CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

CITY CLERK DEPT.
07 JUL -5 AM 8:46

DEPARTMENT: **POLICE**

AGENDA DATE: **July 10, 2007**

CONTACT PERSON/PHONE: **ASSISTANT CHIEF PAUL CROSS / 564-7310**
Monica Hernandez / 564-7342

DISTRICT(S) AFFECTED: Citywide

SUBJECT:
Approve a resolution authorizing the City Manager to submit a grant proposal to the U.S. Department of Justice COPS Office for the School Emergency Preparedness grant program in the amount of $117,597.14 with a local cash match of $117,597.14 for a total of $235,194.28. In Accordance with Ordinance 16016 Section 1, which states "that unless a granting agency requires that the City's top elected official be listed as the grant official in a grant document, the City Council hereby designates the City Manager or his or her designee to be listed as the authorized official and as the official with financial authority or similar designations on all grant applications, acceptances, and other documents and to sign all grant applications, acceptances, and other grant documents on behalf of the City of El Paso." The signature of the "Highest Elected Official" is not required for electronic submittal; Resolution of Mayor and City Council is required.

BACKGROUND / DISCUSSION:
The School Emergency Preparedness Program grant will fund the continued efforts of the El Paso Police Department's proactive enforcement of emergency preparedness initiatives and strategies for area schools.

PRIOR COUNCIL ACTION:
Yes. The City of El Paso received COPS Secure Our Schools funding in 2007.

AMOUNT AND SOURCE OF FUNDING:
21150060-16371-500231 Match allocated from Confiscated Funds FY08
Cash match of $117,597.14 in cash. Grant is in the amount of $235,194.28.

**********REQUIRED AUTHORIZATION**********

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** 7/3/07

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RESOLUTION

WHEREAS, the El Paso City Council finds it in the best interest of the citizens of El Paso that the Secure Our Schools 2007, School Emergency Preparedness Program be operated for the September 1, 2007 to August 31, 2008 year; and

WHEREAS, the El Paso City Council agrees to provide applicable matching funds for the said project as required by the U.S. Department of Justice COPS Office grant application; and

WHEREAS, the El Paso City Council agrees that in the event of loss or misuse of the U.S. Department of Justice COPS Office funds, the El Paso City Council assures that the funds will be returned to the U.S. Department of Justice COPS Office in full.

WHEREAS, the El Paso City Council designates City Manager Joyce Wilson or her designee as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. That the El Paso City Council approves submission of the grant application for the School Emergency Preparedness Program to the U.S. Department of Justice COPS Office.

2. The City Manager be authorized to sign the grant application including all understandings and assurances contained therein, and apply for, accept, reject, alter or terminate the grant in the amount of $117,597.14, from the City of El Paso Police Department to the U.S. Department of Justice COPS Office, for the purpose of continuing the efforts of the Police Department's School Emergency Preparedness Program.

3. The City of El Paso agrees to provide cash matching funds in the amount of $117,597.14.

4. The El Paso City Council agrees that the existence of an award will not be used to offset or decrease total salaries, expenses and allowances that the City receives or provides to its Police Department at or after the time the grant is awarded.

5. That the City Manager be authorized to request and accept an extension of the award ending date for the grant.

6. That grant officials be as designated in the agreement.

ADOPTED this 10th day of July, 2007

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CITY OF EL PASO

_____
John Cook, Mayor

ATTEST:

_____
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

_____
Ernesto Rodriguez
Assistant City Attorney

GRANT INFORMATION APPLICATION FORM (GIAF)

Departments planning to apply for a grant are requested to complete and submit this form, electronically or in person, to applicable individuals listed below for informational purposes only. This form must be submitted to Office of Management and Budget (OMB) **ONLY** if matching funds are required. **PRIOR AUTHORIZATON IS NOT REQUIRED FOR DEPARTMENTS TO APPLY FOR A GRANT.** If required by funding agency, the GIF may also be used, once application is completed, to certify legal review prior to obtaining City Manager's signature.

1. DEPARTMENT Grant Applicant/Contact Person

Name: Monica Hernandez

Title: Grant Planner

Phone: (915) 564-7342

Requires Mayor or City Manager's Signature? Yes ☒ No ☐

2. GRANT DATA

Grant Title: U.S. Department of Justice – COPS Secure Our Schools 2007

Due Date: July 13, 2007

Fax No. (915) 564-7177

3. FINANCIAL DATA

Amount of Funding Request: $117,597.14

Amount of Matching Funds: $117,597.14

Amount of In-kind: $0

Total Amount Requested $235,194.28

Account No. for Matching Funds: Confiscated Funds 21150060-16371-500231

Grant allows for operating/administrative costs: ☐ Yes ☒ No

4. GRANT CLASSIFICATION

☒ Competitive (award based on competition among eligible Applicants)

☐ Entitlement (a set of funds determined under a formula grant)

☐ Continuation (on-going funding from existing funding agency)

☐ Other:

Notice: Legal Department must provide grant review prior to City Manager or Mayor's signature if required by grant.

Brief Summary of Grant Description: The COPS Secure Our Schools 2007 grant offered by the U.S. Department of Justice will be utilized to implement the School Emergency Preparedness Program. The grant-funding amount is $117,597.14 with a 50% cash match requirement of $117,597.14.

Required Signatures

1. [signature] 7-3-07
Department Director **Date**

2.
Financial Services – Grants Services Division **Date**

3. [signature] 7/3/07
OMB (Only if a match is required) **Date**

4. [signature]
Legal Department **Date**

5. [signature] 7/3/07
City Manager **Date**

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SECTION 13: CERTIFICATION OF REVIEW AND REPRESENTATION OF COMPLIANCE WITH REQUIREMENTS

Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems
You must answer this question regardless of the type of COPS grant you are applying for. Please review the COPS Application Guide: Legal Requirements Section for additional information.

Please check one of the following, as applicable to your agency's intended use of this grant:

☒ No, my agency will not use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system.

☐ Yes, my agency will use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system. By signing below, we assure that our agency will comply with the requirements of 28 C.F.R. Part 23.

The signatures of the Law Enforcement Executive/Program Official and Government Executive/Financial Official, and any applicable program partners on the Certification of Review and Representation of Compliance with Requirements:

1) Assures the COPS Office that the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Application Guide; AND
2) Attests to the accuracy of the information submitted with this application (including the Budget Detail Worksheets).

The signatures on the reverse side of this page must be made by the actual executives named on this application unless there is an officially documented authorization for a delegated signature. If your jurisdiction has such an official document, it must be attached to this application. Applications with missing, incomplete, or inaccurate signatures or responses may not be considered for funding. Stamped or electronic signatures (unless applying online via Grants.gov) also will not be accepted. Original signatures are required. Faxed copies will not be accepted. Applications postmarked after the final application deadline date may not be considered for funding.

Signatures shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a COPS Office compliance investigation concerning a current grant award.

By signing on the reverse side of this page, I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government.

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Law Enforcement Executive/Program Official's Signature:

_____ Date: 7-3-07

(Signature of person named in Section 4 of this form)

Government Executive/Financial Official's Signature:

_____ Date: _____

(Signature of person named in Section 4 of this form)

Official Partner(s) Signature:

_____ Date: _____

(Signature of person(s) named in Section 12 of this form, if applicable)

_____ Date: _____

(Signature of person(s) named in Section 12 of this form, if applicable)

_____ Date: _____

(Signature of person(s) named in Section 12 of this form, if applicable)

_____ Date: _____

(Signature of person(s) named in Section 12 of this form, if applicable)

Approved as to form: _____

Ernesto Rodriguez
Assistant City Attorney

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Assurances

Several provisions of federal law and policy apply to all grant programs. We (the Office of Community Oriented Policing Services) need to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Grant Program Specialist at (800) 421-6770.

By the applicant's authorized representative's signature, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds. In particular, the applicant assures us that:

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.

2. It will comply with the provisions of federal law, which limit certain political activities of grantee employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.

3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.

4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

5. It will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.

6. It will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, including but not limited to: the requirements of 28 CFR Part 66 and 28 CFR Part 70; OMB Circular A-87, A-21, A-122 or the Federal Acquisition Regulations, as applicable (governing cost principles); OMB Circular A-133 (governing audits) and other applicable OMB circulars; the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; 28 CFR Part 38.1; and with all other applicable program requirements, laws, orders, regulations, or circulars.

7. If applicable, it will, to the extent practicable and consistent with applicable law, 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 in the agency.

8. It will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789(d)); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E and G) of the Code of Federal Regulations.

A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.

B. Grantees that have 50 or more employees and grants over $500,000 (or over $1,000,000 in grants over an eighteen-month period), must submit an acceptable Equal Employment Opportunity Plan ("EEOP") or EEOP short form (if grantee is required to submit an EEOP under 28 CFR 42.302), that is approved by the Office of Justice Programs, Office for Civil Rights within 60 days of the award start date. For grants under $500,000, but over $25,000, or for grantees with fewer than 50 employees, the grantee must submit an EEOP Certification. (Grantees of less than $25,000 are not subject to the EEOP requirement.)

9. Pursuant to Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.

10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.

11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.

13. It will comply with the Human Subjects Research Risk Protections requirements of 28 CFR Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 CFR Part 22, requiring the safeguarding of individually identifiable information collected from research participants.

14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned, rented or personally-owned vehicles.

15. It will not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.

16. If the awarded grant contains a retention requirement, it will retain the increased officer staffing level and/or the increased officer redeployment level, as applicable, with state or local funds for a minimum of one full local budget cycle following expiration of the grant period.

17. It will not use any federal funding directly or indirectly to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law ratification, policy or appropriation whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation as set forth in the Anti-Lobby Act, 18 U.S.C. 1913.

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Signature of Law Enforcement Executive (or Official with Programmatic Authority, as applicable) — Date: 7-3-07

Signature of Government Executive (or Official with Financial Authority, as applicable) — Date:

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Approved as to form: _____
Ernesto Rodriguez, Assistant City Attorney

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Certifications

Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements Coordination with Affected Agencies.

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 28 CFR Part 67, "Government-Wide Debarment and Suspension (Nonprocurement)," 28 CFR Part 83 Government-Wide Requirements for Drug-Free Workplace (Grants)," and the coordination requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement;

B. If any funds other than federal appropriated funds have been paid or will be paid 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 this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.440 -

A. The applicant certifies that it and its principals:

(i) Are not 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 covered transactions by any federal department or agency;

(ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) or private agreement or transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion 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 seriously and directly affects your present responsibility.

(iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (A)(ii) of this certification; and

(iv) Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, for grantees, as defined at 28 CFR Part 83, Sections 83 and 83.510 -

A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by:

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about -

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;

(iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);

(iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 1100 Vermont Ave., NW, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant.

(vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

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

(b) 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, law enforcement or other appropriate agency;

(vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v) and (vi).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:
Place of performance (street address, city, county, state, zip code)

_____

_____

Check ❒ if there are workplaces on file that are not identified here.

4. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

Grantee Agency Name and Address:

City of El Paso Police Department 911 N. Raynor

El Paso, TX 79903 Grantee IRS/ Vendor Number: _____

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Typed Name and Title of Law Enforcement Executive (or Official with Programmatic Authority, as applicable):

Chief of Police Richard D. Wiles

Signature: _____ Date: 7-3-07

Typed Name and Title of Government Executive (or Official with Financial Authority, as applicable):

Joyce Wilson, City Manager

Signature: _____ Date: _____

Approved as to form: _____
Ernesto Rodriguez, Assistant City Attorney

updated: December 10, 2004 e12042636

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Disclosure of Lobbying Activities

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

1. Type of Federal Action: B a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	**2. Status of Federal Action:** A a. bid/offer/application b. initial award c. post-award	**3. Report Type:** A a. initial filing b. material change *For Material Change Only:* Year: _____ Quarter: _____ Date of last report _____

4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, if known: City of El Paso Police Department 2 Civic Center Plaza El Paso, TX 79901 Congressional District (number), if known: _____	**5. If Reporting Entity in No. 4 is Subawardee, Enter** Name and Address of Prime: Congressional District (number), if known: _____
6. Federal Department/Agency: U.S. Department of Justice Community Oriented Policing Services	**7. Federal Program Name/Description:** CFDANumber, if applicable: 16.710
8. Federal Action Number, if known: Grant Announcement #: COPS-SOS-2007-1	**9. Award Amount, if known:** $
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	**10. b. Individuals Performing Services** (including address if different from No.10a) (last name, first name, MI):
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 this 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: Joyce A. Wilson Print Name: Joyce Wilson Title: City Manager Telephone No.: (915) 541-4844 Date: 6/27/07
Federal Use Only:	Authorized for Local Reproduction, Standard Form - LLL

Approved as to form: _____
Ernesto Rodriguez, Assistant City Attorney

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EXECUTIVE SUMMARY

Agency Name: City of El Paso Department

Point of Contact Name: Lt. Humberto Talamantes

Point of Contact Phone Number: (915) 564-7037

Award Amount: **$235,194.28**

Cash Match: $117,597.14 ($58,798.57 per year for two years)

The El Paso Police Department is requesting funding to develop and implement a program on School Emergency Preparedness. The program is a collaboration of El Paso public and private schools, college and universities, and public safety agencies such as the Texas Department of Public Safety, the City/ County Office of Emergency Management and various other partnering agencies. El Paso City/County school personnel are taking emergency preparedness very seriously and have demonstrated an interest in requesting assistance from EPPD for training services on emergency preparedness. After the Virginia Tech shooting, local colleges and schools requests for assistance in improving emergency operations and identifying ways of improving communication, has increased. The Emergency Preparedness program being planned for will provide schools services that will help meet "Texas Senate Bill 11" (Ch.37 Section 108) mandate. Services include emergency preparedness response training, assistance with development/update of emergency operation plans, safety/security audits and functional exercises. The emergency preparedness training will cover emergency response procedures for multi-hazard emergencies such as shelter in place, severe weather, evacuation, and lock down. Training school personnel is essential; therefore the above mentioned training will include training all school personnel; school

administrators, clerical/paraprofessional staff, teachers, maintenance and, cafeteria staff. Providing school personnel with the needed tools to respond appropriately during an emergency includes important phases such as planning/mitigation, preparedness, response and recovery. To facilitate these phases the training will enable school personnel to identify indicators and behaviors of students that may lead to school violence and juvenile delinquency. The program will assist schools with presentations to educate parents and community members through presentations on guidelines that will help them to understand school emergency responses. The effectiveness of school emergency operations plans will be tested by conducting functional exercises that will include first responders' participation coordinated by EPPD Emergency Preparedness Program, helping schools test E.O. P. s and improve security.

The collaboration of partner agencies is essential in making this endeavor successful. Law Enforcement personnel will be trained annually on school emergency procedures and will participate in school functional exercises. The program will form and maintain a coalition of emergency agencies by participating in public safety agencies ad-hoc emergency preparedness committees.

Requested funding will make it possible to provide needed services on emergency preparedness including; training materials, program personnel training, technological equipment, and promotional emergency materials. Secure school environments are a must in our children's daily education experience.

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A. Assessment of Existing Problems	
2005-2006 EPPD ILEADS Report Incidents on School Grounds	
Incidents	**Total # Incidents**
Homicides	0
Sex Offenses	182
Assault/Fights	2179
Stolen Property (including theft from student lockers)	957
Threats to school property (for example bomb threats)	722
Possession of weapons	97
Vandalism/Graffiti	762
Possession/sale of Drugs	302
Underage Drinking	23
Truancy	8
Theft from motor vehicles	59
Disorderly Conduct	2340

B. Population Served

Partner School District	School Year	Total Student Enrollment
Canutillo ISD	2005-2006	5,300
El Paso ISD	2005-2006	63,197
Ysleta ISD	2005-2006	46,394
Socorro ISD	2005-2006	36,694
Clint ISD	2005-2006	9,894
Fabens ISD	2005-2006	2,518
San Elizario ISD	2005-2006	3,732

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C. Current/ Planned Crime Prevention Activities

The El Paso Police Department School Emergency Preparedness Program will help prevent juvenile delinquency and improve school security by developing a resourceful emergency preparedness program that will be provide training to schools. The training will include the development of a training presentation geared towards school clerical staff. The training will also be developed in Spanish to reach school personnel who do not speak English. The program will assist schools to meet Texas Education Code Ch. 37 §108 mandate. Training will be scheduled as requested by schools to include annual training updates. Training will provide school personnel with the basic knowledge that consist of emergency management phases such as mitigation, preparedness, response and recovery to prepare from the effects of any hazard. The training will also assist school emergency management teams with emergency planning tools and resources to devise preventive measures to enhance security that will contribute to the reduction of juvenile delinquency. The program will assist schools to practice and test emergency plans through functional mock exercises. This will include working in conjunction with several first responding agencies, giving schools feedback necessary to improve security. EPPD School Emergency Preparedness Program in partnership with school districts will assist with safety/security assessments, identifying and providing feedback to schools to help improve security and reduce juvenile delinquency. The program will develop an educational presentation for parents and community members on guidelines that will help them to understand school emergency responses. Overall, the program will enhance communication with schools and first responders and improve public and school safety.

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BUDGET NARRATIVE (TWO YEARS 2007-2009)

PERSONNEL- Two civilian program coordinators will be contracted to provide training and assistance to partner schools throughout the City/County of El Paso. These individuals must possess a Masters Degree and certifications/training in Multi Hazards in Schools, Safety Audits, NIMS and Emergency Planning.
$84,000 (1st year) $86,000 (2nd year)

Total amount for civilian contract employees $170,000.00

FRINGE BENEFITS- Civilian contract employees' fringe benefits are outlined in Budget Detail Worksheet. $25,648.38 (1st year) $25,807.90 (2nd year)

Total amount $51,456.28

Travel/Training- Program Coordinators need to continuously receive updated training in order to provide most recent information when training school personnel on emergency preparedness. Training necessary includes Train the Trainer certification in Emergency Operations Planning and development, NIMS courses, attending COPS National Conference of Preventing Crime "Helping Build Safer Communities" and, Texas Safe Communities and Schools SBLE conference. These training conferences are offered out of town.

Total amount for two years $6,500.00

Equipment:

1 Dell Computer Laptop
The El Paso Police Department is requesting the purchase of one (1) Laptop to ensure as a training tool for all presentations/training. The laptop will allow for the ability to use organize, manage several multi-media formats, animation and video. Overall it will give the target audience a visible picture of program training objectives. The laptop will be used in preparation for and during training at various schools, community rooms, law enforcement facilities and within partner agency facilities. The estimated cost for 1 Dell Computer Laptop is $1,500.00. **Total for 1 Dell Computer Laptop: $1,500.00**

Apollo Super Bright Tripod Screen
The El Paso Police Department is requesting the purchase of one (1) screen to ensure program presentations/trainings can be adjusted to decrease any barriers in any setting, in which may prevent the target audience from viewing the presentation. The screen is portable and will be utilized for training purposes in various locations various schools, community rooms, law enforcement facilities and within partner agency facilities. The estimated cost for 1 Apollo Super Bright Tripod Screen is $210.00.

Total for 1 Apollo Super Bright Tripod Screen; $210.00

20 Two-Way Motorola Radios
The El Paso Police Department is requesting the purchase of twenty (20) two-way radios to ensure a flow of communication during small and large-scale practice mock drills at schools. Small and large-scale practice drills will be coordinated and conducted

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frequently with various schools to test and evaluate school personnel response during an emergency. Program teams will use the radios to report to ensure safety throughout the drills that may require a rapid response. The radios will be used at various schools. The estimated cost per package (each package includes (2) radios) for twenty (20) two-way Motorola radios is $68.00.

Total for 20 Motorola radios two-way radios; $680.00

Aluminum Telescoping Easel

The El Paso Police Department is requesting the purchase of one (1) Aluminum Telescoping Easel to ensure participation and sharing of information during training sessions. The Aluminum Telescoping Easel will be used frequently and during training as a tool for engaging school personnel to work in groups and gathering information during discussions from drill planning teams from practice mock drills to improve school emergency planning. The estimated cost for one (1) Aluminum Telescoping Easel is $58.00.

Total for one (1) Aluminum Telescoping Easel; $58.00

BUDGET DETAIL

Equipment/Technology

Unit/Item Description	*Computation*	*Per Item Subtotal*
Dell Computer laptop	1 x $1,500.00	$ 1,500.00
Apollo Super Bright Tripod Screen	1 x $210.00	$ 210.00
Two-Way Motorola Radios	10 packs of (2) x $68.00	$ 680.00
Aluminum Telescoping Easel	1 x $58.00	$ 58.00
Subtotal		***$2,448.00***

Promotional/ Emergency Items

Unit/Item Description	*Per Item Subtotal ($)*
250 imprinted Featherlike Bags (Crestline)	$ 800.00
250 imprinted First Aid Kits (Crestline)	$ 340.00
100 imprinted All-Purpose Flashlights (Crestline)	$ 250.00
Subtotal	***$1390.00***

Other-Printing

Unit/Item Description	*Per Item Subtotal ($)*
Printing of Brochures/Flyers	$ 1,000.00
Subtotal	**$ 1,000.00**

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Supplies

Unit/Item Description	*Computation # of Items/Unit x Unit Cost*	*Per Item Subtotal ($)*
1 ½ Round Ring Binder	11 x $ 3.29	$ 36.19
Clipboards	20 x $ 1.19	$ 23.80
Staples standard	5 boxes x $ 1.29	$ 6.45
HP Black Ink No. 98	25 x $ 19.99	$ 499.75
HP Tri-Color No. 95	24 x $ 24.99	$ 599.76
Post-It Self-Stick Easel Pads	4 x $ 47.99	$ 191.96
Data Traveler USB Flash Drive	4 x $ 17.99	$ 71.96
Overhead Projection Markers	2 packs x $ 5.79	$ 11.58
Blank Certificate Paper	10 packs x $ 4.49	$ 44.90
Paper Clips (jumbo)	2 packs x $ 5.99	$ 11.99
Paper Clips (#1)	2 packs x $ 1.89	$ 3.78
Self-Stick Notes (4 x 6)	4 packs x $ 11.99	$ 47.96
Sticky Post-It Notes (4x 4)	4 packs x $ 12.99	$ 51.96
Mechanical Pencils .5mm	4 packs x $ 3.49	$ 13.96
Laser Business Cards (250)	5 boxes x $ 13.99	$ 69.95
Loading Sheet Protectors	2 boxes x $ 7.99	$ 15.98
Manila File Folder 1/3 cut	5 boxes x $ 5.99	$ 29.95
Premium Photo Paper Glossy	3 packs x $ 24.99	$ 74.97
Desk Calendar Desk Pad	2 x $ 9.99	$ 19.98
Exec. Weekly/Monthly Planner	4 x $ 22.99	$ 91.96
CD-RW Media Spindle	4 packs x $ 19.99	$ 79.96
Liquid Paper/Correction Fluid	1 pack x $ 14.99	$ 14.99
Classic Highlighters Assorted	2 packs x $ 8.99	$ 17.98
Binder Clips (Small)	3 packs x $ 6.29	$ 18.87
Binder Clips (Medium)	5 boxes x $ 1.79	$ 8.95
Binder Clips (Large)	5 boxes x $ 3.29	$ 16.45
Refill Rolodex	1 pack x $ 3.89	$ 3.89
Transparent Tape	4 packs x $ 16.99	$ 67.96
Copy Paper	3 cases x $ 32.99	$ 98.97
Shipping Package Tape	1 pack x $ 16.99	$ 16.99
Uniball Gelstick Pens	5 packs x $ 7.99	$ 39.95
Poly Mesh Vests (yellow/orange)	35 x $ 2.75	*$ 96.25*
Subtotal		**$2400.00**

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BUDGET SUMMARY

Budget Category	**Amount**
A. Personnel	**$170,000.00**
B. Fringe Benefits	**51,456.28**
C. Travel	**6,500.00**
D. Equipment	**2,448.00**
E. Supplies	**2,400.00**
F. Promotional Costs	**1,390.00**
G. Other Costs	**1,000.00**
TOTAL PROJECT COSTS	**$236,194.28**

Federal Request	**$117,597.14 Over a two year period**
Non-Federal Amount	**$117,597.14 Cash Match**