



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: March 3, 2015

Subject: Resolution 2015-16

Prepared By: Chief Cornelius McKenna

Sponsored By: Staff

Background:

For the past few years the Village of Biscayne Park Police Department has applied for and been awarded funds through the Edward Byrne Memorial Justice Assistance Grant. These grants are used to make improvements in the report and records management of the department. The Village of Biscayne Park Police Department wishes to enter into an agreement with the Florida Department of Law Enforcement to be awarded and use federal funds from the Edward Byrne Memorial Justice Assistance Grant program for the fiscal year 2014-15. The amount of the grant is \$2,513. These funds have been earmarked for three laptop computers which will give all full time officers computers in their cars, provide a patrol car computer for reserve officers, and obtain three computers for the police station to replace outdated and malfunctioning computers. These computers will expedite the time it takes for officers to handle and submit reports as well as use government websites that require updated security and software.

March 3, 2015

Commission Agenda Report

Resolution 2015-16

Fiscal/Budgetary Impact:

The fiscal impact will be \$131 due to the fact that the total cost of the equipment is \$2,644 and the grant awarded is for \$2,513. All other monies are subsequently reimbursed through the grant, once all criteria are met.

Recommendation:

Approval of Resolution 2015 - 16

Attachments

Resolution 2015 - 16

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4 **RESOLUTION 2015-16**
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6 **A RESOLUTION OF THE VILLAGE**
7 **COMMISSION OF THE VILLAGE OF**
8 **BISCAYNE PARK, FLORIDA,**
9 **AUTHORIZING THE MAYOR TO**
10 **EXECUTE THE CERTIFICATE OF**
11 **ACCEPTANCE OF THE GRANT FROM**
12 **THE FLORIDA DEPARTMENT OF**
13 **LAW ENFORCEMENT – EDWARD**
14 **BYRNE MEMORIAL JUSTICE**
15 **ASSISTANCE GRANT; PROVIDING**
16 **FOR AN EFFECTIVE DATE**
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18
19 WHEREAS, the Florida Department of Law Enforcement – Edward Byrne Memorial
20 Justice Assistance Grant allows for the improvements in the reporting and records management
21 within a police department; and,
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23 WHEREAS, the Village of Biscayne Park Police Department looks to utilize the
24 available funding from this grant for the purchase of laptop computers and desktop computers to
25 be used by the department to expedite the handling and submission of reports, and to access
26 government websites that require updated security and software.
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28
29 **NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMISSION**
30 **OF THE VILLAGE OF BISCAYNE PARK, THAT:**
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32
33 **Section 1.** The foregoing "WHEREAS" clauses are true and correct and hereby
34 ratified and confirmed by the Village Commission.
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36 **Section 2.** The Mayor is authorized to execute the Certificate of Acceptance of
37 Subgrant Award from the Florida Department of Law Enforcement – Edward Byrne Memorial
38 Justice Assistance Grant in the amount of \$2,513.00 for the purchase of computer equipment to
39 be used by the Village of Biscayne Park Police Department, as detailed in the grant application
40 and attached hereto.
41

42 **Section 3.** This Resolution shall become effective upon adoption.
43

44 PASSED AND ADOPTED this ____ day of _____, 2015.
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The foregoing resolution upon being put to a vote, the vote was as follows:

Mayor Coviello: _____
Vice Mayor Jonas: _____
Commissioner Anderson: _____
Commissioner Ross: _____
Commissioner Watts: _____

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David Coviello, Mayor

Attest:

Maria C. Camara, Village Clerk

Approved as to form:

John J. Hearn, Village Attorney

**State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308**

CERTIFICATE OF ACCEPTANCE OF SUBGRANT AWARD

The subgrantee, through its authorized representative, acknowledges receipt and acceptance of subgrant award number 2015-JAGC-DADE-30-R3-238, in the amount of \$ 2,513.00, for a project entitled, RI - LAPTOP PROJECT - BISCAYNE PARK, for the period of 10/01/2014 through 09/30/2015, to be implemented in accordance with the approved subgrant application, and subject to the Florida Department of Law Enforcement's Standard Conditions and any special conditions governing this subgrant.

(Signature of Subgrantee's Authorized Official)

(Print Name and Title of Official)

(Name of Subgrantee)

(Date of Acceptance)

SUBGRANT AWARD CERTIFICATE

Subgrantee: Village of Biscayne Park

Date of Award: 2/17/2015

Grant Period: From: 10/01/2014 TO: 09/30/2015

Project Title: RI - LAPTOP PROJECT - BISCAYNE PARK

Grant Number: 2015-JAGC-DADE-30-R3-238

Federal Funds: \$ 2,513.00

State Agency Match:

Local Agency Match: \$ 0.00

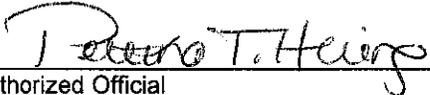
Total Project Cost: \$ 2,513.00

CFDA Number: 16.738

Award is hereby made in the amount and for the period shown above of a subgrant under Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 as amended Subpart 1 of such part (42 U.S.C. 3751-3759); the Consolidated Appropriations Act, 2008, Public Law 110-161; and Public Law 109-162, Title XI, Department of Justice Reauthorization, Subtitle B, Improving the Department of Justice's Grant Programs, Chapter 1, Assisting Law Enforcement and Criminal Justice Agencies, Section 1111. Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program, to the above mentioned subgrantee and subject to any attached or special conditions.

This award is subject to all applicable rules, regulations, and conditions as contained in the Financial and Administrative Guide for Grants, Guideline Manual 7100 1D, Office of Justice Programs, Common Rule for State and Local Governments and A-87, or OMB Circulars A-110 or A-102, as applicable, and A-21, in their entirety. It is also subject to such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government consistent with the purposes and authorization of P.L. 90-351, as amended, and P.L. 100-690.

This grant shall become effective on the beginning date of the grant period provided that within 30 days from the date of award, a properly executed Certificate of Acceptance of Subgrant Award is returned to the Department.



Authorized Official
Petrina Tuttle Herring
Bureau Chief

2/17/2015

Date

This award is subject to special conditions (attached).

**State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308**

SPECIAL CONDITION(S) / GENERAL COMMENT(S)

Grantee: Office of Criminal Justice Grants

Grant Number: 2015-JAGC-DADE-30-R3-238

Grant Title: RI - LAPTOP PROJECT - BISCAYNE PARK

In addition to the general conditions applicable to fiscal administration, the grant is subject to the following Special Condition(s)/General Comment(s):

Ref# S30434: Prior to drawdown of funds the Village of Biscayne Park's SAM registration must be active.

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 1- Administration

Subgrant Recipient

Organization Name: Village of Biscayne Park

County: Dade

Chief Official

Name: David Coviello

Title: Mayor

Address: 640 Northeast 114 Street

City: Biscayne Park

State: FL **Zip:** 33161-6202

Phone: 305-899-8000 **Ext:**

Fax:

Email: dcoviello@biscayneparkfl.gov

Chief Financial Officer

Name: Irwin Williams

Title: Finance Director

Address: 640 Northeast 114 Street

City: Biscayne Park

State: FL **Zip:** 33161-6202

Phone: 305-899-8000 **Ext:**

Fax: 305-891-7241

Email: financedirector@biscayneparkfl.gov

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 1: Administration

Implementing Agency

Organization Name: Biscayne Park Police Department

County: Dade

Chief Official

Name: Cornelius McKenna

Title: Chief of Police

Address: 640 Northeast 114 Street

City: Biscayne Park

State: FL **Zip:** 33161-6202

Phone: 305-899-8000 **Ext:**

Fax:

Email: Policechief@biscaynepark.gov

Project Director

Name: Omar Martinez

Title: Police Officer

Address: 640 Northeast 114 Street

City: Biscayne Park

State: FL **Zip:** 33161-7813

Phone: 305-899-8000 **Ext:**

Fax:

Email: Omartinez@biscayneparkfl.gov

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 2: Project Overview

General Project Information

Project Title: RI - LAPTOP PROJECT - BISCAYNE PARK
Subgrant Recipient: Village of Biscayne Park
Implementing Agency: Biscayne Park Police Department
Project Start Date: 10/1/2014 **End Date:** 9/30/2015

Problem Identification

The Village of Biscayne Park Police Department has recently grown in size and is unable to fully equip its police personnel with the necessary means to conduct in the field investigations. Due to the lack of resources allotted, officers are unable to perform such activities as: identifying subjects, running a subject or vehicle through various databases, independently investigate issues on the computer away from the station, or log into the report data base. Due to limited amount of funds in our general budget, we have not been able to equip every officer with laptops to perform these functions. These three (3) additional laptops (MDC) will be crucial for our daily function as an agency. We will also be adding three (3) tower computers for our station to assist the officers in writing reports and completing records checks in a more timely manner. These towers will also protect us against computer crashes and deletion of pertinent information due to the lack of memory and slower processor speed.

Project Summary (Scope of Work)

The Village of Biscayne Park Police Department will utilize the FY2015 Byrne Grant funds to purchase approximately three (3) laptop computers for officers in the patrol division. The equipment will allow officers the ability to log onto government websites while in the field and conduct investigations as opposed to having to return to the station to search for information and crime data. This will provide for efficient reporting by staff and facilitate the mainstreaming of shared data department-wide. This process will in turn result in quicker response time in both identifying and locating criminal suspects, and effecting arrests in the field utilizing the NCIC/FCIC data systems. We will also be purchasing three (3) tower computers for our station due to our current computers are antiquated. One (1) will be used for our CJIS/FDLE computer. Another will be used by the officers for report management/writing systems and case log. The third will be used for our police clerk who does daily transmittals and is tasked with record-keeping and issuance of reports/public requests.

This project request federal grant funding for a law enforcement or criminal justice technology related project and may be subject to review and approval by the State Information Technolog (IT) Point of Contact. By utilizing funds for this project, the subrecipient and implementing agency agree to conform to all state and national standars for technology and information sharing systems that connect to and/or interface with state and national systems, and/or reside on the State Criminal Justice Network (CJNet). These standards include, but are not limited to, the FBI CJIS Security policy and any rules, regulations or guidance enacted by the Criminal and Juvenile Justice Information System (CJIS) Council under F.S. 943.06.

Our current procurement process with a purchase over \$2499 but less than \$4999 has to be approved by the village manager. On purchases over \$2500, as is the case for this grant, we get three (3) quotes and can choose any one, not necessarily the lowest as per our procurement policy. We do not require bids unless the purchase is over \$10,000 which will not be the case in this grant.

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 2: Project Overview

Section Questions:

Question: Does the Subgrantee receive a single grant in the amount of \$500,000 or more from the U.S. Department of Justice?

Answer: No

Question: Does the Implementing Agency receive a single grant in the amount of \$500,000 or more from the U.S. Department of Justice?

Answer: No

Question: Part 1: In your business or organization's preceding completed fiscal year, did your business or organization (the subgrantee) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? If yes, answer "yes" or "no" to Part 2, below.

Answer: No

Question: Part 2: Does the public have access to information about the compensation of the executives in your business or organization (the subgrantee) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If answer to Part 1, above, was "no," answer N/A.

Answer: N/A

Question: Do the Subrecipient and Implementing agencies understand that this is a cost-reimbursement agreement for satisfactory performance of eligible activities? Requests for reimbursement may be submitted quarterly or monthly as designated in the Financial Section of the agreement. Requests for reimbursement will be processed in conjunction with receipt and review of programmatic performance reports to determine successful completion of minimum performance for deliverables as specified in the agreement.

Answer: Yes

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3: Performance

General Performance Info:

Performance Reporting Frequency: Quarterly

Federal Purpose Area: 001 - Law Enforcement Programs

State Purpose Area: A - Accomplishments: Includes any accomplishments during the reporting period.

Activity Description

Activity: Law Enforcement
Target Group: Law Enforcement
Geographic Area: Urban
Location Type: Police Department

Activity Description

Activity: Equipment Purchase
Target Group: Law Enforcement
Geographic Area: Urban
Location Type: Police Department

Objectives and Measures

Objective: A1 - Report on program accomplishments

Measure: Part 1

Please briefly describe what your program's accomplishments will be. Please include any benefits or changes to be observed as a result of JAG-funded activities, such as program completion, or changes in attitudes, skills, knowledge, or conditions. [500-character limit]

Goal: The Village of Biscayne Park Police Department will utilize the FY2015 Byrne Grant funds to purchase three (3) laptop and three (3) tower computers for sworn personnel. The equipment will allow officers the ability to log onto government websites while in the field and conduct investigations. This will also allow officers to work faster and have less risk of any data being loss do the current towers being antiquated with insufficient processor speed and memory.

Objective: A2 - Report on usage of crimesolutions.gov Website

Measure: Part 1

Will you be using the crimesolutions.gov website?

Goal: No

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3: Performance

Objective: A3 - Report on subgrants from grantees other than FDLE

Measure: Part 2

If yes, enter grantee organization or agency name.

Goal: N/A

Measure: Part 1

Are you a subrecipient of a JAG award from another JAG grantee (other than FDLE)? An agency can be a primary recipient of a JAG award from BJA and a subrecipient of a JAG award from another JAG award primary recipient. Do not consider awards that you receive directly from USDOJ.

Goal: No

State Purpose Area: E - Equipment Purchases and/or Technology Investments: Includes activities where equipment purchases or technology investments were made that improve efficiency and/or cost savings.

Activity Description

Activity: Equipment Purchases and/or Technology Investments

Target Group: Equipment Purchases and/or Technology Investments

Geographic Area: Urban

Location Type: Police Department

Activity Description

Activity: Equipment Purchases and/or Technology Investments

Target Group: Equipment Purchases and/or Technology Investments

Geographic Area: Urban

Location Type: Police Department

Objectives and Measures

Objective: E1 - Report on JAG funding allocated for equipment and/or technology investments

Measure: Part 1

How much JAG funding has been allocated for equipment and/or technology investments? Please report in dollars (\$)

Goal: \$2,513.00

Objective: E2 - Make equipment purchases and/or technology investments

Measure: Part 1

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3: Performance

What types of equipment purchases and/or technology investments will be made with JAG funds? In your response, please list all that apply from the following choices:

Computer-aided Dispatch (CAD),
Computers/Mobile Data Terminals,
Computer Software,
Emergency Medical Services (EMS),
Equipment for Police Cruisers (including in-car radios and laptops),
In-car/On-person Camera Systems,
Less-lethal Weapons, Impact Weapons (batons, bean bag shotgun rounds, etc.),
Chemical Weapons (CS gas, pepper spray), Energy Devices (tasers)
Lethal Weapons (firearms);
License Plate Readers;
Mobile Access Equipment (for example, aircards for Verizon, Sprint, AT&T, etc.);
Radios,
Security Systems (station or evidence room),
Tactical Vests/Body Armor,
Undercover Surveillance Equipment (microphones, video),
Vehicles,
Video Observation (station, community, pole cams),
Other. Do not select other if your item fits into any of the categories above. If other, state "other" and specify.

Goal: Computers/Mobile Data Terminals, Equipment for Police Cruisers (including in-car radios and laptops)

Objective: E3 - Achieve efficiencies or cost savings as a result of equipment purchases and/or technology investments

Measure: Part 1

Describe any efficiencies or cost savings that will be achieved as a result of an equipment purchase and/or technology investment.

Goal: Laptops will improve reporting efficiency and will automate criminal justice records system.

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3: Performance

Section Questions:

Question: If "other" was selected for the geographic area, please describe.

Answer: N/A

Question: If "other" was selected for location type, please describe.

Answer: N/A

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 4: Financial

General Financial Info:

Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000277

Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00
Expenses	\$2,513.00	\$0.00	\$2,513.00
Operating Capital Outlay	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$2,513.00	\$0.00	\$2,513.00
Percentage	100.0	0.0	100.0

Project Generated Income:

Will the project earn project generated income (PGI) ? No

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 4: Financial (cont.)

Budget Narrative:

Expense Total \$2,513

Two(2) MDT Laptop Computer @\$449.00 each (\$898)

One(1)MDT laptop Computer(More storage space and faster processor/Administrative)@
@\$699.00

Three(3) Tower computer(s)@\$349.00 each (\$1047.00)

Total Cost: \$2,644.00

Total Budget: \$2,513

These cost include shipping/handling fees. Any Cost that exceed this grant will be paid by the Village of Biscayne Park.

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 4: Financial

Section Questions:

Question: If salaries and benefits are included in the budget as actual costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the previous Byrne program?

Answer: N/A

Question: If benefits are to be included, are they reflected in the budget narrative?

Answer: N/A

Question: Indicate the Operating Capital Outlay threshold established by the subgrantee or implementing agency, if it is the sheriff's office.

Answer: \$1,000

Question: If indirect cost is included in the budget, indicate the basis for the plan (e.g. percent of salaries and benefits), and provide documentation of the appropriate approval of this plan.

Answer: N/A

Question: If the budget includes services based on unit costs, provide a definition and cost for each service as part of the budget narrative for contractual services. Include the basis for the unit costs and how recently the basis was established or updated.

Answer: N/A

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: <u>Village of Biscayne Park</u>	DUNS Number: <u>024568750</u>	
Address: <u>640 NE 114th St Biscayne Park FL 33161</u>		
Grant Title: <u>Byrne Grant</u>	Grant Number: <u>2015-JAGC-</u>	Award Amount: <u>\$ 2513.00</u>
Name and Title of Contact Person: <u>Captain Thomas Harrison 2579</u>		
Telephone Number: <u>305 899 8000</u>	E-Mail Address: <u>tharrison@biscayneparkfl.gov</u>	

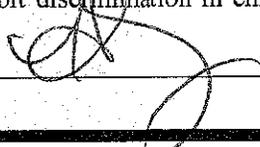
Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees. Recipient is an Indian tribe. Recipient is a medical institution.
 Recipient is a nonprofit organization. Recipient is an educational institution. Recipient is receiving an award less than \$25,000.

I, Heidi Shafran, Village Manager [responsible official],
certify that the Village of Biscayne Park [recipient] is
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.

I further certify that the Village of Biscayne Park [recipient]
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of
services.

Heidi Shafran, Village Mgr Signature  Date 2/1/2015

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official],
certify that _____ [recipient],
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

_____ [organization],
_____ [address].

Print or Type Name and Title Signature Date

Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, _____ [responsible official],
certify that _____ [recipient],
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title Signature Date

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 6: Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duty authorized officers on the date, month and year set out below.

Corrections on this page, including Strikeovers,
whiteout, etc. are not acceptable.

State of Florida
Department of Law Enforcement
Office of Criminal Justice Grants

Signature: Petrina T. Herring
Typed Name and Title: Petrina T. Herring, Bureau Chief
Date: 2/17/2015

Subgrant Recipient
Authorizing Official of Governmental Unit
(Commission Chairman, Mayor, or Designated Representative)

Typed Name of Subgrant Recipient: Village of Biscayne Park
Signature: [Signature]
Typed Name and Title: David Corvello, Mayor
Date: 1-12-15

Implementing Agency
Official, Administrator or Designated Representative

Typed Name of Implementing Agency: BISCAYNE PARK POLICE DEPT.
Signature: Cornelius F. McKenna
Typed Name and Title: CORNELIUS F. MCKENNA, CHIEF OF POLICE
Date: 01-12-15