City of Fayetteville Staff Review Form

2020-0580

Legistar File ID

8/4/2020

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Submitted By: Mike Reynolds
Submitted Date: 7/13/2020
Division / Department: POLICE (200)

Action Recommendation:
Acceptance of the 2020 COPS Hiring Program grant award and approval of a budget adjustment to fund two (2) new police officers to be assigned to the Fayetteville Public Schools for a period of four (4) years with a total grant project amount of $562,710. The COPS Hiring Program grant will fund $250,000 while local match requirements will be $312,710. Local match requirements will be funded through reimbursement of expenses for two (2) corporals assigned to the Fayetteville Public Schools as School Resource Officers.

Budget Impact:

<table>
<thead>
<tr>
<th>Account Number</th>
<th>32007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td></td>
</tr>
<tr>
<td>Budgeted Item?</td>
<td>No</td>
</tr>
<tr>
<td>Does item have a cost?</td>
<td>Yes</td>
</tr>
<tr>
<td>Budget Adjustment Attached?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>COPS Hiring Grant - 2020</td>
</tr>
<tr>
<td>Project Title</td>
</tr>
<tr>
<td>Current Budget $</td>
</tr>
<tr>
<td>Funds Obligated $</td>
</tr>
<tr>
<td>Current Balance $</td>
</tr>
<tr>
<td>Item Cost $ 562,710.00</td>
</tr>
<tr>
<td>Budget Adjustment $ 562,710.00</td>
</tr>
<tr>
<td>Remaining Budget $</td>
</tr>
</tbody>
</table>

Purchase Order Number: 
Change Order Number: 
Original Contract Number: 
Comments:
MEETING OF AUGUST 4, 2020

TO: Mayor and City Council

FROM: Mike Reynolds, Chief of Police

DATE: July 13, 2020

SUBJECT: Acceptance of 2020 COPS Hiring Grant Award and Budget Adjustment

RECOMMENDATION:

Acceptance of the 2020 Community Oriented Policing Services (COPS) Hiring Program grant award and approval of a budget adjustment to fund two (2) new police officer positions to be assigned to the Fayetteville Public Schools for a period of four (4) years with a total grant project amount of $562,710. The COPS Hiring Program (CHP) grant will fund $250,000 while local match requirements will be $312,710. Local match requirements will be funded through reimbursement of expenses for two (2) corporals assigned to the Fayetteville Public Schools as School Resource Officers (SROs).

BACKGROUND:

On March 3, 2020, the City Council approved the 2020 CHP grant application via Resolution #73-20. The 2020 CHP is a competitive grant program that provides funding for three (3) years directly to law enforcement agencies to create and preserve jobs, increase their community policing capacity, and crime prevention efforts. Funding will be based on our current entry-level salaries and benefits for sworn officer positions plus annual step increases per our current pay plan policy. Any additional costs for positions hired under the CHP beyond salaries and benefits must be paid for by local match. Also, at the conclusion of the three-year federal funding period, grantees must retain all sworn officer positions awarded under the CHP Grant for an additional budget cycle.

DISCUSSION:

Among other things, the reports (attached) of both the Arkansas School Safety Commission and the Fayetteville Public Schools (FPS) Superintendent’s School Safety and Security Task Force recommend the placement of a sworn law enforcement officer on every school campus. Based upon recommendations, FPS has requested additional SROs for their middle schools, but current staffing and budget levels have not allowed for these assignments. Attached, please review letters of support for the approval of the 2020 CHP grant award from the Superintendent of FPS, Dr. John Colbert, and FPS School Board President, Nika Waitsman. The Fayetteville Police Department will utilize the CHP grant funding to hire two (2) new police officer positions to allow enough manpower to assign two (2) corporals as additional SROs to the FPS. The reimbursement of expenses for two (2) additional corporal SROs will offset the local match requirements of the CHP grant for two (2) new officers.
FPS currently reimburses expenses for a sergeant and 6 corporals assigned as SROs for the 178 days of the school calendar year while the remaining 82 working days of the year are spent on Police Department functions including Youth Citizen Police Academy, community events, trail patrol, special assignments and training. Continuing our partnership with FPS and sharing the utilization of CHP grant funds proportionately for the addition of two (2) SROs will reduce the overall budget impact of both FPS and the City by the grant amount of $250,000.

BUDGET/STAFF IMPACT:
Project revenue from CHP grant funds in the amount of $250,000 and reimbursement revenue from FPS in the amount of $312,710 will match the expense budget increase of $562,710 for the expansion of two (2) new officer positions over the four (4) year life of the grant.

Attachments:
- Budget Adjustment
- Budget Summary
- 2020 COPS Hiring Program Grant Award
- Arkansas School Safety Commission – Executive Summary
- FPS Superintendent’s School Safety and Security Task Force Recommendations
- Letters of Support - FPS
### Request Description

Acceptance of the 2020 COPS Hiring Program grant to fund two (2) new police officers to be assigned to the Fayetteville Public Schools for a period of (4) four years.

### Personnel Budget Calculations:

<table>
<thead>
<tr>
<th>Description</th>
<th>GL Account</th>
<th>Account Description</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Regular</td>
<td>1010.200.2940-5105.01</td>
<td></td>
<td>$19,636</td>
</tr>
<tr>
<td>Salary Holiday</td>
<td></td>
<td></td>
<td>$909</td>
</tr>
<tr>
<td>Medicare Taxes</td>
<td>1010.200.2940-5108.01</td>
<td></td>
<td>$298</td>
</tr>
<tr>
<td>Life Budget</td>
<td>1010.200.2940-5108.03</td>
<td></td>
<td>$34</td>
</tr>
<tr>
<td>Health Budget</td>
<td>1010.200.2940-5108.00</td>
<td></td>
<td>$4,200</td>
</tr>
<tr>
<td>LTD Budget</td>
<td>1010.200.2940-5108.01</td>
<td></td>
<td>$20</td>
</tr>
<tr>
<td>ADD Budget</td>
<td>1010.200.2940-5108.02</td>
<td></td>
<td>$3</td>
</tr>
<tr>
<td>Pension Budget</td>
<td>1010.200.2940-5109.03</td>
<td></td>
<td>$5,342</td>
</tr>
</tbody>
</table>

**Personnel Total**: $30,442

### Other Expense Items:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>GL Account</th>
<th>Account Description</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>COPS Reimbursement</td>
<td>1010.200.2940-5120.00</td>
<td>Personnel Other, Contra</td>
<td>$(30,442)</td>
</tr>
</tbody>
</table>

**Other Expense Total**: $(30,442)
## FY20 COPS Hiring Program Grant

### Budget Summary

#### 2021-2024

### Expenses

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Salary per New Officer</strong></td>
<td>$39,270.40</td>
<td>$41,163.20</td>
<td>$43,056.00</td>
<td>$44,948.80</td>
<td>$168,438.40</td>
</tr>
<tr>
<td><strong>Academy Training - OT</strong></td>
<td>$3,398.40</td>
<td>$3,398.40</td>
<td>$3,398.40</td>
<td>$3,398.40</td>
<td>$13,594.80</td>
</tr>
<tr>
<td><strong>Total Salary per Officer</strong></td>
<td><strong>$42,668.80</strong></td>
<td><strong>$44,561.60</strong></td>
<td><strong>$46,454.40</strong></td>
<td><strong>$48,347.20</strong></td>
<td><strong>$182,036.80</strong></td>
</tr>
</tbody>
</table>

| **Fringe Benefits per Officer** | | | | | |
| **Medicare** | $618.70         | $596.87         | $624.31         | $651.76         | $2,491.63      |
| **Health Insurance** | 8,400.00        | 8,820.00        | 9,261.00        | 9,724.05        | 36,205.05      |
| **Life Insurance** | 135.00          | 141.75          | 148.84          | 156.28          | 581.78         |
| **LTD Insurance** | 78.00           | 81.90           | 86.00           | 90.29           | 336.19         |
| **Retirement** | 11,025.62       | 11,048.20       | 11,986.79       | 12,963.23       | 47,023.85      |
| **Workers Comp** | 683.00          | 717.15          | 747.00          | 775.00          | 2,922.15       |
| **Professional Liability Insurance** | 300.00          | 300.00          | 300.00          | 300.00          | 1,200.00       |
| **Total Fringe Benefits per Officer** | **$21,240.32** | **$21,705.87**  | **$23,153.93**  | **$24,660.62**  | **$90,760.74** |

| **Total Salary & Fringe per Officer** | | | | | |
| **Uniform, Equipment, & Training Per Officer** | | | | | |
| **Uniform** | 4,918.00        | 600.00          | 600.00          | 600.00          | 6,718.00       |
| **Bulletproof Vest** | 1,810.00        | -               | -               | -               | -              |
| **Axon Officer Safety Plan** | 3,620.00        | -               | -               | -               | -              |
| **Duty Weapon** | 560.00          | -               | -               | -               | -              |
| **Radio APX6000** | 4,724.00        | -               | -               | -               | -              |
| **Academy Training - Per Diem** | 365.00          | -               | -               | -               | -              |
| **FTO Trainer** | 960.00          | -               | -               | -               | -              |
| **Total Equip & Training per Officer** | **$16,957.00**  | **$600.00**     | **$600.00**     | **$600.00**     | **$18,757.00** |

| **Total Operating Expense per Officer** | | | | | |
| **$80,866.12** | **$63,469.07**  | **$66,899.93**  | **$70,209.42**  | **$281,554.54** |

| **Total Expenses - 2 New Officers** | | | | | |
| **$161,732.23** | **$126,938.14** | **$133,619.87** | **$140,418.83** | **$562,709.07** |

| **Total Revenue - 2 School Resource Officers** | | | | | |
| **Grant Program ($125,000 max per position over 3 years)** | $125,000.00 | $75,000.00 | $50,000.00 | - | $250,000.00 |
| **Fayetteville Public Schools SRO Reimbursement** | 85,724.80 | 85,724.80 | 85,724.80 | 85,724.80 | 342,899.20 |
| **Total Revenue** | **$210,724.80** | **$160,724.80** | **$135,724.80** | **$85,724.80** | **$592,899.20** |
June 25, 2020

Chief of Police Mike Reynolds
Mayor Lioneld Jordan

Fayetteville, City of
100-A West Rock Street
Fayetteville, AR 72701

Re: COPS Hiring Program award number 2020UMWX0040
ORI AR07201

Dear Chief of Police Reynolds and Mayor Jordan:

Congratulations on your agency's award for 2 officer position(s) and $250,000.00 in federal funds over a three-year award period under the 2020 COPS Hiring Program (CHP). The local cash match required for this award will be $127,323.00. Your agency may use CHP award funding to (1) hire new officers, (2) rehire officers who have been laid off, or (3) are scheduled to be laid off on a specific future date, as a result of local budget reductions, on or after the official award start date. Please note that any changes to the awarded hiring categories require an official review and approval by the COPS Office.

A list of conditions that apply to your award is included on your Award Document and Award Document Supplement, if applicable. A limited number of agencies may be subject to an Additional Award Notification as a result of an ongoing federal civil rights investigation, other award review, or audit of your agency by the Department of Justice. If applicable to your agency, the Additional Award Notification is included at the end of this letter and is incorporated by reference as part of this letter. In addition, a limited number of agencies may be subject to Special Conditions as a result of high risk designation or other unique circumstances. If applicable to your agency, these Special Conditions will be found in an Award Document Supplement in your award package. You should read and familiarize yourself with these conditions. To officially accept your award, the Award Document (including the conditions and special conditions, if applicable) must be signed electronically via the Account Access link on the COPS Office website at www.cops.usdoj.gov within 45 days from the date of this letter.

The official start date of your award is 07/01/2020. Therefore, you can be reimbursed for allowable and approved expenditures made on or after this date. Please carefully review the Financial Clearance Memorandum (FCM) 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 award funds may only be used for approved items. The FCM will specify the final award amount and will also identify any disallowed costs.
Supplemental online award information for 2020 COPS CHP recipients can be found on the CHP Program page at https://cops.usdoj.gov/chp-award. 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 award including the 2020 CHP Award Owner’s Manual, which specifies the programmatic and financial terms, conditions, and requirements of your award. In addition, the above website link includes the forms and instructions necessary to begin drawing down funds for your award. Please also ensure that you print out a copy of your application and maintain it with your award file records.

Once again, congratulations on your 2020 CHP award. If you have any questions about your award, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 800-421-6770.

Phillip E. Keith, Director  
Date: 06/11/2020

Additional Award Notification
Award Document

COPS Office COPS Hiring Program (CHP)
CFDA - 16.710 - Public Safety Partnership and Community Policing Grants
Treasury Account Symbol (TAS) 15X0406

Award Number: 2020UMWX0040
ORI Number: AR07201
OJP Vendor Number: 716018462
DUNS Number: 075657742
Applicant Organization's Legal Name: Fayetteville, City of
Applicant's System for Award Management (SAM) name: City Of Fayetteville
Law Enforcement Executive / Agency Executive: Chief of Police Mike Reynolds
Government Executive / Financial Official: Mayor Lioneld Jordan

Award Start Date: 07/01/2020
Award End Date: 06/30/2023
Award Amount: $250,000.00

Full-Time Officers Funded: 2
New Hires: 2 Rehires Previously Laid Off: 0 Rehires Scheduled for Lay Off: 0

The FY 2020 COPS Hiring Program (CHP) award provides funding to law enforcement agencies to hire and/or rehire career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts. CHP awards provide up to 75 percent of the approved entry-level salaries and fringe benefits of full-time officers for a 36-month award period, with a minimum 25 percent local cash match requirement and a maximum federal share of $125,000 per officer position.

The Financial Clearance Memorandum (FCM) and, if applicable, the Cooperative Agreement included in your award package are incorporated by reference in their entirety and shall become part of this Award Document. By signing this Award Document, the recipient agrees to abide by all FY 2020 Community Policing Development Program (CHP) Award Terms and Conditions; the approved budget in the FCM; if applicable, all requirements in the Cooperative Agreement; and, if applicable, the Special Award Conditions and/or High Risk Conditions in the Award Document Supplement.

[Signature]
Phillip E. Keith, Director
Date: 06/11/2020

(Date Pending)
Signature of the Program Official with the Authority to Accept this Grant Award
(Date Pending)

ADVANCING PUBLIC SAFETY THROUGH COMMUNITY POLICING
Signature of the Financial Official with the Authority to Accept Grant Award

Date

False statements or claims made in connection with COPS office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any remedy available by law to the Federal Government.
By signing the Award Document to accept this **COPS Hiring Program** award, your agency agrees to abide by the following award terms and conditions:

1. **Award Owner's Manual**
The recipient agrees to comply with the terms and conditions in the applicable 2020 COPS Office Program Award Owner's Manual; COPS Office statute (34 U.S.C. § 10381, et seq.); the requirements of 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101; 48 C.F.R. Part 31 (FAR Part 31) as applicable (Contract Cost Principles and Procedures); the Cooperative Agreement as applicable; representations made in the application; and all other applicable program requirements, laws, orders, regulations, or circulars.

2. **Assurances and Certifications**
The recipient acknowledges its agreement to comply with the Assurances and Certifications forms that were signed as part of its application.

3. **Allowable Costs**
The funding under this project is for the payment of approved full-time entry-level salaries and fringe benefits over three years (for a total of 36 months of funding) up to a maximum federal share of $125,000 per officer position for career law enforcement officer positions hired and/or rehired on or after the official award start date. Any salary and fringe benefit costs higher than entry-level that your agency pays a CHP-funded officer must be paid with local funds.

Your agency is required to use CHP award funds for the specific hiring categories awarded. Funding under this program may be used for the following categories:

- Hiring new officers, which includes filling existing officer vacancies that are no longer funded in your agency’s budget;
- Rehiring officers laid off by any jurisdiction as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions; and/or
- Rehiring officers who were, at the time of award application, scheduled to be laid off (by your jurisdiction) on a specific future date as a result of state, local, or BIA budget reductions

If your agency’s local fiscal conditions have changed and your agency needs to change one or more of the funded hiring categories, your agency should request an award modification and receive prior approval before spending CHP funding under the new category.

The Financial Clearance Memoranduum (FCM), included in your award package, specifies the amount of CHP funds awarded to your agency. You should carefully review your FCM, which contains the final officer salary and fringe benefit categories and amounts for which your agency was approved. Please note that the salary and fringe benefit costs requested in your CHP application may have been adjusted or removed. Your agency may only be reimbursed...
for the approved cost categories that are documented within the FCM, up to the amounts specified in the FCM. Your agency may not use CHP funds for any costs that are not identified as allowable in the Financial Clearance Memorandum.

Only actual allowable costs incurred during the award period will be eligible for reimbursement and drawdown. If your agency experiences any cost savings over the course of the award (for example, your award application overestimated the total entry-level officer salary and fringe benefits package), your agency may not use that excess funding to extend the length of the award beyond 36 months. Any funds remaining after your agency has drawn down for the costs of approved salaries and fringe benefits incurred for each awarded position during the 36-month funding period will be deobligated during the closeout process and should not be spent by your agency.

4. Supplementing, Not Supplanting
State, local, and tribal governments must use award funds to supplement, not supplant, state, local, or Bureau of Indian Affairs (BIA) funds that are already committed or otherwise would have been committed for award purposes (hiring, training, purchases, and/or activities) during the award period. In other words, state, local, and tribal government recipients may not use COPS Office funds to supplant (replace) state, local, or BIA funds that would have been dedicated to the COPS Office-funded item(s) in the absence of the COPS Office award. 34 U.S.C. § 10384(a).

5. Extensions
Your agency may request an extension of the award period to receive additional time to implement your award program. Such extensions do not provide additional funding. Awards may be extended a maximum of 36 months beyond the initial award expiration date. Any request for an extension beyond 36 months will be evaluated on a case-by-case basis. Only those recipients that can provide a reasonable justification for delays will be granted no-cost extensions. Reasonable justifications may include difficulties in filling COPS Office-funded positions, officer turnover, or other circumstances that interrupt the 36 month award funding period. An extension allows your agency to compensate for such delays by providing additional time to complete the full 36 months of funding for each position awarded. Extension requests must be received prior to the end date of the award.

6. Modifications
Occasionally, a change in an agency’s fiscal or law enforcement situation necessitates a change in its COPS Office CHP award. Award modifications under CHP are evaluated on a case-by-case basis in accordance with 2 C.F.R. § 200.308. For federal awards in excess of $250,000, any modification request involving the reallocation of funding between budget categories that exceed or are expected to exceed 10 percent (10%) of the total approved budget requires prior written approval by the COPS Office. Regardless of the federal award amount or budget modification percentage, any reallocation of funding is limited to approved budget categories. In addition, any budget modification that changes the scope of the project requires prior written approval by the COPS Office. In addition, please be aware that the COPS Office will not approve any modification request that results in an increase in federal funds.

In addition, modification requests should be submitted to the COPS Office when an agency determines that it will need to shift officer positions awarded in one hiring category into a different hiring category and/or reduce the total number of positions awarded. For example, if an agency was awarded CHP funding for two new, additional sworn officer positions, but due to fiscal distress/constraints the agency needs to change the hiring category from the new hire category to the rehire category for officers laid off or scheduled for layoff on a specific future date post-application, the agency would have to request a modification. The COPS Office will only consider a modification
request after an agency makes final, approved budget and/or personnel decisions. An agency may implement the modified award following written approval from the COPS Office. Please be aware that the COPS Office will not approve any modification request that results in an increase of federal funds.

7. Evaluations
The COPS Office may conduct monitoring or sponsor national evaluations of its award programs. The recipient agrees to cooperate with the monitors and evaluators 34 U.S.C. § 10385(b).

8. Reports/Performance Goals
To assist the COPS Office in monitoring and tracking the performance of your award, your agency will be responsible for submitting semi-annual programmatic progress reports that describe project activities during the reporting period and quarterly Federal Financial Reports using Standard Form 425 (SF 425). 2 C.F.R. §§ 200.327 - 200.328. The progress report is used to track your agency’s progress toward implementing community policing strategies and to collect data to gauge the effectiveness of increasing your agency’s community policing capacity through COPS Office funding. The Federal Financial Report is used to track the expenditures of the recipient’s award funds on a cumulative basis throughout the life of the award.

9. Award Monitoring Activities
Federal law requires that law enforcement agencies receiving federal funding from the COPS Office must be monitored to ensure compliance with their award conditions and other applicable statutes and regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award monitoring activities conducted by the COPS Office include site visits, enhanced office-based grant reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. As a COPS Office award recipient, you agree to cooperate with and respond to any requests for information pertaining to your award. This includes all financial records, such as general accounting ledgers and all supporting documents. All information pertinent to the implementation of the award is subject to agency review throughout the life of the award, during the close-out process and for three-years after the submission of the final expenditure report. 34 U.S.C. § 10385(a) and 2 C.F.R. §§ 200.333 & 200.336.

10. Federal Civil Rights
The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition —

a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the

b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes
(and associated regulations); and

d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable
federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if
any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ
"Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23
(criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial
assistance programs), and 46 (human subjects protection).

11. Equal Employment Opportunity Plan (EEO Plan)
All recipients of funding from the COPS Office must comply with the federal regulations pertaining to the

12. False Statements
False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment
from participating in federal awards or contracts, and/or any other remedy available by law.

13. Duplicative Funding
The recipient understands and agrees to notify the COPS Office if it receives, from any other source, funding for the
same item or service also funded under this award.

14. Additional High-Risk Recipient Requirements
The recipient agrees to comply with any additional requirements that may be imposed during the award performance
period if the awarding agency determines that the recipient is a high-risk recipient (2 C.F.R. § 200.207).

15. System for Award Management (SAM) and Universal Identifier Requirements
The recipient agrees to comply with the following requirements of 2 C.F.R. Part 25, Appendix A to Part 25 – Award
Term:

I. System for Award Management and Universal Identifier Requirements

   A. Requirement for System for Award Management

      Unless you are exempted from this requirement under 2 C.F.R. § 25.110, you as the recipient
must maintain the currency of your information in the SAM until you submit the final financial
report required under this award or receive the final payment, whichever is later. This requires
that you review and update the information at least annually after the initial registration, and
more frequently if required by changes in your information or another award term.

   B. Requirement for unique entity identifier

      If you are authorized to make subawards under this award, you:
1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.

2. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

C. Definitions

For purposes of this award term:

1. **System for Award Management (SAM)** means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at [https://www.sam.gov](https://www.sam.gov)).

2. **Unique entity identifier** means the identifier required for SAM registration to uniquely identify business entities.

3. **Entity**, as it is used in this award term, means all of the following, as defined at 2 C.F.R. Part 25, subpart C:

   a. A Governmental organization, which is a State, local government, or Indian Tribe;

   b. A foreign public entity;

   c. A domestic or foreign nonprofit organization;

   d. A domestic or foreign for-profit organization; and

   e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. **Subaward**:

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

   b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 C.F.R. § 200.330).

   c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. Subrecipient means an entity that:

a. Receives a subaward from you under this award; and

b. Is accountable to you for the use of the Federal funds provided by the subaward.
16. Reporting Subawards and Executive Compensation
The recipient agrees to comply with the following requirements of 2 C.F.R. Part 170, Appendix A to Part 170 – Award Term:

I. Reporting Subawards and Executive Compensation.

a. Reporting of first-tier subawards.

1. Applicability.

Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates $25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to https://www.fsrs.gov.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report.

You must report the information about each obligating action that the submission instructions posted at https://www.fsrs.gov specify.

b. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if —

i. the total Federal funding authorized to date under this award is $25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. § 170.320 (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, as defined at 2 C.F.R. § 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives 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. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at https://www.sec.gov/answers/execomp.htm.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at https://www.sam.gov.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 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 C.F.R. § 170.320 (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

ii. The public does not have access to information about the compensation of the executives 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. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at https://www.sec.gov/answers/execomp.htm.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
i. To the recipient.

ii. By the end of the month 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 (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 C.F.R. 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.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

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

   ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. 210 of the attachment to OMB Circular A-133, “Audits of States, Local Governments, and
Non-Profit Organizations”.

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient’s or subrecipient’s preceding fiscal year and includes the following (for more information see 17 C.F.R. § 229.402(c)(2)):

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

17. Debarment and Suspension
The recipient agrees not to award federal funds under this program to any party which is debarred or suspended from participation in federal assistance programs. 2 C.F.R. Part 180 (Government-wide Nonprocurement Debarment and Suspension) and 2 C.F.R. Part 2867 (DOJ Nonprocurement Debarment and Suspension).

18. Employment Eligibility
The recipient agrees to complete and keep on file, as appropriate, the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) 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. Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603.
19. **Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information**

The recipient agrees not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he or she reasonably believes is evidence of gross mismanagement of a federal contract or award, a gross waste of federal funds, an abuse of authority relating to a federal contract or award, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or award. The recipient also agrees to provide to their employees in writing (in the predominant native language of the workforce) of the rights and remedies provided in 41 U.S.C. § 4712. Please see appendices in the Award Owner’s Manual for a full text of the statute.

20. **Mandatory Disclosure**

Recipients and subrecipients must timely disclose in writing to the Federal awarding agency or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Recipients that receive an award over $500,000 must also report certain civil, criminal, or administrative proceedings in SAM and are required to comply with the Term and Condition for Recipient Integrity and Performance Matters as set out in 2 C.F.R. Part 200, Appendix XII to Part 200. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in 2 C.F.R. § 200.338.

21. **Conflict of Interest**

Recipients and subrecipients must disclose in writing to the COPS Office or pass-through entity, as applicable, any potential conflict of interest affecting the awarded federal funding in accordance with 2 C.F.R. § 200.112.

22. **Contract Provision**

All contracts made by the award recipients under the federal award must contain the provisions required under 2 C.F.R. Part 200, (Appendix II to Part 200 — Contract Provisions for Non-Federal Entity Contracts Under Federal Awards). Please see appendices in the Award Owner’s Manual for a full text of the contract provisions.

23. **Restrictions on Internal Confidentiality Agreements**

No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts the lawful reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. Consolidated Appropriations Act, 2020, Public Law 116-93, Division C, Title VII, Section 742.

24. **Recipient Integrity and Performance Matters**

For awards over $500,000, the recipient agrees to comply with the following requirements of 2 C.F.R. Part 200, Appendix XII to Part 200 – Award Term and Condition for Recipient Integrity and Performance Matters:

   A. **Reporting of Matters Related to Recipient Integrity and Performance**

      1. **General Reporting Requirement**

         If the total value of your currently active awards, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported...
to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2. of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

2. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

a. Is in connection with the award or performance of an award, cooperative agreement, or procurement contract from the Federal Government;

b. Reached its final disposition during the most recent five year period; and

c. Is one of the following:

(1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term and condition;

(2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;

(3) An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or

(4) Any other criminal, civil, or administrative proceeding if:

i. It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;

ii. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

iii. The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting Procedures

ADVANCING PUBLIC SAFETY THROUGH COMMUNITY POLICING
Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2. of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

4. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph 1. of this award term and condition, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, award, and cooperative agreement awards with a cumulative total value greater than $10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. Definitions

For purposes of this award term and condition:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or award. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active awards, cooperative agreements, and procurement contracts includes —

(1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

25. Citizenship and Immigration Status Communications

Authority to obligate or expend contingent on compliance with this condition.
NOTE: This grant condition is established under the COPS Office’s broad authority and discretion to award and administer grants. See, e.g., 34 U.S.C. § 10381, et seq. This condition applies only to state or local government entities or to non-state or local government entities that make subawards with these funds to a state or local government entity.

State or local government entity recipients of this award, and any subrecipient of this award at any tier that is an entity of a State or of a unit of local government, may not obligate or expend award funds if – at the time of the obligation or expenditure – the “program or activity” of the recipient funded in whole or in part with the award funds (which includes any such program or activity of any subrecipient at any tier) is subject to any prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information regarding citizenship or immigration status with components of the U.S. Department of Homeland Security or any federal, state or local government entity, as generally described in 8 U.S.C. 1373(a) or (b). This includes any prohibitions or restrictions imposed or established by a state or local government entity or official.

A subrecipient of this award (at any tier) that is an entity of a State or of a unit of local government may not obligate or expend award funds if – at the time of the obligation or expenditure – the “program or activity” of the subrecipient (which includes any such program or activity of any subrecipient at any further tier) funded (in whole or in part) with award funds is subject to any prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information regarding citizenship or immigration status with components of the U.S. Department of Homeland Security or any federal, state or local government entity, as generally described in 8 U.S.C. 1373(a) or (b). This includes any prohibitions or restrictions imposed by a state or local government entity or official.

Any obligations or expenditures of a recipient or subrecipient that are impermissible under this condition shall be unallowable costs for purposes of this award.


References to the Immigration and Naturalization Service in 8 U.S.C. 1373 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.

Should any provision of a condition of this award be held to be invalid or unenforceable by its terms, then that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law (to any person or circumstance) under this award. Should it be held, instead, that a condition (or a provision thereof) is of utter invalidity or unenforceability, such condition (or such provision) shall be deemed severable from this award.

Any questions about the meaning or scope of this condition should be directed, prior to acceptance of this award, to the Office of Community Oriented Policing Services Legal Division at 202-514-3750.

26. Contracts and/or MOUs with other Jurisdictions
Sworn law enforcement officer positions awarded must be used for law enforcement activities or services that benefit your agency and the population that it serves. The items funded under the CHP award cannot be utilized by other agencies unless the items benefit the population that your agency serves. Your agency may use items funded under the CHP award to assist other law enforcement agencies under a resource sharing, mutual aid, or other agreement to address multi-jurisdictional issues as described in the agreement.
27. Retention
At the time of award application, your agency committed to retaining all sworn officer positions awarded under the CHP award with state and/or local funds for a minimum of 12 months following the conclusion of 36 months of federal funding for each position, over and above the number of locally-funded sworn officer positions that would have existed in the absence of the award. Your agency cannot satisfy the retention requirement by using CHP-funded positions to fill locally-funded vacancies resulting from attrition. 34 U.S.C. § 10382 (c)(8).

28. Community Policing
Community policing activities to be initiated or enhanced by your agency and the officers funded by this award program were identified and described in your CHP award application. In sections VI(A) and (B), your agency developed a community policing plan for the CHP award with specific reference to a crime or disorder problem and the following elements of community policing: (a) problem solving—your agency’s plan to assess and respond to the problem identified; (b) community partnerships and support, including related governmental and community initiatives that complement your agency’s proposed use of CHP funding; and (c) organizational transformation—how your agency will use the funds to reorient its mission to community policing or enhance its involvement in and commitment to community policing. Throughout the CHP award period, your agency is required to implement the community policing plan it set forth in the CHP award application.

The COPS Office defines community policing as a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. CHP awards through the specific officers funded (or an equal number of redeployed veteran officers) must be used to initiate or enhance community policing activities. All newly hired additional orrehired officers (or an equal number of redeployed veteran officers) funded under CHP must implement your agency’s approved community policing plan, which you described in your award application.

29. Local Match
COPS Hiring Program award recipients are required to contribute a local match of at least 25 percent towards the total cost of the approved award project, unless waived in writing by the COPS Office. The local match must be a cash match from funds not previously budgeted for law enforcement purposes and must be paid during the award period. The local match contribution must be made on an increasing basis during each year of the three-year award period, with the federal share decreasing accordingly. 34 U.S.C. § 10381(g).

30. School Resource Officer (SRO) Training Requirement
COPS Office-funded SRO(s) are required to complete a National Association of School Resource Officers (NASRO) 40 hour basic training course. Course substitutions are not permitted. Training must be completed no later than nine months after the date shown on the award congratulatory letter or six months from the SRO hire date; whichever comes first. If a COPS Office-funded SRO leaves the recipient agency after completing the NASRO training, the recipient agrees to pay for the new SRO, who is assigned to backfillthis position, to attend a NASRO 40 hour basic training course. The new SRO must complete the training no later than nine months after being placed in the school. If the officer has completed NASRO 40 hour basic training within the last 12 months prior to the award date, the condition has been fulfilled. Any longer than 12 months will require the officers to retake the course. The agency must contact the NASRO Grant Coordinator if they want funds to cover registration and travel costs.
31. **Background Investigations**

Recipients agree to ensure that each officer(s) hired with CHP funding will be subject to a background investigation, notify the COPS Office upon completion of the background investigation for each officer hired under the CHP award, and cooperate with the COPS Office and provide updates on the status of background investigations upon request. 2 C.F.R. § 200.207

If the COPS Office determines that CHP funds are being used to pay the salary and fringe benefits of an officer who has not undergone a background investigation, the COPS Office may temporarily suspend grant funds in accordance with 2 C.F.R. §200.338 until the agency can demonstrate the background investigation has been completed.

32. **Career Law Enforcement Officer**

Officer hiring funds may only be used to pay entry-level salaries and fringe benefits for full-time “career law enforcement officers” for 36 months. The COPS Office’s statute defines a “career law enforcement officer” as “a person hired on a permanent basis who is authorized by law or by a State or local public agency to engage in or supervise the prevention, detection, or investigation of violations of criminal laws.” 34 U.S.C. §10389(1). A recipient agency may use officer hiring funds to pay the salary and benefits of recruits while in academy training to become “career law enforcement officers” if it is the standard practice of the agency to do so with locally-funded recruits. The State of Alaska, and any Indian tribe or tribal organization in that State, may also use officer hiring funds for a “village public safety officer” defined as “an individual employed as a village public safety officer under the program established by the State pursuant to Alaska Statute 18.65.670.” Tribal Law and Order Act of 2010, Pub. L. 111-211, title II, § 247 (a)(2).
Financial Clearance Memorandum

COPS Office COPS Hiring Program Program (CHP)

To: Chief of Police Mike Reynolds and Mayor Lioneld Jordan

Re: Financial Clearance Memorandum

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.

Total officer positions awarded: 2

Approved costs per entry-level officer, per year

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
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<tbody>
<tr>
<td>Base salary</td>
<td>$39,270.00</td>
<td>$41,163.00</td>
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<tr>
<td>Benefits</td>
<td>$20,312.42</td>
<td>$21,705.86</td>
<td>$23,154.31</td>
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<tr>
<td>Social Security</td>
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<td>Medicare</td>
<td>$569.42</td>
<td>$596.86</td>
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<td>Health insurance</td>
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<td>$8,820.00</td>
<td>$9,261.00</td>
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<tr>
<td>Life insurance</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Vacation</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sick leave</td>
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<tr>
<td>Retirement</td>
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<td>Worker's compensation</td>
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<td>Unemployment insurance</td>
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<tr>
<td>Other costs: Disability Insurance</td>
<td>$213.00</td>
<td>$224.00</td>
<td>$235.00</td>
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<tr>
<td>Other costs: Liability Insurance</td>
<td>$300.00</td>
<td>$300.00</td>
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Approved total project costs

ADVANCING PUBLIC SAFETY THROUGH COMMUNITY POLICING
<table>
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<th></th>
<th><strong>Per officer</strong></th>
<th><strong>Grand total</strong></th>
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<tr>
<td>Salaries and fringe benefits</td>
<td>$188,661.59</td>
<td>$377,323.00</td>
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<tr>
<td>Federal share</td>
<td>$125,000.00</td>
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<tr>
<td>Applicant share</td>
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<td>$127,323.00</td>
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Local match waiver not granted.

Budget Cleared Date: 06/25/2020

**Overall Comments:**

NA

**Additional Comments:**

N/A
Award Document Supplement

COPS Hiring Program (CHP)

By signing the Award Document to accept this COPS Hiring Program (CHP) award, the recipient agrees to abide by the following Special Award Conditions and/or High Risk Conditions:

Special Award Conditions

Advancing Department of Justice Priority Crime Problem Awards

Your agency has been selected for a COPS Hiring Program (CHP) award to address a particular Department of Justice priority crime problem/focus area, based specifically on your CHP award application’s community policing plan to improve your agency’s public safety response to the critical issues of Illegal Immigration, Violent Crime, or Homeland Security.

Please be advised that, in accepting this award, your agency is agreeing to this Special Condition to its CHP award that requires your agency’s COPS-funded officers (or an equivalent number of locally-funded officers) to initiate or enhance your agency’s community policing plan to address one of the priority crime problems identified above. By signing the 2020 CHP award, your agency understands and agrees to the following:

- Your agency will implement the one specific community policing plan identified in your CHP award application;
- Your agency will address its specific priority crime problem throughout the entire CHP award period;
- Your agency will implement any organizational changes identified in its CHP award application in Section 6B, Questions 12 and 13;
- Your agency will cooperate with any award monitoring by the COPS Office to ensure that it is initiating or enhancing its community policing efforts to address its priority crime problem, which may include your agency having to respond to additional or modified reporting requirements.

Memorandum of Understanding Requirement

(School-based Policing through School Resource Officers Focus Area Only)

By signing the 2020 CHP award, recipients using CHP funding to hire and/or deploy School Resource
Officers into schools understand and agree to the following:

- Your agency must submit a signed Memorandum of Understanding (MOU) between the law enforcement agency and the school partner(s) to the COPS Office before obligating or drawing down funds under this award. The MOU must be submitted to the COPS Office within 90 days of the date shown on the award congratulatory letter.
- Your agency’s MOU must contain the following information:
  - The purpose of the MOU
  - Clearly defined roles and responsibilities of the school district and the law enforcement agency, focusing officers’ roles on safety
  - Information sharing
  - Supervision responsibility and chain of command for the SRO
  - Signatures

Note: Please refer to the MOU Fact Sheet for a detailed explanation of the requirements under each of the bullets

- Your agency’s implementation of the CHP award without submission and acceptance of the required MOU may result in expenditures not being reimbursed by the COPS Office and/or award de-obligation.
Arkansas School Safety Commission
Executive Summary

Mental Health and Prevention Subcommittee

- Recommendation 1:
  Every school district should conduct school climate surveys across all campuses, and develop and implement an action plan based on the findings of the school climate survey.

- Recommendation 2:
  All school districts should implement a positive climate program that deters bullying behaviors, and promotes social-emotional learning and positive peer relationships.

- Recommendation 3:
  All school districts should provide access to training in Youth Mental Health First Aid for all personnel who interact with students. Additional school personnel training may include: Adverse Childhood Experiences (ACEs), Trauma-Informed Schools, Drug-Endangered Children, and Social-Emotional Learning.

- Recommendation 4:
  All school districts should establish a behavioral threat assessment team and process.

- Recommendation 5:
  The Arkansas Department of Education should review roles and responsibilities of school counselors to provide increased time with students for provision of counseling and social-emotional learning, as well as referral to community resources as appropriate.

- Recommendation 6:
  A coordinated crisis response team should be developed to mitigate the emotional impact of any traumatic event that impacts a district.

Law Enforcement and Security Subcommittee

- Recommendation 1:
  No campus should ever be without an armed presence when staff and children are attending class or a major extra-curricular activity.

- Recommendation 2:
  If financially practicable, schools should ideally have at least one SRO for each campus.

- Recommendation 3:
  School districts should execute a Memorandum of Understanding (MOU) with their partnering law enforcement agency that identifies the roles and responsibilities of SROs and other critical elements

- Recommendation 4:
  SROs whose primary assignment is within the schools should receive specialized training.
Recommendation 5:  
If a school district authorizes the use of the CSSO program, that policies,  
protocols, training, and selection go above the minimum standards required, to  
include standard psychological exams, random drug screening, extensive  
firearms handling training, and regular training with law enforcement.

Recommendation 6:  
Schools should consider strategies that layer and build redundancy for optimal  
security.

Recommendation 7:  
Arkansas’s Commission on Law Enforcement Standards and Training (CLEST)  
should study the feasibility of school districts being allowed to establish their own  
law enforcement agencies.

Audits, Emergency Operation Plans and Drills Subcommittee  
Recommendation 1:  
All districts should be required to form District Safety and Security Teams.

Recommendation 2:  
Each campus should also designate one current staff member as a School  
Safety Coordinator.

Recommendation 3:  
The ADE’s Safe Schools Committee membership should be expanded.

Recommendation 4:  
Schools should modify their fire drills to include additional time for the teacher to  
evaluate the situation by looking, listening and observing prior to evacuating their  
classrooms.

Recommendation 5:  
Comprehensive school safety assessments should be required to be conducted  
every three years and reviewed by the school board and school administration.

Recommendation 6  
School nurses and staff should be trained in efforts that enhance the emergency  
medical response within schools.

Intelligence and Communications Subcommittee  
Recommendation 1:  
Each school district should support, establish, and maintain a comprehensive,  
common communication plan to be utilized by school officials, students, parents,  
law enforcement, and other stakeholders.

Recommendation 2:  
School districts should have systems that enable direct  
communication with local law enforcement.

Recommendation 3:  
School districts, in collaboration with local and other law enforcement agencies,  
should implement and expand strategies to promote reporting, to include  
amonymous reporting, of suspicious activity/behavior and threats.
• Recommendation 4:
  Students, staff, and parents should be educated on how to recognize and report
  signs of at-risk behavior and potential threats.
• Recommendation 5:
  An analysis should be conducted to determine how the Arkansas State Fusion
  Center (ASFC) could be more effectively utilized to receive and disseminate
  information pertaining to threats against schools. In addition, the ASFC could
  provide timely and relevant information to schools and other appropriate entities
  pertaining to school safety.

Physical Security Subcommittee
• Recommendation 1:
  State agencies should work with the federal Readiness and
  Emergency Management (REMS) for Schools Center Training
  Assistance Office, to develop a customized, state-level school bus
  safety initiative for use by districts, schools, and transportation
  offices.
• Recommendation 2:
  State leaders should engage the Arkansas congressional delegation
  and other federal partners to encourage the U.S. Department of
  Education to allow Title IV formula block grants to include use by
  schools for infrastructure improvements to support safe and healthy
  schools, including physical security remedies.
• Recommendation 3:
  Districts should create an online facility profile within a panic button
  alert system for each new campus or facility in the district and conduct
  annual reviews to update facility profiles where needed.
• Recommendation 4:
  Districts should review and assess the efficacy of upgrading any old
  style "crash bar" exterior door egress hardware with the newer "touch
  bar" type exit devices
• Recommendation 5:
  Prior to installation or contracting to installation of temporary door
  barricade devices designed to preclude intruders from entering any
  classroom or learning space of a school building, information
  pertaining to the project should be uploaded into DPSAFT's web-based
  project submission tool for review.
• Recommendation 6:
  The state's Academic Facilities Partnership Program should be revised
  to allow districts to submit eligible campus safety and security upgrade
  projects for state financial assistance
November 30, 2018

Dear Governor Hutchinson:

On behalf of the Arkansas School Safety Commission, I am proud to present you with our final report. Thank you for your passion for Arkansas’s children and for providing us with the opportunity to contribute to fulfilling your vision of making Arkansas’s schools safer, providing all of our children with the opportunity to reach their true academic potential.

We are very grateful to all the individuals who presented to the Commission and the administration, staff and students at the schools we visited. Their valuable school safety knowledge and experience as well as passion were instrumental in the framing and completion of the recommendations included in this report.

The completion of the work of the Commission would not have been possible without the support from ADE staff, Doug Bradberry and Angela Scaife. Their hard work, patience, and dedication are tremendously appreciated.

I am particularly grateful for the outstanding work of my fellow Commission members. Their dedication, expertise and passion for the safety of our children was extraordinary. It has been an honor and privilege to work with them.

We hope this report will assist you in fulfilling your vision of keeping our children safe. Thank you for your extraordinary leadership.

Sincerely,

[Signature]

Dr. Cheryl P. May
Chair
Arkansas School Safety Commission
1. Fayetteville Public Schools (FPS) should provide an appropriate number of School Resource Officers (SROs) for all schools, campuses and facilities based on available resources, student population and student needs. Toward this end, the Committee recommends compliance with Recommendation No. 1 of the Arkansas School Safety Commission Executive Summary of Recommendations (attached).

2. FPS should implement a more robust threat assessment program to more readily identify and prevent acts of targeted school violence, such as an anonymous reporting system for suspicious activity or behavior. A threat assessment program should be made available to all schools.

3. FPS should incorporate the free “Choose Love Enrichment Program” and Curriculum in all schools. This social and emotional learning curriculum is currently provided to schools free of charge by the Jesse Lewis Choose Love Movement.

4. FPS should incorporate a budget line item in its annual budget to provide funds for the enhancement of a world class safety program for all facilities, including the appointment of a Director of Safety and Security to manage the program and supervise SROs.

5. FPS should address the hardening of schools, campuses and facilities through such measures as:
   - Enhancing/upgrading video surveillance capability,
   - Utilization of technology that could be shared with the law enforcement,
   - More robust school drills,
   - The utilization of a well-developed evacuation plan for each school,
   - Additional training of staff and SROs, and
   - Other options as identified through the SafePlan report and other appropriate guidance.

6. FPS should support, establish and maintain a comprehensive, common, communication system to be utilized by school officials, students, parents, law enforcement and other stakeholders. FPS should have a plan in place that addresses how communication about threats or significant events will be handled. The communications plan should include how FPS will notify parents expeditiously of any credible threat or emergency.
ARKANSAS SCHOOL SAFETY COMMISSION PRELIMINARY REPORT
EXECUTIVE SUMMARY OF RECOMMENDATIONS

1. No campus should ever be without armed presence when staff and children are present. Whether to provide an armed presence and decisions on which strategies to employ are clearly local decisions for school administrators, school boards, parents, teachers and the community and should be made after careful consideration of many factors. Strategies employed by one district or school may not be applicable to others because of a variety of unique circumstances. The Commission has included several options for increasing armed presence on school campuses.

2. If financially practicable, schools should have, ideally, at least one School Resource Officer (SRO) for each Local Education Agency (LEA) or campus. A LEA could include the district or individual buildings, schools, or campuses depending upon the geographic size and composition of the district.

3. A model Memorandum of Understanding (MOU) should be developed that consistently identifies the roles and responsibilities of SROs and other critical elements such as the participation of the school administration in the selection of the SRO.

4. Given their specialized roles and responsibilities, SROs should receive specialized training.

5. The Clarksville Emergency Response Team (ERT) program should be considered a best practice use of Commission School Security Officers (CSSOs). All schools that use CSSOs on campus should adopt a similar policy as the policy implemented by Clarksville School District. This policy has several requirements beyond those enumerated by Act 393 of 2015 including a standard psychological exam, random drug screening, and requirement that ERT members train regularly with local law enforcement.

6. Additional oversight of CSSO programs should be exercised with respect to weapons discharge. In addition to the current requirement that any discharge of a weapon by a CSSO on campus or at a school-sponsored event be reported to the Arkansas State Police, these incidents should also be reported to the Professional Standards Board of the Arkansas Department of Education (ADE).

7. Schools should use combinations of several strategies or "layering" to secure schools including recruiting retired law enforcement officers or deputies as Auxiliary Officers or
CSSOs, collaborating with local law enforcement, seeking ways to increase officers traffic and visibility on campus, using current or retired officers or deputies as substitute teachers, and allocating office space within the school for a law enforcement officer or deputy to use during the day to complete reports and other administrative tasks.

8. As a vital step in the development and implementation of a comprehensive and effective Emergency Operation Plan (EOP), every district should be required to form a District Safety and Security Team to conduct safety and security audits and develop and implement all hazard EOPs. These teams should include administrators, staff, SROs and first responders within the community including local law enforcement, emergency management, and fire personnel.

9. Each Campus should designate one current staff member as a School Safety Coordinator. The School Safety Coordinator should also be a member of the District’s Safety and Security Team.

10. The membership of the ADE’s Safe School Committee should be expanded to include the Director of the Arkansas Department of Emergency Management or his or her designee as well as fire and law enforcement representatives.

11. Currently, schools districts may file a floor plan with the county emergency management coordinator for the local office of emergency management or the interjurisdictional office of emergency management that serves the area where the school district is located. The law should be changed to require schools to provide an up-to-date floor plan of all buildings to the county emergency manager.

12. The Safe Schools Initiative Act of 2015 requires schools to conduct school safety assessments to assess vulnerabilities. Comprehensive school safety assessments should be required to be conducted every three (3) years and the school board of each district should verify to ADE that the required assessments have been completed. School safety assessments should be conducted by the District Safety and Security Team and recommendations for improvements should be reviewed by the school board and school administration.

13. Every school district should conduct school climate surveys across all LEAs. Following completion of a school climate survey, schools should be required to develop and implement an action plan based on the findings of the school climate survey.

14. All schools should be required to implement an evidence-based anti-bullying program. Although all Arkansas schools are required to have anti-bullying policies and report all incidents of bullying, schools are not currently required to provide anti-bullying programs.

15. Student access to mental health should be enhanced. Partnerships with ADE to expand current initiatives that support access to mental health services for all schools should be considered. Also needed is the development of a “toolbox” of resources for schools to utilize to address specific mental health needs of the students. Decreasing the academic
functions, such as test administration, of school counselors to enhance their availability to provide mental health services to students should also be considered. School districts should also be encouraged to apply for the ADE School Based Health Clinic Grant.

16. In order to investigate and respond to potential threats, each school district should establish a behavioral threat assessment team and process.

17. Each school district should support, establish, and maintain a comprehensive, common communication system to be utilized by school officials, students, parents, law enforcement and other stakeholders. All school districts should have a plan in place that includes how communication about threats or significant events will be handled. The communications plan should include how the school will notify parents expeditiously of any credible threat or emergency.

18. School districts, alone or in collaboration with local law enforcement, should implement a strategy to promote anonymous reporting of suspicious activity/behavior. Students and staff should be educated on how to recognize and report signs of at-risk behavior and potential threats.

19. Physical security measures must be considered an essential part of a comprehensive school safety plan. The Advisory Committee on Academic Facilities should conduct further research of security enhancements and physical security guidelines to help ensure student and staff safety in traditional and non-traditional schools.
July 2, 2020

Dear Fayetteville Council Members,

As a Fayetteville School Board member and Fayetteville resident, I support our district School Resource Officer partnership with the Fayetteville Police Department. The partnership has been very successful in working toward the goal of building partnerships with students to ensure they are supported in the learning process.

Fayetteville Public Schools has worked diligently under the direction of the school board to develop a priority plan to implement and reach goals. One of these goals is to ensure the safety of our students while supporting their social and emotional well being. We anticipate the 2020-2021 school year to be one where our children will need our support more than ever before.

Our partnership in the school resource officer program provides a great piece to that partnership to meet our outlined goals. The timing of this grant to allow the addition of two school resource officers into the district could not be better for our children.

Thank you for your consideration and continued support as we continue to partner to provide our children with a supportive learning environment.

Sincerely,

[Signature]

Nina Waitzman
School Board President
Fayetteville Public Schools
July 2, 2020

Dear Fayetteville Council Members,

As a school leader and Fayetteville resident, I continue to support our district School Resource Officer partnership with the Fayetteville Police Department. The partnership and dedication from Mayor Jordan and Chief Reynolds extends far beyond the walls of city hall to support our students.

Fayetteville Public Schools embarked on a discovery journey in 2017 to determine the future priorities and needs through a community safety task force. The outcomes and recommendations from that task force were to find ways to better support our students in the learning process. The agreement was made at that time to find ways to fund additional positions in the future to grow that support across the district.

The City of Fayetteville and Fayetteville Public Schools have the opportunity to grow that program now with newly awarded grant funds to bring two additional school resource officers to the team. We are excited and eager to have the opportunity to have more support from officers to work with our children.

Many children in our community have been through many difficult challenges in the last several months through the pandemic. We anticipate these challenges will progress with the need of additional social-emotional teaching and learning strategies. We would like to capitalize on the ability to have additional support in those strategies with our school resource officers.

Thank you for your consideration and continued support as we continue to partner to provide our children with a supportive learning environment.

Sincerely,

[Signature]

Dr. John L Colbert
Superintendent
Fayetteville Public Schools