying markings must be removed prior to transfer or sale.Recipient further understands and agrees to notify BJA prior to the disposal of any items on the Controlled Expenditure List purchased under this award, and to abide by any applicable laws and regulations in such disposal.
50. Recipient understands that the initial period of availability of funds for this award is two years. Recipient further understands that any requests for additional time for performance of this award, up to two additional years, will be granted automatically, pursuant to 42 U.S.C. § 3751(f) and in accordance with current fiscal year solicitation. Requests for additional time beyond a four year grant period will be subject to the discretion of the Director of the Bureau of Justice Assistance.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 13 OF 13

PROJECT NUMBER 2016-DJ-BX-0693

AWARD DATE 09/09/2016

SPECIAL CONDITIONS

51. Recipient may not expend, or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has reviewed and approved the Budget Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval.
52. Recipient may not expend or drawdown funds until the Bureau of Justice Assistance (BJA) has received documentation demonstrating that the state or local governing body review requirements have been met and a Grant Adjustment Notice (GAN) has been approved releasing this special condition.
53. Recipient may not expend or drawdown funds until the Bureau of Justice Assistance (BJA) has received documentation demonstrating that the recipient jurisdiction's public comment requirements have been met and a Grant Adjustment Notice (GAN) has been approved releasing this special condition.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Orbin Terry, NEPA Coordinator

Subject: Incorporates NEPA Compliance in Further Developmental Stages for City of Northglenn

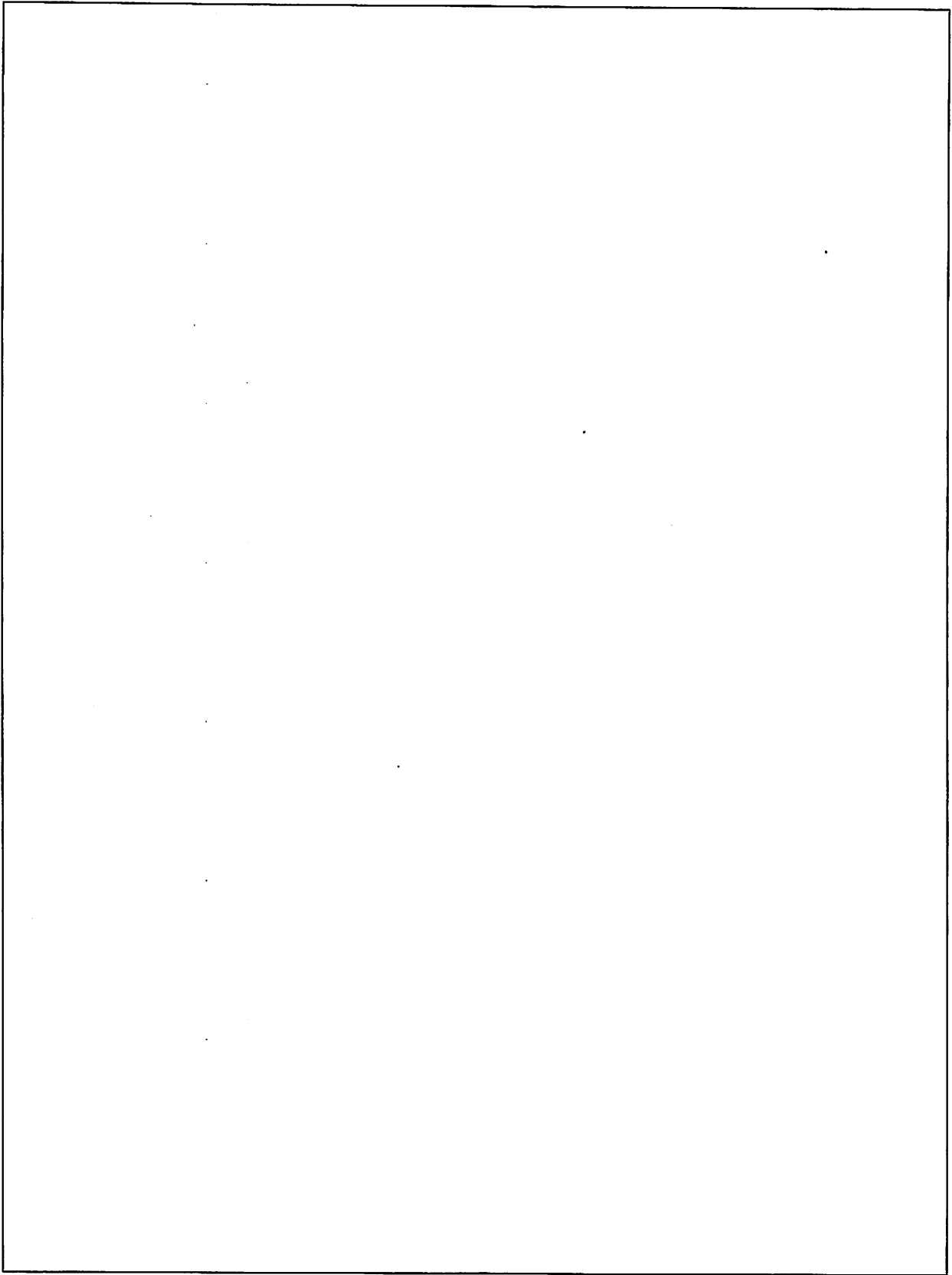
The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <https://www.bja.gov/Funding/nepa.html>.

Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.



Project Title: Cellebrite Training and Annual Licensing Fee

Applicant: City of Northglenn, Police Department

ABSTRACT: Identifiers criminal intelligence, prosecution, training, software

The massive amount of data transferred between mobile devices in modern day society, such as cell phones, tablets and gps navigation systems is making its way into criminal investigations. These devices are being used in the commission of crime and provide an abundance of evidentiary information specific to investigations as well as prosecutions. The Cellebrite technology is a proven asset in criminal intelligence as well as hundreds of criminal prosecutions to include such heinous crimes as sexual assaults and homicides.

The Northglenn Police Department recognizes the value of the Cellebrite technology and is seeking training for the Investigations Division as well as funding for the annual licensing fee to supplement the budget and lend to maintaining operation of the computer software.

The requested training, Cellebrite Certified Logical Operator and Cellebrite Certified Physical Analyst combined course, will provide the Northglenn Police Department detectives with the fundamentals of mobile device investigations. This includes logical extraction of user data and analysis. The training prepares detectives to perform file system extractions, physical extractions, password bypasses and advanced analysis of evidentiary items currently contained on as well as deleted from mobile devices.

Goals:

- Certify one Northglenn detective with the Certified Logical Operator credential. This credential ensures operator competency and lends credibility in court testimony.
- Continue operation of the Cellebrite UFED 4 PC Ultimate Analyzer in the Northglenn Investigations Division.

Objectives:

- Secure funding and register one Northglenn detective for the Cellebrite Certified Logical Operator and Cellebrite Certified Physical Analyst combined course (\$3850.00). At the conclusion of the training participant will complete a written exam and a practical skill challenge to obtain their Cellebrite Certified Logical Operator certification credential.
- Secure funding for the annual licensing fee for 2017 and 2018 to continue operation of the Cellebrite UFED 4 PC Ultimate Analyzer software. The system Northglenn Police Department purchased in 2014 was deliverable with an annual licensing fee of \$3299.00.

Implementation:

- 2017 Cellebrite Certified Logical Operator and Cellebrite Certified Physical Analyst combined course (\$3850.00)
- 2017 Annual Licensing Fee (\$3299.00)
- 2018 Annual Licensing Fee (\$3299.00)
- Complete reporting requirements of the Edward Byrne Memorial JAG

Project Title: Cellebrite Training and Annual Licensing Fee

Applicant: City of Northglenn, Police Department

PROGRAM NARRATIVE: The Northglenn Police Department recognizes the value of the Cellebrite technology and is seeking training for the Investigations Division as well as funding for the annual licensing fee to supplement the budget and lend to maintaining operation of the computer software.

Implementation of the funds will include the 2017 registration of one Northglenn detective for the Cellebrite Certified Logical Operator and Cellebrite Certified Physical Analyst combined course (\$3850.00). The requested training will provide the Northglenn Police Department detectives with the fundamentals of mobile device investigations. This includes logical extraction of user data and analysis. The training prepares detectives to perform file system extractions, physical extractions, password bypasses and advanced analysis of evidentiary items currently contained on as well as deleted from mobile devices. At the conclusion of the training participant will complete a written exam and a practical skill challenge to obtain their Cellebrite Certified Logical Operator certification credential. This credential ensures operator competency and lends credibility in court testimony.

In addition, the funds will be drawn down for the 2017 and 2018 annual licensing fee of \$3299.00 each year.

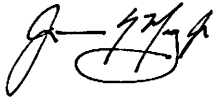
Should the Northglenn Police Department receive funding it is understood that quarterly accountability metrics reports must be submitted. The required data for these reports will be tracked as established by the administration of the Investigations Division.

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED		Applicant Identifier	
1. TYPE OF SUBMISSION		3. DATE RECEIVED BY STATE		State Application Identifier	
Application Construction		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION					
Legal Name		Organizational Unit			
City of Northglenn		Police Department			
Address		Name and telephone number of the person to be contacted on matters involving this application			
11701 Community Center Drive Northglenn, Colorado 80233-8061		Lehr, Renae (303) 450-8961			
6. EMPLOYER IDENTIFICATION NUMBER (EIN)		7. TYPE OF APPLICANT			
84-0592083		Municipal			
8. TYPE OF APPLICATION		9. NAME OF FEDERAL AGENCY			
C-105		Bureau of Justice Assistance			
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.751		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT			
CRSA TITLE: Edward Byrne Memorial Competitive Grant Program		PROJECT: Cellebrite Training and Annual Licensing Fee. The requested training, Cellebrite Certified Physical Analyst combined course, will provide the Northglenn Police Department detectives with the fundamentals of mobile device investigations. This includes logical extraction of user data and analysis. The training prepares detectives to perform file system extractions, physical extractions, password bypasses and advanced analysis of evidentiary items contained on mobile devices. At the conclusion of the training participants will complete a written exam and a practical skill challenge to obtain their Cellebrite Certified Logical Operator certification credential. This credential ensures operator competency and lends credibility in court testimony. The system that Northglenn purchased in 2014 is the Cellebrite UFED 4 PC Ultimate Analyzer which was deliverable with an annual licensing fee of \$3299.00. The complete project timeline and estimated funding requested is as follows: - 2017 Cellebrite Certified Logical Operator and Cellebrite Certified Physical Analyst combined course (\$3850.00) - 2017 Annual Licensing Fee (\$3299.00) - 2018 Annual Licensing Fee (\$3299.00)			
12. AREAS AFFECTED BY PROJECT		14. CONGRESSIONAL DISTRICTS OF			
The massive amount of data transferred between mobile devices in modern day society, such as cell phones, tablets and gps navigation systems is invaluable to law enforcement. In a criminal investigation these devices provide an abundance of evidentiary information specific to the investigation as well as the prosecution. The Cellebrite technology has been a proven asset in hundreds of prosecutions to include sexual assaults and homicides.		a. Applicant b. Project			
13. PROPOSED PROJECT		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?			
Start Date: September 30, 2016		Program has not been selected by state for review			
End Date: September 30, 2018		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?			
15. ESTIMATED FUNDING		N			
Federal \$10,448					
Applicant \$0					
State \$0					
Local \$0					
Other \$0					
Program Income \$0					
TOTAL \$10,448					
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.					

June 28, 2016

The Northglenn Police Department will make its Fiscal Year 2016 JAG application available to the Northglenn City Council for its review and comment on July 8, 2016.

The Northglenn Police Department will make its Fiscal Year 2016 JAG application available to citizens for commenting on July 8, 2016.

A handwritten signature in black ink, appearing to read 'James May Jr.', with a stylized flourish at the end.

James May Jr., Chief of Police

BUDGET

OTHER	Description	Qty	Cost	Total
	Training	1	\$3,850.00	\$3,850.00
		yr2017		
	Licensing	1	\$3,299.00	\$3,299.00
		yr2017		
		1	\$3,299.00	\$3,299.00
		yr2018		
Non-Federal Request				0
Federal Request				\$10,448.00
TOTAL				\$10,448.00

Budget Narrative: The requested funding will certify one Northglenn detective with the Certified Logical Operator credential which ensures operator competency and lend to credibility in court testimony (yr 2017/\$3,299.00). In addition, the funding will satisfy the annual licensing fee for the Ultimate Analyzer software (yr 2107 /\$3,299.00 and yr 2018/\$3,299.00).
Total Federal Request: \$10,448.00

**FY 2016 Edward Byrne Memorial Justice Assistance Grant (JAG)
Program Local Solicitation Disclosure
Disclosure of Pending Applications**

The Northglenn Police Department does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.



FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.

(3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means

(7) Written procedures for determining the allowability of costs.

APPLICANT ORGANIZATIONAL INFORMATION

1. Name of Organization and Address: Northglenn Police Department

2. Authorized Representative's Name and Title: Renae Lehr, Crime Analyst

3. Phone: 303 - 450 - 8961 ext. 4. Fax: 303 - 450- 8896 5. Email: rlehr@northglenn.org

6. Year Established: 1969 7. Employer Identification Number (EIN): 84 - 592083 8. DUNS Number: 7 - 341 - 7438

9. Type of Organization:

- State Municipality Non-Profit Higher Education Tribal For-Profit Other



AUDIT INFORMATION

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has had the undergone the following types of audit(s)(Please check all that apply):

- OMB A-133 Single Audit Financial Statement Audit Defense Contract Agency Audit (DCAA)
- None
- Programmatic Audit & Agency: _____
- Other Audit & Agency: _____

11. Fiscal Year of Last Audit:
2015

Name of Audit Agency/Firm:
RSM US LLP

AUDITOR'S OPINION:

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion Qualified Opinion Disclaimer, Going Concern or Adverse Opinions

Please enter the number of findings: 0

Please enter the amount of questioned costs: \$ 0

Were material weaknesses noted in either the Financial Statement or Single Audit? Yes No

ACCOUNTING SYSTEM

13. Which of the following best describes your accounting system:

- Manual Automated Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?

- Yes No Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?

- Yes No Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share?

- Yes No Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?

- Yes No Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)?

- Yes No Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?

- Yes No Not Sure



PROPERTY STANDARDS, PROCUREMENT STANDARDS, AND TRAVEL POLICIES	
PROPERTY STANDARDS	
20. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
PROCUREMENT STANDARDS	
21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? https://www.sam.gov/	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
TRAVEL POLICY	
24. Does your organization: (a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (b) adhere to the Federal Travel Regulation? (FTR) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SUBRECIPIENT MANAGEMENT AND MONITORING	
25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input checked="" type="checkbox"/> N/A (Your organization does not make subawards.)
STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND APPLICANT CERTIFICATION	
I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors, or similar position.	
Name: James May Jr.	Date: 7/1/2016
Title: <input type="checkbox"/> Executive Director <input type="checkbox"/> Chief Financial Officer <input type="checkbox"/> Chairman <input type="checkbox"/> Other: <u>Chief of Police</u>	
Phone: 303 - 450 - 8967 ext.	