



WESTMINSTER

COLORADO

CITY COUNCIL MEETING

AUGUST 28, 2023 at 7:00 PM

- B. Public Meeting and Certification in Support of the City of Westminster's Application for the Edward Byrne Memorial Justice Assistance Grant Program



Agenda Memorandum

Agenda Item – 10.B.

City Council Meeting
August 28, 2023



Strategic Priority 2: Proactive Public Safety

Enhance public safety to emphasize both prevention and enforcement, engage the community through education and outreach and provide the resources necessary to ensure safety and well-being throughout Westminster.

Subject: Public Meeting and Certification in Support of the City of Westminster's Application for the Edward Byrne Memorial Justice Assistance Grant Program

Prepared By: Norman Haubert, Police Chief
Jeri Elliott, Contracts & Grants Coordinator

Recommended City Council Action:

1. Hold a public meeting on the City of Westminster Edward Byrne Memorial Justice Assistance Grant Application and receive comment from the public.
2. Authorize the Mayor to execute a written certification in support of the City's application for the 2023 Edward Byrne Memorial Justice Assistance Grant Program.

Summary Statement:

- The Police Department (PD) is applying for the Fiscal Year 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program local solicitation. The grant application process was announced June 30, 2023, and per the guidelines, only units of local government such as municipalities may apply.
- The application is not considered complete until the Chief Executive of their respective city, defined as the Mayor by the grant application, properly executes, signs, and submits a written certification making certain assurances on behalf of their city.
- A requirement of the grant is that the application is submitted for review by the governing body for a period not less than 30 days before the date of the Mayor's certification and the respective city certifies that it provided an opportunity to its residents to comment on the application.

- The PD is requesting \$34,322 from this grant program for training and the purchase of associated equipment, supplies, and software capabilities for digital forensic analyses.

Fiscal Impact:

\$34,322 in grant expenditures if awarded

Source of Funds:

2023 Edward Byrne Memorial JAG Program to be included at a future budget supplemental appropriation after grant award funds are received.

Policy Issue(s):

Should City Council authorize the Mayor to execute a written certification in support of the City's application for the Edward Byrne Memorial JAG Program thereby allowing Staff to complete the grant application process and utilize the grant funds in the amount of \$34,322?

Alternative(s):

City Council could not choose to authorize the Mayor to execute a written certification of the City's application for the Edward Byrne.

Background Information:

The Edward Byrne Memorial JAG Program is the primary provider of federal criminal justice funding to states and units of local governments by assisting them with critical funding necessary to support wide range of program areas within law enforcement. In 2023, the City is eligible for the allocated amount of \$34,322 from the grant program.

The grant application process for the 2023 grant program was announced on June 30, 2023, with an application deadline of August 31, 2023. Based on both the grant guidance, and the City's internal Grant Guidance, Policies and Procedures, the PD submitted the application prior to the deadline with the understanding that if the certification is not authorized by City Council, the PD would withdraw the grant application. In addition, the granting agency could place a contingency on the grant funds until the requirements of the grant are fulfilled.

The application is not considered complete until the Chief Executive of the City, defined as the Mayor by the grant guidance and application, properly executes and signs the document attached to the grant application referred to as the "Certifications and Assurances by the Chief Executive of the Applicant Government" (Certification) for submittal. A copy of the application and Certification is attached to this agenda memorandum (Attachment A).

In addition to a number of certifications and assurances contained within the Certification, there are several requirements one of which is that the grant application is submitted for review by the governing body for a period not less than 30 days before the date of the Mayor's Certification. Another requirement is that the City certify that it provided an opportunity to its residents to comment on the application and this agenda memorandum serves as such notification. The public will have the opportunity to comment on the application during the City Council meeting at which time City Council considers the requested action. Staff has reviewed all of the certifications, assurances, and requirements set forth in the Certification and represents to the Mayor and City Council that the City has met these requirements.

The PD is requesting the 2023 Edward Byrne Memorial JAG Program allocation of \$34,322 for training and the purchase of associated equipment, supplies, and software that will provide the capability for digital forensic analyses of digital cell phones and digital electronic devices, such as computers and/or laptops by identifying, acquiring, processing, and reporting data electronically. It will enable Staff to effectively and efficiently perform digital forensic analyses, which has a direct impact on internet crimes against children as well as other online threats to victims of all ages.

The 2023 Edward Byrne Memorial JAG Program funding supports the City's Strategic Plan of a Proactive Public Safety to enhance public safety to emphasize both prevention and enforcement, engage the community through education and outreach and provide resources necessary to ensure safety and well-being throughout Westminster by seeking and applying for grant funding.

Respectfully Submitted,

Mark A Freitag

Mark A. Freitag
City Manager

Attachments:

Attachment A - FY23 JAG Application Certification by the Chief Executive
Attachment B - FY23 EMB JAG Grant Application

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

Edward Byrne Memorial Justice Assistance Grant Program FY 2023 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2023 Edward Byrne Memorial Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant 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.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.

Signature of Chief Executive of the Applicant Unit of
Local Government

Date of Certification

Printed Name of Chief Executive

Title of Chief Executive

Name of Applicant Unit of Local Government

Standard Applicant Information

Project Information

Project Title Law Enforcement Digital Forensic Project: Enabling law enforcement to effectively and efficiently perform forensic analysis on electronic devices by providing for training, equipment and software.	Proposed Project Start Date 10/1/22	Proposed Project End Date 9/30/26
Federal Estimated Funding (Federal Share) 34322.0	Applicant Estimated Funding (Non-Federal Share) 0.0	Program Income Estimated 0.0
Total Estimated Funding 34322.0		

Areas Affected by Project (Cities, Counties, States, etc.)

City of Westminster

Adams County

Jefferson County

Type Of Applicant

Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

Other (specify):

Application Submitter Contact Information

Application POC Prefix Name Mrs.		
Application POC First Name Jeri	Application POC Middle Name ---	Application POC Last Name Elliott
Application POC Suffix Name ---		

Organizational Affiliation City of Westminster - Police Department	Title Contracts & Grants Coordinator	Email ID jelliott@cityofwestminster.us
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Phone Number

3036584416

Fax Number

ORINumber

Executive Order and Delinquent Debt Information





Is Application Subject to Review by State Under Executive Order 12372? *

c. Program is not covered by E.O. 12372.

Is the Applicant Delinquent on Federal Debt?

No

SF424 Attachments (4)

	Name Form SF424_4_0-V4.0.pdf	Date Added 7/13/23
	Name Form SFLLL_2_0-V2.0.pdf	Date Added 7/13/23
	Name SF424_4_0-1234-The area affect by the project is the City of We+	Date Added 7/13/23
	Name GrantApplication.xml	Date Added 7/13/23

Authorized Representative

Authorized Representative Information

Prefix Name
Mr.

First Name	Middle Name	Last Name	Suffix Name
Norman	---	Haubert	---

Title
Interim Chief of Police

Verify Legal Name, Doing Business As, and Legal Address**Legal Name**

CITY OF WESTMINSTER

UEI

T9HYK8EW4B57

Doing Business As**Legal Address****Street 1**

4800 W 92ND AVE

Street 2**City**

WESTMINSTER

State

CO

Zip/Postal Code

80031

Congressional District

07

Country

USA

Certification

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile legal name and address applications and awards associated to this fiscal agent.

1. If this information is correct confirm/acknowledge to continue with completion of this application.

I confirm this is the correct entity.

Signer Name

Jeri Elliott

Certification Date / Time

08/02/2023 05:55 PM

2. If the information displayed does not accurately represent the legal entity applying for federal assistance:

- Contact your Entity Administrator.
- Contact the System for Award Management (SAM.gov) to update the entity legal name/address.

3. If the above information is not the entity for which this application is being submitted, Withdraw/Delete this application. Please initiate a new application in Grants.gov UEI/SAM profile.

Proposal Abstract

The City of Westminster will use the JAG funds for digital forensics. It will provide for the purchase of needed training, equipment, supplies and software capable of digital cell phones and digital electronic devices, such as computers and/or laptops, by identifying, acquiring, processing and reporting on data stored electronically for law enforcement to effectively and efficiently perform these digital forensic analyses, which have a direct impact on internet crimes against children as well as other crimes of all ages.


Proposal Narrative

	Name 2023_EBM_JAG_Proposal_Narrative_	Category Proposal Narrative	Created by Jeri Elliott	Application Number —	Date Added 08/02/2023
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Budget and Associated Documentation


Budget Summary

Budget / Financial Attachments
Budget Worksheet and Budget Narrative

	Name BDW_FINAL.XLSM	Category Budget Worksheet and Budget Narrative (attachment)	Created by Jeri Elliott	Application Number —	Date Added 08/02/2023
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Indirect Cost Rate Agreement
No documents have been uploaded for Indirect Cost Rate Agreement

Financial Management Questionnaire (Including applicant disclosure of high-risk status)

	Name fy-23-local-jag-ce-certification Signature_07.19.2023.pdf	Category Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)	Created by Jeri Elliott	Application Number —	Date Added 08/02/2023
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Disclosure of Process Related to Executive Compensation
No documents have been uploaded for Disclosure of Process Related to Executive Compensation

Additional Attachments
No documents have been uploaded for Additional Attachments

Budget and Associated Documentation

Year 1	Total
Personnel	—
Fringe Benefits	—
Travel	—
Equipment	—

Supplies	_____
Construction	_____
SubAwards	_____
Procurement	_____
Contracts	_____
Other Costs	_____
Total Direct Costs	_____
Indirect Costs	_____
Total Project Costs	_____

Total Project Cost Breakdown

	Total	Percentage
Federal Funds	\$34,322.00	_____
Match Amount	\$0.00	_____
Program Income Amount	_____	_____

DOES THIS BUDGET CONTAIN CONFERENCE COSTS WHICH IS DEFINED BROADLY TO INCLUDE MEETINGS, RETREATS, SEMINARS, SYMPOSIA, AND TRAINING ACTIVITIES? _____

Additional Application Components

Research and Evaluation Independence and Integrity Statement

No documents have been uploaded for Research and Evaluation Independence and Integrity Statement

Additional Attachments

No documents have been uploaded for Additional Attachments

Disclosures and Assurances

Disclosure of Lobbying Activities



Name
Form SFLLL_2_0-V2.0.pdf

Category
LobbyingActivitiesDisclosure

Created by

Application Number

Disclosure of Duplication in Cost Items

Yes. My organization has pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) 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 of the application under this solicitation.

Federal or State Funding Agency	Solicitation Name/Project Name	Grantor POC Name	Grantor POC Phone	Grantor I
Federal	Internet Crimes Against Children	Tricia Lykes	719-578-3404	Patricia.lykes@icac.gov

DOJ Certified Standard Assurances

OMB APPROVAL NUMBER 1121-0140

EXPIRES 05/31/2019

U.S. DEPARTMENT OF JUSTICE**CERTIFIED STANDARD ASSURANCES**

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department") that the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in the Department decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial resources (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--
 - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
 - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
 - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in ways that create, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically in the areas of civil rights and nondiscrimination, and, in addition--
 - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1967 (42 U.S.C. § 6102);
 - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which applies to awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
 - c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
 - d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.
- (5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DC Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).
- (6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with the requirements of the Department of Justice's policies and procedures regarding the use of information technology resources. I understand that the Applicant will be responsible for ensuring that the information technology resources used in the application are consistent with the Department's policies and procedures regarding the use of information technology resources.

section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312503), the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to review, paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance--

- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions provided under 34 U.S.C. § 10382(c)(11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will make available such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil or administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge ★

Signed

SignerID

jelliott@cityofwestminster.us

Signing Date / Time

8/2/23 2:11 PM

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, Law Enforcement and Community Policing

U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; LAW ENFORCEMENT AND COMMUNITY POLICING

Applicants should refer to the regulations and other requirements cited below to determine the certification to which they are required to attest. Applicants should also for certification included in the regulations or other cited requirements before completing this form. The certifications shall be treated as a material representation of fact and will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement; or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any agency's) instructions; and
- (c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) for Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontracts) be filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies and assures (to the extent applicable) the following with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

- (a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from transactions by any Federal department or agency;
- (b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or procurement transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that substantially affects its (or its principals') present responsibility;
- (c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in (b) of this certification; and/or
- (d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals has been convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal violation to the Department (for OJP Applicants, to OJP at Ojpcompliance@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) that the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliance@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by--

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Applicant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after the date of conviction.

(e) Notify the Employer, in writing, of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

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

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. LAW ENFORCEMENT AGENCY CERTIFICATION REQUIRED UNDER DEPARTMENT OF JUSTICE DISCRETIONARY GRANT PROGRAMS ("SAFE POLICING CERTIFICATION")

If this application is for a discretionary award pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to a university law enforcement agency, the Applicant certifies that any such law enforcement agency to which funds will be made available has been certified by an approved credentialing body or has started the certification process. To become certified, a law enforcement agency must meet two mandatory conditions:

(a) the agency's use of force policies adhere to all applicable federal, State, and local laws; and

(b) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law.

For detailed information on this certification requirement, see <https://cops.usdoj.gov/SafePolicingEO>.

The Applicant acknowledges that compliance with this safe policing certification requirement does not ensure compliance with federal, state, or local law, and that such constitute a defense in any federal lawsuit. Nothing in the safe policing certification process or safe policing requirement is intended to be (or may be) used by third party or against the United States or any of its officials, officers, agents or employees under any federal law. Neither the safe policing certification process nor the safe policing requirement is intended to (or does) confer any right on any third-person or entity seeking relief against the United States or any officer or employee thereof. No person to be (or is) a third-party beneficiary of the safe policing certification process, or, with respect to the safe policing certification requirement, such a beneficiary for purposes of criminal, or administrative action.

6. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it is subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including those provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge *

Certified


SignerID

jelliott@cityofwestminster.us

Signing Date / Time

8/2/23 2:18 PM

Other Disclosures and Assurances**Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

	Name Disclosure.pdf	Category Disclosures and Assurances	Created by Jeri Elliott	Application Number —	Date Added 08/02/2023
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Declaration and Certification to the U.S. Department of Justice as to this Application Submission

By [taking this action], I --

1. Declare the following to the U.S. Department of Justice (DOJ), under penalty of perjury: (1) I have authority to make this declaration and certification applicant; (2) I have conducted or there was conducted (including by the applicant's legal counsel as appropriate, and made available to me) a diligence requirements pertinent to and all matters encompassed by this declaration and certification.
2. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as application submission: (1) I have reviewed this application and all supporting materials submitted in connection therewith (including anything submitted this application by any person on behalf of the applicant before or at the time of the application submission and any materials that accompany this certification); (2) The information in this application and in all supporting materials is accurate, true, and complete information as of the date of this have the authority to submit this application on behalf of the applicant.
3. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any material fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Please Acknowledge ★

Signed

SignerID

jelliott@cityofwestminster.us

Signing Date / Time

8/2/23 2:19 PM

Other

	Name	Category	Created by	Application Number	Date Added
	2023 NIBRS Compliance Letter.pdf	Other Attachments	Jeri Elliott	---	08/02/2023

Certified

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☒ Preapplication
☐ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

07/13/2023

4. Applicant Identifier:

Westminster, City of

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

CO

8. APPLICANT INFORMATION:

* a. Legal Name:

City of Westminster

* b. Employer/Taxpayer Identification Number (EIN/TIN):

846000726

* c. UEI:

T9HYKBEW4B57

d. Address:

* Street1:

4800 W. 92nd Ave.

Street2:

* City:

Westminster

County/Parish:

Colorado

* State:

CO: Colorado

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

80031-6387

e. Organizational Unit:

Department Name:

Police Department

Division Name:

Administration

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mrs.

* First Name:

Jeri

Middle Name:

* Last Name:

Elliott

Suffix:

Title:

Contracts & Grants Coordinator

Organizational Affiliation:

City of Westminster - Police Department

* Telephone Number:

3036584416

Fax Number:

* Email:

jelliott@cityofwestminster.us

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.738

CFDA Title:

Edward Byrne Memorial Justice Assistance Grant Program

* 12. Funding Opportunity Number:

O-BJA-2023-171790

* Title:

BJA FY 23 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

13. Competition Identification Number:

C-BJA-2023-00105-PROD

Title:

Category 2-Applicants with eligible allocation amounts of \$25,000 or more

14. Areas Affected by Project (Cities, Counties, States, etc.):

1234-The area affect by the project is the

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Law Enforcement Digital Forensic Project: Enabling law enforcement to effectively and efficiently perform forensic analysis on electronic devices by providing for training, equipment and software.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="34,322.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="34,322.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

DISCLOSURE OF LOBBYING ACTIVITIES

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

OMB Number: 4040-0013

Expiration Date: 02/28/2025

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input type="text" value="Westminster, City of"/> * Street 1 <input type="text" value="4800 W. 92nd Ave."/> Street 2 <input type="text"/> * City <input type="text" value="Westminster"/> State <input type="text" value="CO: Colorado"/> Zip <input type="text" value="80031"/> Congressional District, if known: <input type="text" value="CO-07"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: <input type="text" value="U.S. Department of Justice"/>		7. * Federal Program Name/Description: <input type="text" value="Edward Byrne Memorial Justice Assistance Grant Program"/> CFDA Number, if applicable: <input type="text" value="16.738"/>
8. Federal Action Number, if known: <input type="text"/>		9. Award Amount, if known: \$ <input type="text" value="34,322.00"/>
10. a. Name and Address of Lobbying Registrant: Prefix <input type="text"/> * First Name <input type="text" value="None - N/A"/> Middle Name <input type="text"/> * Last Name <input type="text" value="None - N/A"/> Suffix <input type="text"/> * Street 1 <input type="text" value="None - N/A"/> Street 2 <input type="text"/> * City <input type="text" value="N/A"/> State <input type="text"/> Zip <input type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix <input type="text"/> * First Name <input type="text" value="None - N/A"/> Middle Name <input type="text"/> * Last Name <input type="text" value="None - N/A"/> Suffix <input type="text"/> * Street 1 <input type="text" value="N/A"/> Street 2 <input type="text"/> * City <input type="text" value="N/A"/> State <input type="text"/> Zip <input type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: <input type="text" value="Jeri Elliott"/> * Name: Prefix <input type="text" value="Mr."/> * First Name <input type="text" value="Norm"/> Middle Name <input type="text"/> * Last Name <input type="text" value="Haubert"/> Suffix <input type="text"/> Title: <input type="text" value="Chief of Police"/> Telephone No.: <input type="text" value="303-658-4346"/> Date: <input type="text" value="07/13/2023"/>		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

PROPOSAL NARRATIVE

The City of Westminster (City), Colorado, was incorporated in 1911. It serves a population of 118,940 and covers 34 square miles. The City is a suburban community located in both Adams and Jefferson County. The Police Department's (PD) role is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons and to prevent and deter crime, apprehend offenders, recovery and return of property and the effective movement of traffic. The PD has 199 authorized sworn police officers and 89.3 authorized non-sworn (civilians) for a total of 288.3 fulltime employees.

Description of the Issues

The City is applying for the 2023 Edward Byrne Memorial (EBM) Justice Assistance Grant (JAG) Program in the amount of \$34,322 for a Law Enforcement Digital Forensic Project. These grant funds will provide for the purchase of needed training, equipment, supplies and software capabilities for analyzing digital cell phones and digital electronic devices, such as computers and/or laptops, by identifying, acquiring, processing and reporting on data stored electronically. It will enable the assigned Detectives/Officers to effectively and efficiently perform these digital forensic analyses, which have a direct impact on internet crimes against children as well as other online threats to victims of all ages. It is crucial for law enforcement. To date, our agency's current equipment and software capabilities for analyzing digital cell phones and digital electronic devices is not sufficient enough to adequately perform these analyses.

As a result of the everyday Operations Budget of the PD, we are unable to purchase needed training, equipment, supplies and software without the assistance of grant funding.

PROPOSAL NARRATIVE

This project will address the JAG Goals and Objectives of training and purchasing the necessary equipment, supplies and software; thus, allowing for successfully locating and prosecuting the suspect/offender and decreasing the number of internet crimes against persons.

Goals and Objectives

Goal 1: Acquire the necessary training, equipment, supplies and software	Output/Outcome Measure & Time Frame
Objective 1.1: Ensure the equipment, supplies and software are received and installed correctly and accurately prior to usage.	Statistical information kept and reported quarterly. Occur between 1 st and 2 nd Quarter.
Objective 2.1: Train with the equipment, supplies and software	Statistical information kept and reported quarterly. Occur between 1 st and 4 th Quarter.

Goal 2: Utilize equipment, supplies and software to determine specific internet crimes.	Output/Outcome Measure & Time Frame
Objective 1.1: Successfully locate and prosecute the suspect/offender; thus, decreasing the number of internet crimes.	Statistical information kept and reported quarterly. Occur between 1 st and 4 th Quarter.

Project Design and Implementation:

Investigative Services, will oversee the project. Assigned personnel will work closely with the vendor(s) and pertinent City Staff to ensure that the training, equipment, supplies and software are successfully in place. The local community will not be a participant of the planning process due to the ease of implementation.

PROPOSAL NARRATIVE

The City understands and is aware that the application is not considered complete until the Chief Executive of the City (the Mayor), properly executes and signs the "Certifications and Assurances by the Chief Executive of the Applicant Government" (Certification) as well as completing the required review by the governing body for a period not less than 30 days before the date the Mayor signs the Certification and that the City certifies that it provided an opportunity to its citizens to comment on the application. The application and the Certification will go before the City of Westminster – City Council on Monday, August 28th, 2023 as an Agenda Memorandum which will also serve as notification to City Council and the public. The public will have the opportunity at this time to comment on the application.

The data/performance measures will be collected and kept by the assigned personnel. Other pertinent data, if deemed necessary, is tracked through a department records management system, financial management system, paperless file database and/or paper files, which is not considered a part of any research project. This activity being conducted is only to comply with OJP requirements for performance measures and not for the purpose of developing or contributing to generalizable knowledge. The “activity is not for research.”

The Purpose Area of the grant funding is for a Law Enforcement (LE) Digital Forensic Program to assist in locating and prosecuting offenders involved in internet crimes against children as well as other on-line threats to victims of all ages and decreasing the number of internet crimes against persons. Coordination efforts involving the JAG Program are evident when sharing and providing the required data/performance measures to the Bureau of Justice Assistance

PROPOSAL NARRATIVE

Performance Measurement Tool (BJA PMT) as well as assisting and working with other LE entities when needed.

Capabilities and Competencies:

The PD will be collaborating with other LE entities and the Colorado Internet Crimes Against Children Taskforce of which the PD is a current member of and to ensure that the PD is providing the necessary documentation to meet their required needs.

It is also important to note that the PD responds to mutual aid requests from surrounding jurisdictions, trains with other regional SWAT Teams, executes all North Metro Task Force warrants, collaborates and assists the Colorado Metropolitan Auto Theft Task Force (C-MATT), Drug Enforcement Agency (DEA), Rocky Mountain Safe Streets Task Force (RMSSTF) and is a participant in collaborative trainings with surrounding jurisdictions and the greater Denver Metro area as a participant of the Urban Area Security Initiative (UASI)/North Central Region (NCR) and is active in their Incident Operations Committee as well as the Public Safety and Security and Communication sub-committees where we participate in regional drills.

As an active participant of UASI/NCR we work alongside of other participants/agencies. The NCR is one of nine emergency preparedness and response Regions within the State of Colorado. It is organized around ten counties and their cities, districts, towns and municipalities. As a member, we benefit from agency helping agency, coordinated all-hazards planning, training and exercise efforts. The NCR is also responsible for managing the State Homeland Security Grant

PROPOSAL NARRATIVE

Program of which in the past our agency has been awarded grant funds for equipment and training.

Plan for Collecting the Data:

If successfully awarded the 2023 Edward Byrne Memorial Justice Assistance Grant for the City of Westminster Police Department, the Grant Award Administrator will be Jeri Elliott, Contracts and Grant Coordinator, who will complete the required quarterly Performance Reports and the Financial Manager will be Cassandra Adas, Business Operations Coordinator, who will complete the quarterly Financial Reports and the request for drawdown on grant funds.

Investigations Services Staff is responsible for providing statistical data/performance measures related to this grant application that Ms. Elliott will report quarterly to the BJA PMT, which addresses the EBM JAG Goals and Objectives of acquiring that will assist in thus allowing for successfully locating the suspect/offender and decreasing the number of internet crimes.

No

Computation

Show annual salary rate & amount of time devoted to the project for each name/position.

		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

B. Fringe Benefits						
Name		Computation				
List each grant-supported position receiving fringe benefits.		Show the basis for computation.				
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
		Total(s)			\$0	\$0
Narrative						

C. Travel		Computation								
Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.							
			N/A					\$0		\$0
				Total(s)						
				\$0						
Narrative										

D. Equipment						
Item		Computation				
List and describe each item of equipment that will be purchased		Compute the cost (e.g., the number of each item to be purchased X the cost per item)				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
		Total(s)			\$0	\$0
Narrative						

E. Supplies						
Supply Items		Computation				
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request	
Forensic Desktop Computer	1	\$4,995.00	\$4,995	\$0	\$4,995	
Keyboard and Mouse Set	1	\$100.00	\$100	\$0	\$100	
34 inch Curved Computer Monitor	1	\$457.00	\$457	\$0	\$457	
		Total(s)	\$5,552	\$0	\$5,552	
Narrative						
<p>Of the \$34,322 of the 2023 Edward Byrne Memorial (EBM) Justice Assistance Grant (JAG) Program funds, a total of \$5,552 will be utilized for supplies. The Purpose Area of the grant funding is for a Law Enforcement (LE) Digital Forensic Program to assist in locating and prosecuting offenders involved in internet crimes against children as well as other on-line threats to victims of all ages and decreasing the number of internet crimes against persons.</p> <p>The request for the purchase of a desktop computer (1 x \$4,995 = \$4,995), keyboard and mouse set (1 x \$100 = \$100), and monitor (1 x \$457), is necessary for the collection, viewing and storing of the data. Without these items, the project would not exist. The total for Supplies: \$4,995 + \$100 + \$457 = \$5,552.</p> <p>Due to operational budget constraints, the City of Westminster Police Department would be unable to purchase this equipment without grant funding and would be unable to establish an effective and efficient Digital Forensic Program.</p>						

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
		Total(s)			\$0	\$0
Narrative						

G. Subawards (Subgrants)						
Description Provide a description of the activities to be carried out by subrecipients.	Purpose Describe the purpose of the subaward (subgrant)	Consultant? Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.	Total Cost	Non-Federal Contribution	Federal Request	
			\$0	\$0	\$0	
			Total(s)	\$0	\$0	\$0
Consultant Travel (if necessary)						
Purpose of Travel Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Location Indicate the travel destination.	Type of Expense Hotel, airfare, per diem	Cost	Duration or Distance	# of Staff	Computation Compute the cost of each type of expense X the number of people traveling.
			\$0			\$0
			Total	\$0	\$0	\$0
Narrative						
H. Procurement Contracts						

Purpose Area #4

Description	Purpose	Consultant?				
Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).	Describe the purpose of the contract	Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.	Total Cost	Non-Federal Contribution	Federal Request	
					\$0	
					\$0	
			Total(s)	\$0	\$0	
Consultant Travel (if necessary)						
Purpose of Travel	Location	Type of Expense	Computation			
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the number of people traveling.			
			Cost	Duration or Distance	# of Staff	Federal Request
						\$0
						\$0
			Total	\$0	\$0	
Narrative						

I. Other Costs		Computation					
Description <i>List and describe items that will be paid with grants funds (e.g., rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>		<i>Show the basis for computation</i>					
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
Annual Subscription for Digital Cell Phone Forensics	1	Annual	\$5,825.00	1	\$5,825	\$0	\$5,825
Annual Training for Digital Cell Phone Forensics	1	Annual	\$6,495.00	1	\$6,495	\$0	\$6,495
Annual Subscription for Digital Computer Forensics	1	Annual	\$11,450.00	1	\$11,450	\$0	\$11,450
Annual Training for Digital Computer Forensics	1	Annual	\$5,000.00	1	\$5,000	\$0	\$5,000
					\$0		\$0
				Total(s)	\$28,770	\$0	\$28,770
Narrative							
Of the \$34,322 of the 2023 EBM JAG Program funds, a total of \$28,770 will be utilized for other costs. The Purpose Area of the grant funding is for a Law Enforcement (LE) Digital Forensic Program to assist in locating and prosecuting offenders involved in internet crimes against children as well as other on-line threats to victims of all ages and decreasing the number of internet crimes against persons.							
The request for the purchase for the annual (1 year) software subscriptions for both digital cell phone forensics (1 year x \$5,825 = \$5,825) and digital computer forensics (1 year x \$11,450 = \$11,450), and for the annual (1 year) trainings for both the digital cellphone forensics (1 year x \$6,495) and digital computer forensics (1 year x \$5,000) is necessary for the project in order to extract and analyze the data. Without the subscriptions and trainings, the project would not exist. The total for Other Costs: \$5,825 + \$11,450 + \$6,495 + \$5,000 = \$28,770.							
Due to operational budget constraints, the City of Westminster Police Department would be unable to purchase this equipment without grant funding and would be unable to establish an effective and efficient Digital Forensic Program.							

J. Indirect Costs						
Description		Computation				
Describe what the approved rate is and how it is applied.		Compute the indirect costs for those portions of the program which allow such costs.				
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request	
			\$0		\$0	
			\$0		\$0	
		Total(s)	\$0	\$0	\$0	
Narrative						

Budget Summary											
Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.											
Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$5,552	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,552
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$28,770	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,770
Total Direct Costs	\$34,322	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,322
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$34,322	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,322
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N											
											No



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: City of Westminster

Street1: 4800 W. 92nd Ave.

Street2:

City: Westminster

State: CO

Zip Code: 80031

2. Authorized Representative's Name and Title:

Prefix: Mr. First Name: Larry Middle Name:

Last Name: Dorr Suffix:

Title: Deputy City Manager - Chief Financial Officer - Finance Director

3. Phone: 303-658-2663

4. Fax: 303-706-3923

5. Email: ldorr@cityofwestminster.us

6. Year Established:
1944

7. Employer Identification Number (EIN):
846000726

8. Unique Entity Identifier (UEI) Number:
T9HYKBEW4B57

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: FORVIS

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:

Leann Brown

Date:

19 JUL 2023

Title: ☐ Executive Director ☐ Chief Financial Officer ☐ Chairman

☒ Other: Deputy City Manager

Phone: 303-658-2663

APPLICANT DISCLOSURE OF DUPLICATION IN COST ITEMS

The City of Westminster – Police Department (Application Case ID: A-479371, Grant Package: 13938716 and Comp #: C-BJA-2023-00105-PROD) does have a pending application submitted within the last 12 months for federally funded grants or sub-grants (including cooperative agreements) that include requests for funding to support computer forensic training costs only, which is a separate project being proposed under that solicitation and that has the potential to cover the identical cost of said training outlined in the budget narrative and worksheet in the application under this solicitation. However, if awarded our agency will decline the training costs under the Internet Crimes Against Children grant and request it to be reallocated.



COLORADO
Bureau of Investigation
Department of Public Safety

July 18, 2023

Chief Norm Haubert
Westminster Police Department
9110 Yates Street
Westminster, Colorado 80031

To Whom It May Concern:

Please be advised the Westminster Police Department is in compliance with all Colorado NIBRS reporting requirements as required per Colorado State Statute 24-33.5-412(5).

The CBI appreciates and recognizes the hard work accomplished by the Westminster Police Department staff with their efforts to be in compliance with these guidelines. If you have any questions, or if we can be of any further assistance, please contact the Uniform Crime Reporting (UCR) Unit at (303) 239-4222, option 3.

Sincerely,
Chris Schaefer
Director

A handwritten signature in blue ink that reads "Darla L. Hackworth".

Reviewed By: Darla L. Hackworth, UCR State Program Manager
Colorado Bureau of Investigation

