

GRANT APPLICATION SUMMARY SHEET

Grant Name: Justice Assistance Grant (JAG) 18-20
Department: POLICE DEPARTMENT
Grantor: U.S. DEPARTMENT OF JUSTICE
Pass-Through Grantor (If applicable):
Total Applied: \$495,317.00
Metro Cash Match: \$0.00
Department Contact: Lt. Jim Stephens
 880-2850
Status: CONTINUATION

Program Description:
 Edward Byrne Memorial Justice Assistance Grant (JAG) Program allows local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most. The funding from this grant will be used for technology upgrades, supplies for direct support to basic police, in-service and specialized training.

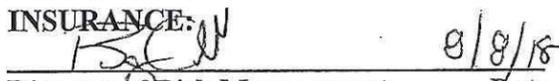
Plan for continuation of services upon grant expiration:
 N/A

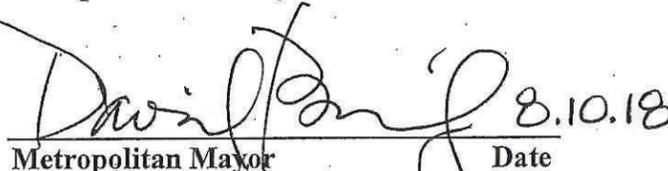
APPROVED AS TO AVAILABILITY OF FUNDS:

 Director of Finance ^{1c} _{AK} Date

APPROVED AS TO FORM AND LEGALITY:

 Metropolitan Attorney Date

APPROVED AS TO RISK AND INSURANCE:

 Director of Risk Management Services Date


 Metropolitan Mayor Date
(This application is contingent upon approval of the application by the Metropolitan Council).

2018 MNPB Edward Byrne Justice Assistance Grant Program Application

Project Abstract

Applicant: The Metropolitan Nashville Police Department, Nashville Tennessee.

Project Title: MNPB 2018 Justice Assistance Grant

The MNPB takes pride in its community policing initiatives, and continues to pledge its devotion to building community partnerships and trust throughout its richly diverse population. Community policing concepts are truly integrated into every aspect of the department's mission of crime prevention and public service. The goal of the Metropolitan Government of Nashville and Davidson County is to provide the public with the most effective and efficient police services so that people within the Metropolitan Nashville and Davidson County area can experience a safe and peaceful community.

The MNPB will utilize funding from the 2018 JAG Grant to enhance the following initiatives:

1. Ensure MNPB personnel maintain needed skills and certifications by attending professional and mandatory specialized training;
2. Enhance our Community Policing initiatives and service accountability and response to community concerns; and
3. Continue the MNPB's success in overall crime reduction and community satisfaction with MNPB services.

As requested in the 2018 Solicitation: The following Project Identifiers are associated with the above project activities:

1. Community Policing
2. Equipment – General
3. Equipment – Tactical
4. Training and Technical Assistance

A significant portion of JAG Grant funding (\$101,554.00) will be utilized for mandatory training required to ensure MNPB personnel maintain needed certifications for criminal investigation and crime reduction initiatives.

Additionally, JAG Grant funding will be utilized for specialized training and equipment for officers assigned to our Technical Investigations sections involved in computer forensic investigations. The MNPB will also enhance community policing initiatives by purchasing 11 community safety cameras to be installed in specific high crime areas within our community.

MNPD JAG 2018 Program Narrative

Nashville is a large, fast growing metropolitan area located in Middle Tennessee. Approximately 623,000 people live within the 533 square miles that make up Metropolitan Nashville / Davidson County. On any given day, the actual population could reach well over 1 million people due to commuters from the surrounding area who work in Nashville, and the large number of tourists who visit Music City, USA throughout the year. Due to its vast network of interstate highways and airports, Nashville is often referred to as the "Gateway to the South." Such access lends itself to an ever growing and vastly diverse mixture of cultures and community issues.

The MNPD takes pride in its community policing initiatives, and continues to pledge its devotion to building community partnerships and trust throughout its richly diverse population. Community policing concepts are truly integrated into every aspect of the department's mission of crime prevention and public service. The goal of the Metropolitan Government of Nashville and Davidson County is to provide the public with the most effective and efficient police services so that people within the Metropolitan Nashville and Davidson County area can experience a safe and peaceful community.

The MNPD will utilize funding from the 2018 JAG Grant to enhance the following initiatives:

1. Ensure MNPD personnel maintain needed skills and certifications by attending professional and mandatory specialized training;
2. Enhance our Community Policing initiatives and service accountability and response to community concerns; and
3. Continue the MNPD's success in overall crime reduction and community satisfaction with MNPD services.

As requested in the 2018 Solicitation: The following Project Identifiers are associated with the above project activities:

1. Community Policing
2. Equipment – General
3. Equipment – Tactical
4. Training and Technical Assistance

A significant portion of JAG Grant funding (\$101,554.00) will be utilized for mandatory training required to ensure MNPD personnel maintain needed certifications for criminal investigation and crime reduction initiatives.

Additionally, JAG Grant funding will be utilized for specialized training and equipment for officers assigned to our Technical Investigations sections involved in computer forensic investigations. The MNPDP will also enhance community policing initiatives by purchasing 11 community safety cameras to be installed in specific high crime areas within our community.

Current Issues

1. The MNPDP, like most other law enforcement agencies across the country, are faced with the vilification of the profession throughout the media and by various special interest groups. The MNPDP combats this phenomenon by working closely with community groups, neighborhood watch groups and businesses to promote trust and communication.

Funding from the 2018 JAG Grant will be utilized to further this trust and cooperative partnership by purchasing Community Security Cameras to address crime issues in various high crime areas of this city. Community involvement and input has been encouraged by our Precinct Community Coordinator's. Such involvement combined with crime analysis of targeted areas utilizing MNPDP's data driven COMPSTAT reporting processes have been utilized to identify target areas.

2. As more and more criminals utilize communication and computer technology to perpetrate and/or conceal evidence of their crimes, computer forensic training becomes more and more challenging for investigators. Additionally, rapidly advancing and changing technologies present a considerable hurdle both technically and financially to law enforcement agencies.

Funding from the 2018 JAG Grant will also be utilized to ensure MNPDP's Special Investigations Surveillance Unit (Computer Forensics) maintain their skills and certifications with respect to computer forensics. The MNPDP has investigated several high profile cases wherein MNPDP Computer Forensic Detectives have utilized their skill and expertise to solve and ultimately successfully prosecute those cases.

3. Finally, training costs to maintain mandatory certifications in various law enforcement areas by attending needed training and or conferences has continued to be an issue for MNPDP. The Metropolitan Government's Office of Management and Budget no longer provides a central account for governmental departments to utilize for training. Training costs must now be funded utilizing the department's operating budget alone.

Those unfunded training costs will be covered by funding from the 2018 JAG Grant.



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (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, and the name of the Federal agency.
- (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 recipient 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 and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: Metropolitan Nashville Police Department
 Street1: 3055 Lebanon Pike
 Street2:
 City: Nashville
 State: TENNESSEE
 Zip Code: 37213

2. Authorized Representative's Name and Title:

Prefix: First Name: Michael Middle Name: S
 Last Name: Anderson Suffix:
 Title: Chief of Police

3. Phone: (615) 862-7376 4. Fax: 6158803077

5. Email: steve.anderson@nashville.gov

6. Year Established: 1963 7. Employer Identification Number (EIN): 620694743 8. DUNS Number: 782176680000

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? Yes No

If "No" skip to Question 10.
 If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)? Yes No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)? Yes No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

- "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- Other Audit & Agency (list type of audit):

None (if none, skip to question 13)

11. Most Recent Audit Report Issued: Within the last 12 months Within the last 2 years Over 2 years ago N/A

Name of Audit Agency/Firm:

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 N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 0

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$ 0

Were material weaknesses noted in the report or opinion? Yes No

13. Which of the following best describes the applicant entity's accounting system:

- Manual Automated Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award? Yes No Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget? Yes No Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share? Yes No Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
TRAVEL POLICY	
24. Does the applicant entity: (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. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each? Yes No Not Sure
 N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards? Yes No Not Sure
 N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.) Yes No Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:
[Redacted]

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:
[Redacted]

(c) Contact information for the "high risk" point of contact at the federal agency:

Name: [Redacted]

Phone: [Redacted]

Email: [Redacted]

(d) Reason for "high risk" status, as set out by the federal agency:
[Redacted]

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Semir Mehic Date: 2018-07-31

Title: Executive Director Chief Financial Officer Chairman

Other: [Redacted]

Phone: (615) 862-7363 [Redacted]

Review Narrative

The application for the 2018 Justice Assistance Grant was submitted to the Division of Grants Coordination (DGC) for review and approval on July 25, 2018. The application will be processed according to the guidelines set forth in the established Grants Policies and Procedures, a part of which is detailed below. The thirty (30) day review requirement will be fulfilled as of August 23, 2018.

DGC Reviews and Approves the Grant: DGC assesses such fiscal implications as match or continuation plan requirements, or indirect cost implications.

Department of Finance Coordination: DGC coordinates the approval process within the Department of Finance (DOF). DOF assesses the proposal's budgetary impact, continuation plans, feasibility of deadline (when grant-writing assistance is requested from outside funding development consultants), match, indirect cost plans (if applicable), and use of contingency match account (if applicable), and programmatic goals. This pre-application assessment will usually take one to two business days, assuming the Grants Tracking Form (GTF) has been filled out completely. (While the process is intended to allow the department adequate time for proposal preparation after the pre-application assessment is completed, it is recommended that the department proceed with proposal preparation during the pre-application assessment period so as not to lose valuable time.)

Mayoral Approval/Council Review: Federal grant applications require a Council resolution. Other applications (e.g., some grants for Police) require signature by the Mayor, and it is necessary for Council to approve the application if the Mayor is to sign it. Therefore the Department must request a resolution from the Council to apply for the funds for these grants. That process is as follows:

*Review Narrative for Justice Assistance Grant
Prepared by Lt. Jim Stephens Metropolitan Nashville Police Department
Strategic Development Division*

- a. The Department staff complete the top portion of the Legislative Tracking Form (LTF) describing the grant.
- b. After the DGC review/approval of the proposal, the proposal, GTF, and LTF are then forwarded first to the Deputy Director of Finance for initialing, and then to the Assistant Director of Finance, who reviews the application and then sends it to the Legislative Liaison in the Mayor's Office. The Liaison reviews the proposal.
- c. From the Mayor's Office, the documents are forwarded to Metro Legal for drafting and signing of the resolution. Departments should note that they should allow considerable lead time in order to make the deadline for filing the resolution in the Clerk's Office (see Item [e] below). Metro Legal must complete its review/drafting of the legislation generally by no later than noon on the Thursday preceding the filing deadline (which is itself the Tuesday that is one week prior to the Council meeting). In order for Legal to make that deadline, it is best if Step (a), above, be accomplished by no later than 3 weeks prior to the filing deadline. (If Legal receives legislation after noon on the Thursday preceding the filing deadline, it is held until the next filing date.)
- d. Once the resolution is drafted, it and the GTF and LTF with the proposal are returned to the DOF for signature by the Director of Finance (who must approve all legislation involving fiscal matters).
- e. The resolution is then sent to the Clerk's Office to be filed with Council. Once filed, the resolution is referred to the Budget and Finance Committee, which meets on the Monday before the Tuesday full Council meeting. The recommendation (not binding) of the Budget and Finance Committee is taken before the full Council, and the resolution passes or not on one reading. Following the Council meeting, the Clerk's Office sends the grant application back to the Department.

*Review Narrative for Justice Assistance Grant
Prepared by Lt. Jim Stephens Metropolitan Nashville Police Department
Strategic Development Division*

Public Notice: The following notice was published on the MNPDP's public website
(<https://www.nashville.gov/Police-Department.aspx>) on July 30, 2018.

2018 Edward Byrne Memorial Justice Assistance Grant

Notice is hereby given that the Metropolitan Nashville Police Department will be submitting an application for the 2018 Edward Byrne Memorial Justice Assistance Grant from the U.S. Department of Justice in the amount of \$495,317.00. The application will be submitted on August 22, 2018. For any information or questions regarding the funding or how it will be utilized by Metropolitan Police Department and/or its partnering agencies, please call the MNPDP Strategic Development Division at 615-862-7376.

Additionally, each police Precinct Community Coordinator publishes a newsletter that carried the same notice. The notice was also delivered via email to all community and media contacts for each police precinct.

2018 JAG Grant Budget Narrative

A. PERSONNEL- \$0.00

None requested

B. FRINGE BENEFITS- \$0.00

None Requested

C. TRAVEL/TRAINING- \$101,554.00

A significant portion of JAG Grant Funding will be utilized for mandatory training required to ensure MNPD personnel maintain needed certifications for criminal investigation and crime reduction initiatives. Travel requests consist of required mandatory CALEA training for MNPD CALEA personnel; National Conferences for MNPD Professional Standards, Domestic Violence and Property & Evidence personnel to stay current on National trends and changes in Policy/Law. The majority of the travel/training budget request is to ensure MNPD SISU Digital Forensics personnel receive current training on changing trends in forensic diagnostic and evidence capture. Dates for many of the training classes and conferences have not been set and yet to be determined.

D. EQUIPMENT- \$338,304.00

Funding from the 2018 JAG Grant will be utilized to purchase Community Crime Cameras. Digital Forensic equipment purchases for computer investigations include Workstations, Wire Transmitters and IP Camera builds. Hydraulic Security barricades will be utilized for large event security. Additionally, funding will be utilized for needed furniture for the new MNPD Police Headquarters scheduled.

E. SUPPLIES- \$10,435.00

MNPD will utilize 2018 JAG grant funding to purchase Hard Drives, flash drives and Olympic Digital Cameras for evidence storage and image capture for MNPD investigators.

F. CONSTRUCTION- \$0

None Requested

G. CONSULTANTS/CONTRACTS- \$0.00

None Requested

H. OTHER COSTS- \$0.00

I. INDIRECT COSTS- \$ \$45,024.00

Calculated at 9.09% of \$495,317.00

Total: \$ \$495,317.00



[General Instructions & Resources](#)

[View Budget Summary](#)

OMB APPROVAL NO.: 1121-0329
EXPIRES 7/31/2016

Budget Detail Worksheet

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal (match) amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking (To View an Example, Click Here) at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in 2 CFR Part 200.333 , all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

A. Personnel – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) [To View an Example, Click Here](#)

PERSONNEL (FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
FEDERAL TOTAL						\$0

PERSONNEL NARRATIVE (FEDERAL)

No Personnel funding requested

PERSONNEL (NON-FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
NON-FEDERAL TOTAL						\$0

PERSONNEL NARRATIVE (NON-FEDERAL)

No Personnel funding requested

TOTAL PERSONNEL	\$0
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B. Fringe Benefits – Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation and Unemployment Compensation. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) [To View an Example, Click Here](#)

FRINGE BENEFITS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

FRINGE BENEFITS NARRATIVE (FEDERAL)

No Fringe Benefit funding requested

FRINGE BENEFITS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

No Fringe Benefit funding requested

TOTAL FRINGE BENEFITS	\$0
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C. **Travel** – Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate “location to be determined.” Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the “Contractual/Consultant” category. [To View an Example. Click Here](#)

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation							Cost	
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost		
National Internal Affairs Assoc. Conf. and Training: OPA	TBA	Lodging	\$500.00	Night	1	5	1	\$2,500.00		
		Meals	\$750.00	Day	1	5	1	\$3,750.00		
		Mileage		Mile				\$0.00		
		Transportation:								
		Air	\$500.00	Round-trip		5	1	\$2,500.00		
		Local Travel				5		\$0.00		
		Other								
		Registration	\$375.00		1	5	1	\$1,875.00		
		Subtotal						\$10,625.00		\$10,625
		Verbal Defense & Influence (VDI), Train-the-Trainer Course	MNPD Training Academy	Lodging		Night		15		1
Meals				Day				\$0.00		
Mileage				Mile				\$0.00		
Transportation:										
				Round-trip				\$0.00		
Local Travel								\$0.00		
Other										
Registration	\$1,000.00				1	15	1	\$15,000.00		
Subtotal								\$15,000.00	\$15,000	

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
TACP-TN Assoc of Chiefs of Police 46th Annual Conference: Domestic Violence	TBA	Lodging	\$500.00	Night	1	1	1	\$500.00
		Meals	\$249.00	Day	1	1	1	\$249.00
		Mileage		Mile				\$0.00
		Transportation:						
		Air	\$450.00	Round-trip		1	1	\$450.00
		Local Travel						\$0.00
		Other						
		Registration	\$340.00		1	1	1	\$340.00
		Subtotal						\$1,539.00
International Association of Property and Evidence	TBA	Lodging	\$300.00	Night	1	4	1	\$1,200.00
		Meals	\$250.00	Day	1	4	1	\$1,000.00
		Mileage		Mile				\$0.00
		Transportation:						
		Air	\$360.00	Round-trip		4	1	\$1,440.00
		Local Travel				1		\$0.00
		Other						
		Registration	\$195.00		1	4	1	\$780.00
		Subtotal						\$4,420.00

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
Digital Forensic Training: SISU	TBA	Lodging	\$800.00	Night	1	4	1	\$3,200.00	
		Meals	\$450.00	Day	1	4	1	\$1,800.00	
		Mileage		Mile				\$0.00	
		Transportation:							
		Air	\$400.00	Round-trip		4	1	\$1,600.00	
		Local Travel						\$0.00	
		Other							
		Registration	\$4,500.00		1	4	1	\$18,000.00	
		Subtotal						\$24,600.00	
NATIA/Crimes Against Children: SISU	TBA	Lodging	\$800.00	Night	1	4	1	\$3,200.00	
		Meals	\$350.00	Day	1	4	1	\$1,400.00	
		Mileage		Mile				\$0.00	
		Transportation:							
		Air	\$400.00	Round-trip		4	1	\$1,600.00	
		Local Travel						\$0.00	
		Other							
		Registration	\$1,150.00		1	4	1	\$4,600.00	
		Subtotal						\$10,800.00	

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
SANS and EnCase Digital Forensic Training: SISU	TBA	Lodging	\$800.00	Night	1	4	1	\$3,200.00	
		Meals	\$420.00	Day	1	4	1	\$1,680.00	
		Mileage		Mile				\$0.00	
		Transportation:							
		Air	\$400.00	Round-trip		4	1	\$1,600.00	
		Local Travel						\$0.00	
		Other							
		Registration	\$5,800.00		1	4	1	\$23,200.00	
		Subtotal						\$29,680.00	
SDD: Mandatory CALEA Training	TBA	Lodging	\$500.00	Night	1	2	1	\$1,000.00	
		Meals	\$450.00	Day	1	2	1	\$900.00	
		Mileage		Mile				\$0.00	
		Transportation:							
		Air	\$500.00	Round-trip		2	1	\$1,000.00	
		Local Travel						\$0.00	
		Other							
		Registration	\$1,990.15		1	1	1	\$1,990.15	
		Subtotal						\$4,890.15	
FEDERAL TOTAL								\$101,554	

TRAVEL NARRATIVE (FEDERAL)

Travel requests consist of required mandatory CALEA training for MNPD CALEA personnel. National Conferences for MNPD Professional Standards, Domestic Violence and Property & Evidence personnel to stay current on National trends and changes in Policy/Law. The majority of the travel/training budget request is to ensure MNPD SISU Digital Forensics personnel receive current training on changing trends in forensic diagnostic and evidence capture.

TRAVEL (NON-FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:							
				Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
NON-FEDERAL TOTAL									\$0

TRAVEL NARRATIVE (NON-FEDERAL)

No Non-Federal Travel Requested

TOTAL TRAVEL	\$101,554
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D. Equipment – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. [To View an Example, Click Here](#)

EQUIPMENT (FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
L3 AN/PVS-31A (White Phosphor) w/G24 Wilcox Mount	6	\$12,759.00	\$76,554
F.A.S.T Digital Forensic Workstations	2	\$12,000.00	\$24,000
Wire Transmitters	1	\$5,000.00	\$5,000
IP Camera Builds	4	\$1,000.00	\$4,000
Forensic Laptop Workstations	4	\$2,000.00	\$8,000
Laptops w cases, wireless mouse, locking cable	4	\$1,400.00	\$5,600
Hydrolic Security Baricades	2	\$20,050.00	\$40,100
Community Safety Cameras	11	\$15,000.00	\$165,000
Furniture for New MNPD Headquarters	1	\$10,050.00	\$10,050
FEDERAL TOTAL			\$338,304

EQUIPMENT NARRATIVE (FEDERAL)

Funding from the 2018 JAG Grant will be utilized to purchase Community Crime Cameras. Digital Forensic equipment purchases for computer investigations include Workstations, Wire Transmitters and IP Camera builds. Hydraulic Security barricades will be utilized for large event security. Additionally, funding will be utilized for needed furniture for the new MNPD Police Headquarters scheduled to open in January of 2019.

EQUIPMENT (NON-FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (NON-FEDERAL)

No Non-Federal Equipment Requested

TOTAL EQUIPMENT	\$338,304
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E. Supplies – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.
[To View an Example, Click Here](#)

SUPPLIES (FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
Enterprise Hard Drives	10	\$300.00	\$3,000
Evidence Grade Flash Drives	200	\$20.00	\$4,000
Olympus Digital Camera - Stylus Tough tg-870 16mp	15	\$229.00	\$3,435
FEDERAL TOTAL			\$10,435

SUPPLIES NARRATIVE (FEDERAL)

MNPD will utilize 2018 JAG grant funding to purchase Hard Drives, flash drives and Olympic Digital Cameras for evidence storage and image capture for MNPD investigators.

SUPPLIES (NON-FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (NON-FEDERAL)

No Non-Federal Supplies requested

TOTAL SUPPLIES	\$10,435
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F. Construction – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (FEDERAL)

No Construction Costs requested

CONSTRUCTION (NON-FEDERAL)

Purpose	Description of Work	Cost
	NON-FEDERAL TOTAL	\$0

CONSTRUCTION NARRATIVE (NON-FEDERAL)

No Construction Costs requested

TOTAL CONSTRUCTION	\$0
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G. Consultants/Contracts – Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from OJP. [To View an Example, Click Here](#)

CONSULTANT FEES (FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (FEDERAL)

No Consultant fees requested

CONSULTANT FEES (NON-FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

No Consultant Fees requested

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

CONSULTANT EXPENSES (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
FEDERAL TOTAL									\$0

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

No Consultant Costs requested

CONSULTANT EXPENSES (NON-FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
								\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
NON-FEDERAL TOTAL									\$0

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

No Consultant Costs requested

TOTAL CONSULTANTS	\$0
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Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$150,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award. Note: This budget category may include subawards.

CONTRACTS (FEDERAL)

Item	Cost
FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (FEDERAL)

No Contract costs requested

CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

No Contract costs requested

TOTAL CONTRACTS	\$0
TOTAL CONSULTANTS/CONTRACTS	\$0

H. Other Costs – List items (e.g., rent (arms-length transaction only), reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

OTHER COSTS (FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (FEDERAL)

No Other Costs requested

OTHER COSTS (NON-FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (NON-FEDERAL)

No Other Costs requested

TOTAL OTHER COSTS	\$0
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I. Indirect Costs – Indirect costs are allowed if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, or the applicant may elect to charge a de minimis rate of 10% of modified total direct costs as indicated in 2 CFR Part 200.414f. If the applicant’s accounting system permits, costs may be allocated in the direct cost categories. (Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example, Click Here](#)

INDIRECT COSTS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
Calculated at 9.09% of \$495,317.00	\$495,317.00	9.09	\$45,024
FEDERAL TOTAL			\$45,024

INDIRECT COSTS NARRATIVE (FEDERAL)

Calculated at 9.09% of \$495,317.00. Indirect Cost Rate Certificate Attached

INDIRECT COSTS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

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TOTAL INDIRECT COSTS	\$45,024
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Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0
C. Travel	\$101,554	\$0	\$101,554
D. Equipment	\$338,304	\$0	\$338,304
E. Supplies	\$10,435	\$0	\$10,435
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$0	\$0	\$0
Total Direct Costs	\$450,293	\$0	\$450,293
I. Indirect Costs	\$45,024	\$0	\$45,024
TOTAL PROJECT COSTS	\$495,317	\$0	\$495,317

Federal Request	\$495,317
Non-Federal Amount	\$0
Total Project Cost	\$495,317

Public Reporting Burden

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