



# RAPID CITY POLICE DEPARTMENT

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Steve Allender, Chief of Police

October 5, 2011

Mayor Kooiker and Common Council  
300 6<sup>th</sup> Street  
Rapid City, SD 57701

Dear Mayor and Council:

I intend to add this item to the next Legal and Finance Committee meeting on October 12<sup>th</sup>, then to the City Council meeting agenda on October 17<sup>th</sup>.

We have applied for and received a COPS (Community Oriented Policing Services) hiring grant. The notice of award should be attached to the agenda.

I need to ask for your permission to both accept this award and add four FTEs to the Rapid City Police Department. In the interest of full disclosure I am sharing the following:

- The four officers we are seeking will be used to augment the Street Crimes Unit. This will take our Street Crimes Unit number from six to ten. The basic concept suggests we will split the unit in two (kind of like cell division only different) and move a four or five person unit into a neighborhood which is most challenged in terms of crime, calls for service or quality of life issues. We have high expectations of success in this area. When this neighborhood is "fixed" new crime analysis will occur and the unit will move or remain in the most challenged neighborhood.
- The status of all Rapid City Police Department officers is follows:

**Two FTEs added December 2008 under 2008 COPS hiring grant. Funded as follows:**

2009 – 75% federal funding / 25% City funding City share approx \$25,000

2010 – 50% federal funding / 50% City funding City share approx \$50,000

2011 – 25% federal funding / 75% City funding City share approx \$75,000

2012 – 0% federal funding / 100% City funding City share approx \$100,000

2013 No longer required to maintain these two positions.

**Two FTEs added under State Highway Safety Grant for DUI enforcement**

100% funding for FTEs renewable on an annual basis for the period of October 1 – September 30.

No requirement to keep positions after funding ends.

**Four additional FTEs added April 2010 under 2009 COPS Hiring Grant**

Part of the Stimulus Package

100% funding for three years (approximately \$200,000 per year) / no City match

2010 - 100% Federal funding / 0% City funding

2011 – 100% Federal funding / 0% City funding

2012 – 100% Federal funding / 0% City funding

2013 – 0% Federal funding / 100% City funding

2014 – No requirement to keep positions after May 2014

If you are worried about the City's ability to pick up the tab in the future, I can only tell you that investing into Public Safety is always a good idea. Secondly, I can tell you that in the event of an economic crisis, there may be ways of reducing previous grant positions without harming our current grant funding.

It is an honor to receive this COPS hiring grant. I hope you will give this opportunity consideration and vote to approve the receipt of this award and the additional FTE's. Thank you.

Sincerely,



Steve Allender  
Chief of Police

vj



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street, NE, Washington, D.C. 20530

**COPS**

September 30, 2011

Chief of Police Steve Allender  
Rapid City Police Department  
300 Kansas City Street  
Suite 200  
Rapid City, SD 57701

Re: COPS Hiring Grant Program Grant #2011UMWX0171  
ORI#: SD05101

Dear Chief of Police Allender:

On behalf of the COPS Office, congratulations on receiving an award for 4 officer position(s) and \$823,804 in federal funds over a three-year grant period under the 2011 COPS Hiring Program (CHP). Your agency may use CHP grant funding to hire or rehire officers on or after the official grant award start date. Enclosed in this packet is your grant award. A list of conditions that apply to your grant is included on the reverse side of the grant award and on the additional award condition pages. You should read and familiarize yourself with these conditions. **To officially accept your grant, the award document must be signed, and all award condition pages, front and back, must be returned to the COPS Office within 90 days from the date of this letter. The enclosed materials include detailed instructions for returning the signed award document by e-mail, fax, or standard mail.**

The official start date of your grant is September 1, 2011. Therefore, you can be reimbursed for approved expenditures made on or after this date. Please carefully review the Financial Clearance Memorandum and Final Funding Memorandum included in your award package to determine your approved budget, as some of your requested items may not have been approved by the COPS Office during the budget review process, and grant funds may only be used for approved items. The Financial Clearance Memorandum will specify the final award amount, and will also identify any disallowed costs.

A supplemental online award package for 2011 COPS CHP grantees can be found at <http://www.cops.usdoj.gov/Dcdefault.asp?Item=2367>. We strongly encourage you to visit this site immediately to access a variety of important and helpful documents that will assist you with the implementation of your grant, including the 2011 CHP Grant Owner's Manual, which specifies the programmatic and financial terms, conditions, and requirements of your grant. A Frequently Asked Questions (FAQ) document is available to assist you with many questions you may have about your new CHP award. A copy is included in this award packet, and can also be found on the COPS website listed above. Within a few weeks you should receive a financial documentation package from the Office of the Chief Financial Officer, Office of Justice Programs. This important package will contain the forms and instructions necessary to begin drawing down funds for your grant.

Once again, congratulations on your CHP award. If you have any questions about your grant, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 1.800.421.6770.

Sincerely,

Bernard K. Melekian  
Director



**U.S. Department of Justice  
Community Oriented Policing Services  
Grants Administration Division  
GOPS Hiring Program  
Treasury Account Symbol (TAS) 15X0406**

Grant # 2011UMW20171

ORF # SD05101

Applicant Organization's Legal Name: Rapid City Police Department

OJP Vendor # 466000380

DUNS # 057222190000

**Law Enforcement Executive:** Chief of Police Steve M. Allender

Address: 300 Kangas City Street

Suite 200

City, State, Zip Code: Rapid City, SD 57701

Telephone: (605) 394-4133

Fax: (605) 394-6854

**Government Executive:** Mayor Alan Hanks

Address: 300 Sixth Street

City, State, Zip Code: Rapid City, SD 57701

Telephone: (605) 394-4133

Fax: (605) 394-6793

Award Start Date: 9/1/2011

Award End Date: 8/31/2014

Full Time Officers Funded: 0

New Hires: 4

Rehires - Pre-Application Layoffs: 0

Rehires - Post-Application Layoffs: 0

Award Amount: 3823,804.00

  
Bernard McKean  
Director

SEP 8 2011

Date

By signing this Award Document, the grantee agrees to abide by all 20 Grant Terms and Conditions on the reverse side of this document and the attached pages.

  
Steve M. Allender  
Chief of Police

Date

  
Alan Hanks  
Mayor

Date

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

Award ID:  
145324

U.S. Department of Justice  
Office of Community Oriented Policing Services  
2011 COPS Hiring Program Grant Terms and Conditions

8. **Evaluations:** The COPS Office may conduct monitoring or sponsor national evaluation of the COPS Hiring Program. The grantee agrees to cooperate with the monitors and evaluators.

9. **Reports:** To assist the COPS Office in the monitoring of your award, your agency will be responsible for submitting quarterly programmatic progress reports and quarterly financial reports.

10. **Federal Civil Rights Laws:** A condition of receipt of federal financial assistance, you acknowledge and agree that you will not (and will require your subgrantees, contractors, successors, transferees, and assignees not to) on the basis of race, color, religion, national origin (which includes providing limited English proficiency persons meaningful access to your program), sex, disability or age, unlawfully exclude any person from participating in, deriving benefits from, employment by, or person or subject any person to discrimination in connection with any program or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 20005); the Omnibus Civil Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 7303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); the Americans with Disabilities Act (ADA) of 1990, as amended (42 U.S.C. §§ 12101-12113, 47 U.S.C. §§ 222-241); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681, et seq.); and the responses to DOJ regulations implementing these statutes (28 C.F.R. part 201 (subpart C, D, E, G and I); regulations implementing the ADA, as issued (28 C.F.R. parts 22 and 36; 29 C.F.R. parts 1630, 1601-1641, 1642-1643, 1644-1645, 1646-1647, 1648-1649, 1650-1651, and 1652-1653); and 49 C.F.R. parts 37 and 38). You also agree to comply with Executive Order 12791, "Equal Treatment for Faith-Based Organizations," and its implementing regulations at 29 C.F.R. Part 25, which requires equal treatment of religious organizations in the funding process and nondiscrimination of beneficiaries of Faith-Based Organizations on the basis of belief or non-belief.

11. **Equal Employment Opportunity Plan (EEOP):** All recipients of funding from the COPS Office must comply with the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan (29 C.F.R. Part 42 subpart A).

12. **Grant Monitoring Activities:** Federal law requires that law enforcement agencies receiving federal funding from the COPS Office must be monitored to ensure compliance with those grant conditions and other applicable statutory regulations. The COPS Office is also interested in tracking the progress of your program and the advancement of community policing. Both aspects of grant implementation—compliance and programmatic benefits—are part of the monitoring process. Monitoring by the U.S. Department of Justice. Grant monitoring activities conducted by the COPS Office include site visits, office-based grant reviews, allegations of non-compliance, interviews, financial and programmatic reporting, and audit resolution. As a COPS grantee, you agree to cooperate with an auditor and to any requests for information pertaining to your grant.

13. **Employment Eligibility:** The grantee agrees to complete and keep on file, as appropriate, a Bureau of Citizenship and Immigration Services Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.

14. **Community Policing:** Community policing activities to be funded or conducted by your agency were identified and described in your grant application with respect to each of the following elements of community policing: (a) community partnerships and support; (b) local governmental and community leadership; (c) commitment; (d) your agency's proposed use of CHP funding; and (e) how your agency will use the funds to recruit, hire, train, and retain its community policing staff.

The COPS Office defines community policing as a philosophy that promotes organizational strategies, which support the systematic use of partnership and problem-solving techniques, to proactively address the immediate conditions that give rise to the most serious crime, disorder, and fear-of-crime problems. CHP grants must be used to initiate or enhance community policing activities. All newly hired additional certified officers (or equivalent number of federal civilian staffers) funded under CHP must engage in community policing activities.

15. **Community Policing Self-Assessment Tool:** The COPS Office will require your agency to complete the Community Policing Self-Assessment Tool (CP SAT) once within the grant period, at the beginning and again towards the end of your grant period.

16. **Contracts With Other Jurisdiction:** Grantees that provide law enforcement services to another jurisdiction through a contract may not pursue that contract under this grant, do not service the other jurisdiction, but will only be involved in activities or perform services that exclusively benefit the grantee's own jurisdiction.

17. **Falsify Statements:** False statements or omissions made in connection with COPS grants may result in fines, imprisonment, or debarment from participating in federal grants or contracts and/or any other remedy available at law.

18. **Additional High-Risk Grants Requirements:** The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the awarding agency determines that the recipient is a high-risk grantee (28 C.F.R. Part 66 subpart 10).

19. **Central Contractor Registration and Universal Identification Requirements:** The Office of Management and Budget requires Federal agencies to include a showing standard award term in all grants and cooperative agreements made on or after October 1, 2010.

A. **Requirement for Central Contractor Registration (CCR):** Unless you are exempt from this requirement under 2 C.F.R. § 201.10, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. You are required to review and update the information at least annually after the initial registration, and more frequently if required by changes in your information, as described in award terms.

B. **Requirement for Data Universal Numbering System (DUNS) Numbers:** You are authorized to use subawards under this award.

1. **Must notify essential subrecipients that an entity (see definition in paragraph C of this award term) may receive a subaward from you unless the award has**



U.S. Department of Justice  
Office of Community Oriented Policing Services  
2011 COPPS Hiring Program Grant Terms and Conditions

the subrecipient's preceding fiscal year, the subrecipient receives:

(A) 25 percent or more of its annual gross revenues from federal procurement contracts (and subcontracts and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.310) and subawards; and

(B) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts and federal financial assistance subject to the Transparency Act) and subawards; and

iii. The public does not have access to information about the compensation of the executive through the public reports filed under section 133(a) or 133(b) of the Securities Exchange Act of 1934 (15 U.S.C. 78j(a)(1), 78j(b)) or section 164 of the Internal Revenue Code of 1986 (26 U.S.C. 164) (determining the public's access to the compensation information for the U.S. Security and Exchange Commission's compensation filings at [www.secdatabase.com](http://www.secdatabase.com)).

**Where and when to report.** You must report subrecipient executive total compensation described in subsection (c) of this award term to the recipient.

By the end of the period following the month during which you make the subaward, for example, if a subaward is obligated on any date during the month of October of a given year, you must report the required compensation information of the subrecipient by November 30 of that year.

**Exclusions.**

If in the previous tax year you had gross income from all sources, under \$10,000, that are exempt from the compensation report:

- i. Subawards; and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

**Definition.** For purposes of this award term:

**Entity** means all of the following, as defined in 2 CFR part 25:

- i. A governmental organization, which is a state, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A federal agency, but only as a subrecipient under an award or subaward to a non-federal entity.

**Executive means** a former, managing partner, or any other employee in management position.

**Subaward.**

This term means a legal instrument to provide support for the performance of any portion of the award term's project or program for which you received this award and that you or the recipient award to an eligible subrecipient.

The term does not include your procurement of property and services needed to carry out the project or program. For further explanation, see part 210 of the Department of Justice OIG's Circular A-133, *Excludes of States, Local Governments, and Nonprofit Organizations*.

If a subaward may be awarded through any legal instrument, including all instruments that you or a subrecipient certifies to be:

**Subrecipient means** an entity that:

- i. Executes the award from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the federal funds provided by the subaward.

**Total compensation** means the cash and non-cash dollar value earned by the executive during the reporting period, then including the following for more information: see 2 CFR 262.407(c)(2).

**Salary and bonus.**

**Award of stock, stock options, or stock appreciation rights.** Use the rules and procedures that apply to the award of stock, stock options, or stock appreciation rights in accordance with the Securities and Exchange Commission's Staff Advisory No. 14-02, *Stock Options, Restricted Stock, and Restricted Stock Units*.

**Perquisites for services under non-cash incentive plans.** This term means groups of perquisites, such as reimbursement for travel and other expenses, that are available generally to all qualified employees and are not specifically in favor of executives, and are available generally to all qualified employees.

**Change in pension rate.** This is the change in present value of defined benefits actuarial pension plan.

**Above-market earnings on awarded compensation** which is not tax qualified.

**After compensation.** If the aggregate value of all such other compensation (i.e., severance or termination payments, value of the insurance paid on behalf of the employee, perquisites or property) of the executive exceeds \$10,000.



**U. S. Department of Justice**  
*Community Oriented Policing Services*

**Grants Administration Division**  
**COPS Hiring Program**

145 N Street, N.E.  
Washington, DC 20530

**Memorandum**

**To:** Chief of Police Steve M. Allender  
Rapid City Police Department

**From:** Andrew A. Dorr, Assistant Director for Grants Administration  
John Oliphant, Supervisory Senior Policy Analyst  
Budget Prepared By: Barry Bratburd, Senior Policy Analyst

**Re:** COPS Hiring Program Financial Clearance Memo

A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions/Adjustments are noted below.

**OJP Vendor #:** 466000380

**ORI #:** SD05101

**DUNS #:** 0572221190000

**Grant #:** 2011UMWX0171

<u>Budget Category</u>	<u>Proposed Budget</u>	<u>Approved Budget</u>	<u>Adjustments</u>	<u>Disallowed/Adjusted - Reasons/Comments</u>
Personnel	\$611,444.00	\$611,444.00	\$0.00	
Fringe Benefits	\$212,360.00	\$212,360.00	\$0.00	
Direct Costs:	\$823,804.00	\$823,804.00	\$0.00	
<b>Grand Total</b>	<b>\$823,804.00</b>	<b>\$823,804.00</b>	<b>\$0.00</b>	
<b>Grand Total:</b>	<b>Federal Share:</b>	<b>\$ 823,804.00</b>		
	<b>Applicant Share:</b>	<b>\$ 0.00</b>		

**Cleared Date:** 9/2/2011

**Overall Comments:**



**COPS Hiring Program  
Final Funding Memo**  
U.S. Department of Justice, Office of Community Oriented Policing Services

Legal Name: Rapid City Police Department      ORI: SD05101  
 Grant Number: 2011UMWX0171      Date: September 23, 2011

	<u>Quantity</u>	<u>Cost/Item</u>	<u>Total Item Cost</u>	<u>Amount Disallowed</u>	<u>Total Allowed</u>	<u>Reason Disallowed/Adjusted</u>
Personnel						
Salaries	4	\$ 152,861.00	\$ 611,444.00	\$ 0.00	\$ 611,444.00	
<b>Total:</b>				<b>\$ 0.00</b>	<b>\$ 611,444.00</b>	
Fringe Benefits						
Fringe Benefits	4	\$ 53,090.00	\$ 212,360.00	\$ 0.00	\$ 212,360.00	
<b>Total:</b>				<b>\$ 0.00</b>	<b>\$ 212,360.00</b>	
<hr/>						
<b>Grand Total:</b>			<b>Total Federal Share: \$ 823,804.00</b>			
			<b>Total Local Share: \$ 0.00</b>			
			<b>Total Project Costs: \$ 823,804.00</b>			
			<b>Total Disallowed Costs: \$ 0.00</b>			

Cleared Date: 9/2/2011

Overall Comments: