APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED July 20, 2009	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5.APPLICANT INFORMATION

Legal Name Nevada City Police Department	Organizational Unit Police Department
Address 317 Broad St Nevada City, California 95959-2504	Name and telephone number of the person to be contacted on matters involving this application Gage, Lorin (530) 265-4700
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 94-6000979	7. TYPE OF APPLICANT Municipal
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.810 CFDA TITLE: 16.810 - Rural Law Enforcement	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Prevent and combat crime by creation of a police officer position; filling two positions held vacant due to budget shortfalls and offsetting cost of mandatory furlough time off.

12. AREAS AFFECTED BY PROJECT

Nevada City California, Nevada County

13. PROPOSED PROJECT Start Date: August 01, 2009 End Date: July 31, 2011	14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project CA02

15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
Federal	$510,090	Program is not covered by E.O. 12372
Applicant	$0	
State	$0	
Local	$0	
Other	$0	
Program Income	$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	$510,090	N

Attachment 1
Program Abstract
Recovery Act CDFA 16.810
Nevada City Police Department
DUNS# 830274952

Name: Nevada City Police Department

Project Title: Restoring Police Department Deployment Levels

Amount of Funds Requested: $ 510,090

Program Category: Category 1: Combating Rural Crime

Goals of Project: The goals of this project are to provide staff sufficient for the Police Department to prevent and respond to crime.

Strategies to be Used: Creating one new police officer position; filling two vacant positions and funding furlough hours instituted to cover budget shortfalls are the strategies to be used.

Major Deliverables

1. Hire, train and deploy two police officers and one Records Supervisor
2. Deploy 46 field officer days each pay period by week 18
3. Increase officer initiated activity by 40% over same period in previous year by week 19
4. Have front desk staffed by Records supervisor or Cadet 80% of the time
5. Personnel attend 100% of State mandated training

Coordination Plan:
This project does not require coordination with any other agency.

Eligibility: The Nevada City Police Department is the local law enforcement agency of the City of Nevada City. The City of Nevada City is located in Nevada County, California. Nevada City has a population of approximately 3,100 people and is not listed as a metropolitan statistical area (MSA), by the Office of Management and Budget.

Priority Consideration: The Nevada City Police Department was not eligible to receive a direct allocation from the Edward Byrne Memorial Justice Assistance Grant (JAG), American Recovery and Reinvestment Act of 2009.

Attachment 2
Program Narrative
Recovery Act CDFA 16.810
DUNS# 830274952

Program Category: Category 1:Combating Rural Crime

Selection Criteria 1: Statement of the Problem

The problem addressed by this project is understaffing and reduction in deployment levels that has caused a decline in the delivery of police service. The shortage of personnel began with the loan of an officer to the County-Wide Narcotics Task force causing our Department to be short one officer. Subsequent vacancies occurred in a Police Officer and a Records Supervisor position that could not be filled due to budget shortfalls. The City has now mandated that all employees must take eight hours furlough per month. This has resulted in low staffing levels that limit our resources to prevent and respond to crime. It has caused us to reduce the amount of visible patrol and to close the front desk to walk-in traffic at various times. To make up for the decrease in available patrol time the Department has been using overtime funds and paid Reserve officers. These stopgap measures do not give us enough work hours to accommodate vacation, sick, holiday and training time. The Department has fallen behind on sending officers to the training mandated by the California Police Officers Standards and Training (POST). Supervisors have been filling in as patrol officers and this has created a backlog of administrative duties such as completing rating reports and limited monitoring of officers' field performance. It contributes to decreased service to the community; excessive banking of vacation and holiday time; limited time to perform administrative duties; and a grave lack of supervision of patrol activities. The goal of this project is to staff the Department at a level that will allows us to provide the service we should in preventing and responding to crime.

How Activity Can Be Started and Completed Expeditiously

The project adds one new police officer position and fills one police officer and one Records Supervisor vacancy. It will begin immediately upon grant award by filling the positions. Offsetting furlough costs will begin immediately upon approval of this grant by revising deployment schedules. The program will be completed when City revenues have increased sufficiently to incorporate the new positions into the City budget and rescind the furlough mandate or when the grant period ends. See "*Position Retention after Close of Grant Period*" below for details on how the City will retain the employees.

Selection Criteria 2: Program Design and Implementation

This project will contribute to the goals of the Recovery Act by creating one job, retaining two employees and stabilizing our City budget through reduced personnel costs. It will meet the Category 1 goal of preventing and responding to rural crime by increasing the officers deployed to the field. The likelihood of successfully hiring, training and deploying personnel is 100%. Success in stabilizing the budget is largely dependent on the recovery of the overall economy. Diligent monitoring of revenues and expenditures will identify areas in the budget to be realigned to reach stabilization. This project will increase field deployment, which should deter crime and inspire public confidence. Having acceptable levels of staffing will enhance officer safety and provide time to train and supervise our officers properly. Reaching these staffing levels will be accomplished through the three components of this project. Component one is to create a new police officer position. The second component is to fill existing Police Officer and Records Supervisor vacancies. The final component is offsetting the costs of mandatory furlough hours.

Component One: Create New Police Officer Position

Having one officer on loan to the Multi-Agency Narcotics Task force has created a shortage in deployable field officers. Because narcotics are one of the County's major law enforcement problems and the Task Force is critical to keeping it under control, we considered it a priority to participate in the program. Until the recent budget shortfalls, we covered the shortage adequately through overtime and using paid reserve officers. In 2007, it was determined that there was sufficient revenue to add an additional police officer position to cover for the loaned officer. At the beginning of 2008 the City had revenue reductions and did not add the position. Using this grant to create a new police officer position will bring our field officer strength up to seven officers. This number of officers will provide a level of deployment that accommodates training, vacations and holiday time off without creating a reduction in our service. As can be seen from the below table, even with seven officers we are six days short of optimum deployment. This shortage will be covered by paid reserve officers, or if reserves are not available, by overtime.

Officer days needed per Pay Period (PP) for field deployment		Officer days available per PP with 7 officers	Difference
Weekdays 3 officers x 10 days	30	Officers are on 12 hr shifts = 6-12 hr days and 1-8 hr day worked in a PP. 12 hr shifts allows overlap for officer safety	
Weekends 4 officers x 4 days	16		
Total field days	**46**		
Coverage for vacation, holiday, training time off	9		
Total	**55**	**49**	**-6**

The expected outcome of adding this position is to increase our officer deployment and eliminate a reduction in our service to the community. This component of our project will contribute to the

Recovery Act goal of creating jobs. It will meet the Category 1 goal of preventing and responding to crime by putting more officers on the streets.

Component Two: Fill Positions Held Vacant by Budget Shortfalls (2 Positions)

In 2008, a Police Officer and Record Supervisor position became vacant. Due to budget shortfalls it was determined the positions should remain vacant. The Records Supervisor is a non-sworn position and provides the only support staff in the Nevada City Police Department.

The Record Supervisor duties are critical to the operation of the Department. With the Record Supervisor position vacant, it has been necessary for administrative and field personnel to perform the duties and to close the front desk to walk-in traffic a great deal of the time. This results in reduced service to our citizens, less proactive patrol time and a backlog of essential administrative work. Providing support staff puts officers back in the field, frees sergeants from clerical duty so they have time to train and supervise their subordinates and gives management staff time to complete administrative duties and oversee Department operations. The vacant police officer position contributes to all of the problems mentioned previously, mainly causing reduced visible patrol time, hampering our ability to prevent crimes, in particular property crime, and enforce traffic laws. This component of our project will meet the Category 1 goal of preventing and responding to crime and the Recovery Act goals by reinstating two positions.

Component Three: Offsetting Costs of Furlough Days

In April 2009 due to budget shortfalls the City Manager and City Council mandated that all City employees take eight hours unpaid furlough per month. With this mandate, it has become a challenge to deploy an adequate number of field officers while covering vacation, holiday and training time and adequately perform supervisory and management duties. This component of

our project will fund the mandated furlough time for eight positions. It will contribute to the Recovery Act goal of stabilizing the local government budget without reduction of essential services. Although this component does not create or retain a position, it reinstates 768 work hours each year, 1,536 over the length of the project if the total time is needed, slightly more than one part-time employee. This component meets the Category 1 goal of preventing and responding to crime by increasing our deployment levels.

Position Retention after Close of Grant Period

The City Manager believes the budget shortfalls will be resolved within two years by increased revenue and the stabilization achieved by this grant, affording retention of the grant-hired personnel. If revenue does not increase sufficiently the City is looking at several recourses, some of which may be instituted even before the grant period begins. One is retirement of the two eligible police employees, another is reducing employee benefits and a third is implementing service fees for certain types of police responses, instituting business taxes and contracting some City services. One police management employee has already committed to retire within the next 18 months. Replacing that employee will leave some salary savings to go toward the retention of the grant hired personnel. If the replacement is promoted from within, there will be additional salary savings toward covering the retention.

Project Objectives and Performance Measures

Objective: Increase Deployment Complete hiring process (Advertise, test, screen, hire) by week 8 Train personnel: A. Officer – 10 weeks B. Records Supervisor – (off-site 1 week) Deploy 46 field officer days each PP by week 20 1st yr increase officer initiated activity 40% over same PP previous year by week 21 2nd yr maintain or increase officer initiated activity level 80% of desk hours handled by Records Supervisor or Cadet by week 10 Personnel attend 100% of training scheduled each month

Selection Criteria 3: Capabilities/Competencies

The Chief of Police will be responsible for management of this project. The Lieutenant will have the responsibility of ensuring deployment meets the objectives and is properly documented. The Record Supervisor will assist in compiling and checking data. Financial management staff will create a unique fund number to track drawdowns and expenditures and keep this funding separate from other funding. Audits will be performed by assigned staff before each performance report to identify and correct any discrepancies.

Selection Criteria 5: Impact/Outcomes, Evaluation, Sustainment, and Description of the Applicants Plan for the Collection of the Data Required for Performance Measures

This Department certifies it is willing and capable of participating in an evaluation to be managed by the National Institute of Justice. Although the Department has not participated in prior evaluations, it does use data management systems to collect data for various statistical reports and has participated in small grant awards that required project managers to ensure adherence to grant guidelines.

How the Program's Effectiveness will be Demonstrated

The program's effectiveness will be demonstrated by deploying 46 field officer days a pay period and having a 40% increase in officer initiated incidents; by having 100% compliance with

State mandated training; by the Records Supervisor or Cadet covering desk duty 80% of the time; and, by reaching a financially solvent level to retain the grant hired employees.

The Program's Impact on Assisting Rural Law Enforcement

The program's impact on assisting rural agencies is tremendous. Most often small agencies with low crime rates, such as ours, do not qualify for grant funds. We work hard to maintain our low crime rate and keep costs down. A low crime rate is a pivotal factor that attracts individuals to our community. This project will provide a significant boost in our ability to prevent and respond to crime.

Data Collection, Analyzing and Reporting

Data that will be collected

The data that will be collected is the number of jobs prevented from being eliminated (by type); the number of jobs reinstated; percent of essential services maintained; and, the number of collaborative partnerships formed due to Recovery Act funding. For BJA specific objectives reports will contain the number of submissions to an intelligence database and the number of tips referred to other agencies. Project specific data collected is the number of hours officers were deployed, in what capacity and the number of officer initiated activities.

How data will be collected

Computerized timesheets and DFARS will provide deployment data, assignments and intelligence or tip information relayed. The Lieutenant will verify the information. The time sheets will be forwarded to payroll to have the time allocated to the grant appropriately. The Records Supervisor will obtain the number of officer initiated incidents from the Computer Aided Dispatch system. The Lieutenant will assign and track training.

How data will be assessed and analyzed

The Chief of Police and the Lieutenant will work together to compare performance measures to actuals each month. They will review the number of officer days fielded, the number of training days officers attended and the amount of time officers were required to work the front desk. This will be done before each deployment period so that adjustments can be made if necessary. A successful outcome for this performance measure will be reaching the goal of 46 field officer days deployed and officers attending 100% of the training. Management and supervisors will analysis officer initiated activity to show a correlation with field time. The more field time the more activity. When this does not occur analysis will be conducted to determine the reason and if there needs to be a realignment of goals. For the first year of the project, a successful outcome in measuring officer initiated activity will be a 40% increase over the same time period in the previous year (after initial 10 week training of new officers). After the first year it is expected that sustained increased deployment will establish a ceiling for officer initiated activity so a successful outcome for the second year would be maintaining or increasing the number over the previous year.

Attachment 3
Program Budget
Recovery Act CDFA 16.810
DUNS# 30274952

BUDGET WORK SHEET

Furlough

	Year One								Year Two							
Name	**Monthly Salary**	**Hourly Salary** Salary/160 hrs	**Fringe Benefits** Benefits/160 hrs	**Total Hourly Rate**	**8 Hours per Month**	**Total Salary Cost**	**Total Fringe Benefit Cost**	**Cost**	**Monthly Salary**	**Hourly Salary** Salary/160 hrs	**Fringe Benefits** Benefits/160 hrs	**Total Hourly Rate**	**8 Hours per Month**	**Total Salary Cost**	**Total Fringe Benefit Cost**	**Cost**
L. Trovato COP	6,298	39	39	78	96	3,779	3,737	7,516	6,298	39	39	78	96	3,779	3,737	7,516
L. Gage Lt	4,963	31	22	53	96	2,978	2,131	5,109	4,963	31	22	53	96	2,978	2,131	5,109
D. Badour Sgt	4,636	29	27	56	96	2,782	2,548	5,330	4,636	29	27	56	96	2,782	2,548	5,330
P. Rohde Sgt	4,636	29	25	54	96	2,782	2,389	5,170	4,636	29	25	54	96	2,782	2,389	5,170
B. Cannon Ofcr	3,530	22	17	40	96	2,118	1,675	3,793	3,618	23	18	40	96	2,171	1,705	3,876
T. Ewing Ofcr	3,994	25	22	47	96	2,396	2,085	4,481	4,094	26	22	48	96	2,456	2,118	4,575
L. Holdcroft Ofcr	3,530	22	15	37	96	2,118	1,397	3,515	3,618	23	15	37	96	2,171	1,426	3,597
T. Huey Ofcr	3,618	23	15	38	96	2,171	1,457	3,628	3,709	23	16	39	96	2,225	1,497	3,722
									2,893	18	18	36				
Total	**$35,205**	**$220**	**$181**	**$401**		**$21,123**	**$17,419**	**$38,542**	**$38,465**	**$240**	**$201**	**$441**		**$21,343**	**$17,551**	**$38,894**

Project Grand Total for Furlough Time Off **$77,436**

BUDGET WORK SHEET

New Personnel - One New Police Officer, Fill Police Officer Vacancy, Fill Record Supervisor Vacancy

	Year One						Year Two					
Name	**Salary**	**Fringe Benefits**	**Equip**	**Supplies**	**Other**	**Cost**	**Salary**	**Fringe Benefits**	**Equip**	**Supplies**	**Other**	**Cost**
New Officer	41,328	32,346		2,732	1,300	76,406	42,360	32,450		1,000		75,810
Vacant Police Officer Position	41,328	32,346		2,732	1,300	76,406	42,360	32,450		1,000		75,810
Vacant Record Supervisor	34,716	21,471			800	56,187	34,716	21,471				56,187
Total	**117,372**	**86,163**		**5,464**	**3,400**	**$212,399**	**119,436**	**86,371**		**2,000**		**$207,807**

Project Grand Total for New Personnel **$420,206**

BUDGET WORK SHEET

Travel

	Wages	Airfare	Transportation	Per Diem Food	Lodging	Total Cost
Washington DC			300			300
Louis A. Trovato COP	2,505	800		180	800	4,285
Lorin Gage, LT	1,703	800		180	800	3,483
Airport Parking/Gas				50		50
Total	$4,208	$1,600	$300	$410	$1,600	$8,118
Regional			25			25
Louis A. Trovato COP	1,253			90		1,343
Lorin Gage, LT	851			90		941
Gas				10		
Total	$2,104	$0	$25	$190	$0	$2,309
Rec Sup Certification	$1,170			$225	625	$2,020
			Project Grand Total for Travel Reimbursement			**$12,448**

Attachment 3
Program Budget
Recovery Act CDFA 16.810
DUNS# 30274952

BUDGET WORK SHEET

Budget Summary

A. Personnel/Salary Costs	279,274
B. Fringe Benefits (includes FICA/Medicare, Medical Ins, etc)	207,504
C. Travel	12,448
D. Equipment	
E. Supplies	7,464
F. Construction	
G. Consultants/Cor	
H. Other	3,400
I. Indirect Costs	
TOTAL PROJECT	$510,090
Federal Request	**$510,090**
Applicant Funds, if any, to be applied to	

Budget Narrative

A. Personnel/Salary Costs	Covers furlough time, new officer, filling 2 vacant positions
B. Fringe Benefits	Covers furlough time, new officer, filling 2 vacant positions
C. Travel (Costs will be reduced if Gov't rate avail)	Wash DC 2 staff, 2 days travel & 4 nights stay. Regional by car. Records Supervisor to Sacramento for 5 days Certification training
D. Equipment	
E. Supplies	Body Armor, Leather Gear, 2 Uniforms, Badge, Business Cards for New officer & officer vacancy positions
F. Construction	
G. Consultants/Cor	
H. Other	Pre-employment Testing: (3) Background, (2) Medical, (2) Psyc
I. Indirect Costs	