

MEMORANDUM

TO: City Council

FROM: John L. Fitzwater
Assistant City Manager

SUBJECT: ***Status Report***

DATE: September 28, 2017

Status Report

1. Belair Drive Traffic Calming Improvements

On Tuesday, the City mailed notices to over 400 Stakeholders and posted eight signs regarding proposed Traffic Calming Improvements to Belair Drive. On April 21, 2014, City Council approved the proposed revision to Conceptual Site Plan (CSP) 06002 for the Melford property (Melford Village), containing up to 100,000 square feet of retail, up to 260,000 square feet of employment, 126,520 square feet of research space and up to 2,500 dwelling units, including up to 1,000 senior multi-family units, 1,000 non-senior multi-family units and 500 townhome units. The City Council's approval included Condition #4 regarding Belair Drive:

4. St. John Properties shall implement traffic calming measures along Belair Drive between MD 3 and Kenhill Drive, including four (4) or more locations for traffic calming devices, prior to the issuance of any residential building permits for Melford Village. The applicant, its successors and/or assigns shall be made responsible for all traffic calming improvements noted above.

St. John Properties, Inc. has worked with the Department of Public Works to create a traffic calming improvement plan for Belair Drive, between Kenhill Drive and Beechtree Lane. The improvements will slow vehicle speeds and act as a deterrent to outside traffic traveling through the Belair Drive neighborhood. The purpose of the Stakeholders Meeting is to discuss the proposed improvements and provide an opportunity to address any questions or concerns residents may have about the project. The Stakeholders Meeting will be held on **Tuesday, October 10, 2017 at 7:00 p.m.** in the Multi-Purpose Room of the Kenhill Center.

2. Green Bowie Events

On September 16th, City staff and a Green Team volunteer manned a table at the Bowie Health Fair. The table focused on indoor plants and their health promoting qualities and featured six different kinds, all of which were donated by Patuxent Nursery for the display. A total of 12 residents signed up for the Green Bowie e-newsletter and many

conversations were had regarding other green City events. Activities for this Saturday, September 30th, include the Fall Plant Sale at Bowie High School from 8:00 a.m. to noon, a Weed Warrior Workday at Major Lansdale Park from 9:00 a.m. to noon, and a tree planting workshop at Patuxent Nursery at 1:00 p.m. The Green Team will also have a booth at the upcoming International Fest on October 7th.

3. Edward Byrne Memorial Justice Assistance Grant – FY 2017 Local Solicitation

The attached memo and grant application are for Council information and review per the rules of the United States Department of Justice (USDOJ) grant application guidelines. Funding will enhance training facilities, increase cost effectiveness and provide live interactive web-based viewing capabilities for City police officers, staff and community safety groups.

4. Leaf Disposal (Revised)

The City's curbside leaf collection is scheduled for October 30 – December 15, 2017. In the September 14, 2017 Status Report, Council was notified of the City's intent to piggyback a Howard County Contract with Harvest RGI, LLC for leaf disposal at a cost of \$33.75 per ton of leaves collected and \$3,700 for equipment rental to load the leaves. The estimated cost for the hauling of leaves was \$54,325, which was within the \$64,000 budget.

Harvest RGI, LLC has notified the Public Works Department that the Howard County Contract is no longer available to piggyback. However, Harvest also has a contract with Anne Arundel County, which meets the City's needs, at a cost \$44.00 per ton of leaves collected and includes the equipment rental to load the leaves. Harvest RGI will use the City's scale to weigh each load as it leaves the Public Works facility.

The Public Works Department recommends that we piggyback on the Anne Arundel County Government Contract for the hauling of bulk leaves by Harvest RGI, LLC, in an estimated amount of \$62,000. The budget for this work is \$64,000. The funds for the leaf disposal will come out of the Solid Waste Disposal Fees account.

As provided by Section 62 of the City Charter, this will serve as the required seven (7) day notice of intent to enter into an Agreement with Harvest RGI, LLC for the hauling of bulk leaves.

JLF/lfr

Attachment



City of Bowie

15901 Excalibur Road
Bowie, Maryland 20716

MEMORANDUM

TO: City Council

FROM: Alfred Lott *ALF*
City Manager

SUBJECT: City of Bowie's Application to USDOJ Office of Justice Programs,
Edward Byrne Justice Assistance Grant (BJAG) Program

DATE: September 28, 2017

The Office of Grant Development & Administration has filed an application of behalf of the Bowie Police Department with the U.S. Department of Justice. In accordance to guidelines established by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) this is official notice to the Mayor and Bowie City Council that an application in response to the Edward Byrne Memorial Justice Assistance Grant Program, FY 2017 Local Solicitation has been submitted on behalf of the City of Bowie.

The Edward Byrne Memorial Justice Assistance Grant Program is the primary provider of federal criminal justice funding to States and units of local government to prevent or reduce crime and violence. Grants awarded under this solicitation may be used to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice.

The City of Bowie's application to the "Edward Byrne Memorial Justice Assistance Grant Program, FY 2017 Local Solicitation" is available for review on the City's website at <https://www.cityofbowie.org/159/14956/Grants>, on Facebook and Twitter, and at the front desk at City Hall from September 14, 2017 – October 13, 2017.

Staff has submitted the grant application to the U.S. Department of Justice as required for the Edward Byrne Memorial Justice Assistance Grant Program. The report is attached.

ADL/JB

Attachment:

The City of Bowie Grant Application to the 2017 USDOJ BJAG Program.



**BJA FY 17 Edward Byrne Memorial Justice Assistance
Grant (JAG) Program - Local Solicitation** 2017-H3043-MD-
DJ



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Submit Application

Your application for the BJA FY 17 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information.

You will be contacted by the Program Office when your application is processed or any other action is required by you.



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

OMB Number: 1121-0329
Expiration Date: 12/31/2018

FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE

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

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

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.
- (7) Written procedures for determining the allowability of costs.

APPLICANT ORGANIZATIONAL INFORMATION

1. Name of Organization and Address:

Organization Name: **City of Bowie**

Street1: **15901 Excalbur Road**

Street2:

City: **Bowie**

State: **MD: Maryland**

Zip Code: **20716**

2. Authorized Representative's Name and Title:

Prefix:

First Name:

Middle Name:

Alfred

D

Last Name:

Suffix:

Lott

Title:

City Manager

3. Phone: **(301) 809-3030**

4. Fax: **(301) 809-2302**

5. Email: **alott@cityofbowie.org**

6. Year Established:

1916

7. Employer Identification Number (EIN):

52-6019385

8. DUNS Number:

0777928020000

9. Type of Organization:

- ☐ State ☒ Municipality ☐ Non-Profit ☐ Higher Education ☐ Tribal ☐ For-Profit
☐ Other:



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

OMB Number: 1121-0329
Expiration Date: 12/31/2018

AUDIT INFORMATION

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

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

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

☐ Other Audit & Agency:

11. Most Recent Audit: ☒ Within the past 12 months ☐ Within the past two years ☐ More than two years

Name of Audit Agency/Firm: **Cohn Reznick
Baltimore, Md 21202**

AUDITOR'S OPINION:

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

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

Please enter the number of findings: **0**

Please enter the amount of questioned costs: **\$0.00**

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

ACCOUNTING SYSTEM

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

- ☐ Manual ☐ Automated ☒ Combination

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

☒ Yes ☐ No ☐ Not Sure

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

☒ Yes ☐ No ☐ Not Sure

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

☒ Yes ☐ No ☐ Not Sure

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

☐ Yes ☒ No ☐ Not Sure

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

☒ Yes ☐ No ☐ Not Sure

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

☒ Yes ☐ No ☐ Not Sure



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

OMB Number: 1121-0329
Expiration Date: 12/31/2018

PROPERTY STANDARDS, PROCUREMENT STANDARDS, AND TRAVEL POLICIES

PROPERTY STANDARDS

20. Does your property management system(s) provide for maintaining:
(1) a description of the equipment; (2) an identification number; (3) source
of the property, including the award number; (4) where title vests; (5)
acquisition date; (6) federal share of property cost; (7) location and
condition of the property; (8) acquisition cost; &
(9) ultimate disposition information?

☒ Yes ☐ No ☐ Not Sure

PROCUREMENT STANDARDS

21. Does your organization maintain written procurement procedures which
(1) avoid unnecessary purchases; (2) provide an analysis of lease and
purchase alternatives; and (3) provide a process for soliciting goods and
services?

☒ Yes ☐ No ☐ Not Sure

22. Does your procurement system provide for the conduct to determine
selection on a competitive basis and documentation of cost or price
analysis for each procurement action?

☒ Yes ☐ No ☐ Not Sure

23. Does your procurement system include provisions for checking the
"Excluded Parties List" system for suspended or debarred sub-grantees
and contractors, prior to award? Please visit www.sam.gov.

☒ Yes ☐ No ☐ Not Sure

TRAVEL POLICY

24. Does your organization:

(a) maintain a standard travel policy?

☒ Yes ☐ No

(b) adhere to the Federal Travel Regulation? (FTR)

☐ Yes ☒ No

SUBRECIPIENT MANAGEMENT AND MONITORING

25. (For Pass-through entities only). Does your organization have controls
in place to monitor activities of subrecipients, as necessary, to determine
that Federal awards are used for authorized purposes in compliance with
laws, regulations, and the provisions of the award and that performance
goals are achieved (2 CFR200)?

☐ Yes ☐ No ☐ Not Sure
☒ N/A (Your organization does not
make subawards.)

STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND APPLICANT CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by
the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors,
or similar position.

Name:

H. Byron Matthews

Date: **2017-08-30**

Title:

☐ Executive Director ☐ Chief Financial Officer ☐ Chairman
☒ Other **Finance Director**

Phone: **(301) 809-3025**

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
5. APPLICANT INFORMATION			
Legal Name		Organizational Unit	
City of Bowie		Bowie Police Department	
Address 15901 Excalibur Road Bowie, Maryland 20716-3910		Name and telephone number of the person to be contacted on matters involving this application Jones, George (301) 809-3051	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 52-6019385		7. TYPE OF APPLICANT Municipal	
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA Edward Byrne Memorial Justice Assistance TITLE: Grant Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT City of Bowie Police Department technology upgrade to enhance training facilities, increase training cost effectiveness, increase availability of trainings and provide live interactive web-based viewing capabilities for police officers.	
12. AREAS AFFECTED BY PROJECT City of Bowie; State of Maryland; Multi Jurisdictions			
13. PROPOSED PROJECT Start Date: October 01, 2017 End Date: October 01, 2021		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project MD05	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$98,140		
Applicant	\$0		

State	\$0	Program has not been selected by state for review
Local	\$0	
Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$98,140	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Close Window



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[View Budget Summary](#)

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

Budget Detail Worksheet

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

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

PERSONNEL (FEDERAL)

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

PERSONNEL NARRATIVE (FEDERAL)

PERSONNEL (NON-FEDERAL)

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

PERSONNEL NARRATIVE (NON-FEDERAL)

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

FRINGE BENEFITS (FEDERAL)

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

FRINGE BENEFITS NARRATIVE (FEDERAL)

FRINGE BENEFITS (NON-FEDERAL)

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

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

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

TRAVEL (FEDERAL)

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

TRAVEL NARRATIVE (FEDERAL)

TRAVEL (NON-FEDERAL)

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

TRAVEL NARRATIVE (NON-FEDERAL)

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TOTAL TRAVEL	\$0
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D. **Equipment** – List **non-expendable** items that are purchased (Note: Organization's own capitalization policy for classification of equipment should be used). **Expendable** items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. **Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used.** [To View an Example, Click Here](#)

EQUIPMENT (FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
86" Interactive Display(s)	2	\$18,750.00	\$37,500
Display Wall Mount(s)	2	\$185.00	\$370
Camera Shelf(s)	2	\$100.00	\$200
Presentation Software System	2	\$935.00	\$1,870
Interactive Display(s) Installation	1	\$3,050.00	\$3,050
Administrative Cost	1	\$1,150.00	\$1,150
Maintenance Agreement (Displays)	1	\$2,000.00	\$2,000
Laptop Computers	20	\$2,000.00	\$40,000
Docking Station(s)	20	\$150.00	\$3,000
24" Computer Monitors	20	\$250.00	\$5,000
Extended Warranty	20	\$200.00	\$4,000
FEDERAL TOTAL			\$98,140

EQUIPMENT NARRATIVE (FEDERAL)

The City of Bowie Police Department is seeking funding for the purchase of interactive audio/video technology and laptops for the training of law enforcement personnel, civilians and community safety groups. The grant funds will be used to purchase two (2) audio/video displays, twenty (20) laptops and related equipment and items.

EQUIPMENT (NON-FEDERAL)

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

EQUIPMENT NARRATIVE (NON-FEDERAL)

TOTAL EQUIPMENT		\$98,140

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

SUPPLIES (FEDERAL)

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

SUPPLIES NARRATIVE (FEDERAL)

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SUPPLIES (NON-FEDERAL)

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

SUPPLIES NARRATIVE (NON-FEDERAL)

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TOTAL SUPPLIES	\$0
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F. **Construction** – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
	FEDERAL TOTAL	\$0

CONSTRUCTION NARRATIVE (FEDERAL)

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CONSTRUCTION (NON-FEDERAL)

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

CONSTRUCTION NARRATIVE (NON-FEDERAL)

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

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

CONSULTANT FEES (FEDERAL)

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

CONSULTANT FEES NARRATIVE (FEDERAL)

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CONSULTANT FEES (NON-FEDERAL)

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

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

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

CONSULTANT EXPENSES (FEDERAL)

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

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

CONSULTANT EXPENSES (NON-FEDERAL)

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

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

[illegible]

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

CONTRACTS (FEDERAL)

Item	Cost
FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (FEDERAL)

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CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

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

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

OTHER COSTS (FEDERAL)

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

OTHER COSTS NARRATIVE (FEDERAL)

OTHER COSTS (NON-FEDERAL)

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

OTHER COSTS NARRATIVE (NON-FEDERAL)

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

INDIRECT COSTS (FEDERAL)

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

INDIRECT COSTS NARRATIVE (FEDERAL)

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INDIRECT COSTS (NON-FEDERAL)

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

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

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TOTAL INDIRECT COSTS	\$0
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Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0
D. Equipment	\$98,140	\$0	\$98,140
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$0	\$0	\$0
Total Direct Costs	\$98,140	\$0	\$98,140
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$98,140	\$0	\$98,140

Federal Request	\$98,140
Non-Federal Amount	\$0
Total Project Cost	\$98,140

Public Reporting Burden

Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

BUDGET NARATIVE

A. Equipment

Interactive AudioVideo Displays

The following equipment is essential for the Bowie Police Department (BPD) to host law enforcement related trainings for local police personnel, other jurisdictions and other departmental/community groups. This project will allow the Bowie Police Department to reach a far greater number of community groups and increase the availability of training for law enforcement personnel. The training objectives, goals and overall performance can most effectively be achieved with the funding that the grant provides.

The City of Bowie Police Department lacks the technology and equipment to provide effective in-house and remote interactive web-based training for local and jurisdictional law enforcement officers, civilian staff and community safety groups. The interactive audio/video displays will allow for trainings without limitations by sharing not only audio and video, but also data and annotation. In addition, training notes can be written, stored and shared with everyone with digital white board. The BPD houses a training room with limited public access where sworn law enforcement personnel can take part in trainings. While Bowie City Hall has a large training room with total public access for community groups. (e.g. Public Safety Community, Citizens Academy)

With the funds received from this grant the City of Bowie Police Department will purchase two (2) interactive audio/video displays for training to allow for the goals and objectives of this grant funded program to be accomplished. Estimated cost for the two (2) displays and related items is \$46,140.00. This cost estimate includes professional installation and all equipment required for installation. In addition a maintenance agreement, support services and training are included with this estimate.

Portable Laptop Computers

The funding received will allow the City of Bowie to purchase twenty (20) laptops and 24" monitors to support virtual interactive training environments, and provide users with direct access to presenters, in order to submit responses in real time. The laptops also provide portability between the two training rooms that will be proposed. The estimated total cost for the twenty surface laptops and accessories is \$52,000.

Program Narrative

Statement of Problem: Due to scheduling, many officers are unable to attend mandated in-house training. The City of Bowie Police Department (BPD) lacks the technology and equipment to provide interactive web-based training for law enforcement officers, civilian staff and community safety groups. If funded FY 2017 JAG funds will expand the reach and availability of training provided by BPD to local law enforcement officers, officers from other jurisdictions, various agencies and members of several community safety groups with the purchase of two interactive video displays to facilitate, view and host trainings and twenty laptops to support virtual interactive training environments.

These programs include...

In-service training mandated by Maryland Police and Correctional Training Commission and is expected to begin February 2018 and to continue throughout the year. The training covers various topics, which includes AED/CPR, legal reviews, electronic control device re-certification and firearms re-certification.

Citizens Police Academy which is held annually in the Spring/Summer of each year. It is a ten-week program which meets one night per week from 6-9pm. Attendees receive instruction on topics which include ethics, criminal and internal investigations, property submission and evidence collection, media relations, judgmental shooting and handling critical incidents.

Police Explorer is a yearlong program focused on providing a structured environment, for youth between the ages of 14-20, with an interest in law enforcement. The Explorers meet once per week and receive instruction in police tactics such as radio codes, traffic stops, traffic direction and community service.

Public Safety Committee is a group appointed by the City of Bowie City Council to advise the city on matters concerning public safety. Public Safety includes Police, Fire and EMS service, and Emergency Management. To enhance the committee's knowledge on topics regarding public safety members receive active shooter, body camera, call center communications training and instruction on training standards for the City of Bowie Police Department.

None of the funds awarded through the Edward Byrne Justice Assistance Grant Program will be sub granted.

Project Design and Implementation: The City Council of the City of Bowie is the local government in which the BPD participates in a strategic planning process, guides the priorities of the BPD and develops a funding strategy. BPD is also responsible for following directives given by the State of Maryland which include the Department of Public Safety and Correctional Services, Office of Maryland Police and Correctional Training Commission (MPTC). MPTC is the local governing body that guides the training priorities for law enforcement for the State of Maryland. The Bowie Police Department in-service training is mandated by the MPTC. During each training, participant data is collected and entered into the Skills Manager software used by the BPD. The data collected includes name, date, ID number and the MPTC number if

applicable. The analysis derived from the training of law enforcement officers and data collected via online login will be used to conduct data analysis to support anticipated outcomes.

Capabilities and Competencies – Coordination efforts will remain the same as the City of Bowie Police Department currently invites multiple jurisdictions, agencies and community safety groups to attend training. Invited organizations include Prince George's County Police Department, Prince George's Sheriff Office, Greenbelt Police Department, Hyattsville Police Department, Baltimore County Police Department, Howard County Police Department, Anne Arundel County Police Department and Baltimore City Police Department, Citizens Police Academy, Police Explorer and Public Safety Committee, members.

Applicant: City of Bowie Police Department

Title: Interactive Law Enforcement Training

Description of Problem: The City of Bowie Police Department (BPD) lacks the technology and equipment to provide interactive web-based trainings for law enforcement officers, civilian staff and community safety groups.

Target Area/Population: The trainings provided are for police departments, agencies and community safety groups that govern jurisdictions in the City of Bowie (approximately 55,000 residents) and throughout the State of Maryland (approximately 6.2 million).

Goals:

- Equip the Bowie Police Department training facilities with interactive web-based viewing capabilities.
- Equip Bowie Police Officers with portable devices to gain access to interactive web based trainings.
- Reach a larger number of sworn officers, civilian staff or community safety group members per training.

Objectives:

- Increase availability of trainings by providing an interactive web-based viewing option.
- Increase cost effectiveness by reaching more sworn officers, civilian staff or community safety group members per training.
- Increase viewing capabilities for groups unable to make it to in person trainings.

Strategy: State of Maryland law enforcement officers are mandated by the Maryland Police and Training Correctional Commission to complete various trainings annually. Due to scheduling, many officers are unable to attend in-house trainings. Improved technology provides the option to participate remotely in live trainings using an encryption key for secure data transmission to login using a portable device.

Bowie Police Department often extends invitations to regional jurisdictions, agencies and community safety groups such as Citizens Police Academy, Police Explorers and the Public Safety Committee to attend trainings throughout the year. The Department will use the interactive capabilities to provide a viewing location of offsite trainings for live interactive web based viewing in its training facilities.

Significant Partnerships: City of Bowie, Prince George's County Police Department, Prince George's Sheriff Office, Greenbelt Police Department, Hyattsville Police Department, Baltimore

County Police Department, Howard County Police Department, Anne Arundel County Police Department and Baltimore City Police Department

Anticipated Outcomes:

- Bowie Police Department will host live interactive web based viewing of trainings presented offsite.
- Training participation level per training will increase due to accessibility.
- Less repeat trainings due to accessible training via interactive web-based viewing capabilities.
- Increased participation in trainings from other jurisdictions, agencies and community safety groups.

Project Identifiers:

1. Communications
2. Community Based Programs
3. Conferences and Training
4. Equipment General
5. Equipment Video/Audio
6. Fire Arms
7. Public Engagement
8. Training – De-Escalation
9. Training – Use of Force
10. Vehicles – Police (SUV)

DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance		2. Status of Federal Action: ☐ a. bld/offer/application ☐ b. Initial award ☐ c. post-award		3. Report Type: ☐ 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: Congressional District, if known: _____			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____		
6. Federal Department/Agency: 			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known: 			9. Award Amount, if known: \$ _____		
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> 			b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> 		
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: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:					Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Charnette Holland

From: grants@ncjrs.gov
Sent: Friday, August 25, 2017 10:35 AM
To: Charnette Holland
Subject: Re: Questions - Edward Byrne Memorial Justice Assistance Grant Program FY 2017 Local Solicitation (BJA-2017-11301)

Dear Charnette,

Thank you for contacting the National Criminal Justice Reference Service (NCJRS) regarding the "Edward Byrne Memorial Justice Assistance Grant Program FY 2017 Local Solicitation" (BJA-2017-11301).

For information regarding the local governing body review, please note that applicants will need to submit the Certification and Assurances certificate (signed by the CEO) attached as Appendix I of the solicitation. If the applicant is not able to conduct their governing body review prior to submitting the application, BJA will add a withholding special condition on the award that will not allow access to funds until the required document is received and approved. Additional information regarding the governing body review can also be found on page 6 of the FAQ's located at <https://www.bja.gov/Funding/JAGFAQ.pdf>.

If you are interested in receiving additional information on future funding opportunities from the Bureau of Justice Assistance (BJA), subscribe to *Justice Today*. The *Justice Today* monthly newsletter contains information about new publications, BJA program highlights, funding opportunities, and other information of interest to BJA's audience. You can also follow BJA on [Twitter](#) and [Facebook](#) for notifications about available funding opportunities and other resources.

Finally, if you would like to receive notifications of funding opportunities from other Office of Justice Programs (OJP) agencies, please [register with NCJRS](#) to receive the bi-weekly electronic newsletter, *JUSTINFO*. In addition to providing funding announcements, this resource highlights recently released publications and resources from NCJRS sponsor agencies.

Please let us know if you have any further questions.

Thank you,

Manjit
Information Specialist
National Criminal Justice Reference Service (NCJRS)
<https://www.ncjrs.gov>

For information on upcoming Bureau of Justice Assistance (BJA) solicitation webinars, please visit <https://bjatraining.webex.com>.

Past webinars are also available on the BJA National Training and Technical Assistance Center (NTTAC) website at <https://www.bjatrainning.org/media/webinars>.

Disclaimer: The enclosed response may include referrals to non-Federal Government resources. The resources, and the information contained therein, are only as reliable and complete as their originating source. Responsibility for the quality/accuracy of the information rests with the original source.

On 8/25/17 10:13 AM, Charnette Holland wrote:

Good Morning,

I am currently reviewing the Edward Byrne Memorial Justice Assistance Grant Program FY 2017 Local Solicitation (BJA-2017-11301) which was released on August 3, 2017 and has an application due date of September 5, 2017. Per my review of the solicitation I located two sections within the document that I have questions about. Please see the referenced section of the solicitation followed by the specific question (**highlighted**) regarding that section.

Local Governing Body Review (Page 25 Section: C)

Applicants must submit information via the Certification and Assurances by the Chief Executive (See Appendix I) which documents that the JAG application was made available for review by the governing body of the unit of local government, or to an organization designated by that governing body, for a period that was not less than 30 days before the application was submitted to BJA. The same Chief Executive Certification will also specify that an opportunity to comment on this application was provided to citizens prior to the application submission to the extent applicable law or established procedures make such opportunity available. In the past, this has been accomplished via submission of specific review dates; now OJP will only accept a chief executive's certification to attest to these facts. Units of local government may continue to submit actual dates of review should they wish to do so, in addition to the submission of the Chief Executive Certification.

The solicitation indicates that for a period that was not less than 30 days before the application was submitted to BJA the JAG application should be made available for review by the governing body of the unit of local government, or to an organization designated by that governing body. Is this applicable to this solicitation as it was released on August 3, 2017 and due on September 5, 2017?

Certifications and Assurances by the Chief Executive of the Applicant Government (Page 36; #3 & #4)

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 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.

The Certifications and Assurances by the Chief Executive of the Applicant Government reads, that for a period that was not less than 30 days before the application was submitted to BJA the JAG application should be made available for review by the governing body of the unit of local

government, or to an organization designated by that governing body. Is this applicable to this solicitation as it was released on August 3, 2017 and due on September 5, 2017?

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.

The Certifications and Assurances by the Chief Executive of the Applicant Government indicates that the application was made public and that citizens were able to comment on the application before the date of the certification. Is this applicable to the this application and certification?

Thank you in advance,

Charnette Holland

Charnette Holland

Grant Writer

Office of Grant Development & Administration

City of Bowie

301-809-3009

www.cityofbowie.org

2017 PetSafe Bark for Your Park Campaign Grant Recipient

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