

**Application for Federal Assistance SF-424**Version 02  
OMB Number: 4040-0004  
Expiration Date: 03/31/2012

1. Type of Submission: 2. Type of Application: If Revision, select appropriate letter(s)

☐ Preapplication ☒ New Other (Specify)  
☒ Application ☐ Continuation  
☐ Changed/Corrected Application ☐ Revision \_\_\_\_\_

3. Date Received : 4. Applicant Identifier:

6/4/2010 FL04100

5a. Federal Entity Identifier: 5a. Federal Award Identifier:

**State Use Only:**

6. Date Received by State: 7. State Application Identifier:

**8. APPLICANT INFORMATION:**

a. Legal Name: Manatee County Sheriff's Department

c. Organizational DUNS:

361751555

**d. Address:**

Street 1: 600 Highway 301 Blvd West

Street 2:

City: Bradenton

County:

State: FL

Province:

Country:

Zip / Postal Code: 34205

**e. Organizational Unit:**

Department Name: Division Name:

Executive Bureau Fiscal

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: First Name: Tom  
Middle Name: Last Name: Salisbury  
Suffix:

Title: Comptroller Organizational Affiliation:

Telephone Number: 9417473011 Fax Number: 9417443776

**9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

Other (Specify):

**10 Name of Federal Agency:****Office of Community Oriented Policing  
Services****11. Catalog of Federal Domestic Assistance Number:**

CFDA # = 16.710

CFDA Title: Public Safety Partnership And Community Policing Grants

**12 Funding Opportunity Number:****13. Competition Identification Number:****14. Areas Affected by Project (Cities, Counties, States, etc.):**

Manatee County, FL

**15. Descriptive Title of Applicant's Project:**

PROJECT MANATEE: Safe and Secure!

**16. Congressional Districts****Of:**

a. Applicant: 13th

b. Program/Project: 13th

**17. Proposed Project:**

a. Start Date: 10/1/2010

b. End Date: 9/30/2011

**18. Estimated Funding (\$):**

a. Federal 178500

b. Applicant

c. State

d. Local

e. Other

f. Program Income

g. TOTAL 178500

**19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E. O. 12372**20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**☐ Yes ☒ No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

By clicking this box and typing my name below, I also certify that I have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity. I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide, the COPS Grant Owner's Manual, assurances, certifications and all other applicable program regulations, laws, orders, or circulars. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government.

☒ I AGREE

\*\* The certifications and assurances as well as grant terms and conditions can be reviewed at [www.cops.usdoj/????](http://www.cops.usdoj/????).

**Authorized Representative:**

Prefix: Mr.

Title: Sheriff

Middle Name: Brad

First Name: W.

Last Name: Steube

Suffix:

Telephone Number: 9417473011

Fax Number: 9417443776

Signature (Typed Name) of Authorized Representative: W. Brad Steube Date Signed: 6/9/2010

**Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

## COPS Application Attachment to SF-424

### SECTION 1: COPS PROGRAM REQUEST

**Federal assistance is being requested under the following COPS program:**

*Select the COPS grant program for which you are requesting federal assistance. A **separate application must be completed for each COPS program for which you are applying**. Please ensure that you read, understand, and agree to comply with the applicable grant terms and conditions as outlined in the COPS Application Guide before finalizing your selection.*

#### CHECK ONE PROGRAM OPTION ONLY

Secure Our Schools

### SECTION 2: Agency Eligibility Information

#### A. Type of Agency (select one)

☒

Law Enforcement

☐

Non-Law Enforcement

From the list below, please select the type of agency which best describes the applicant.

**Law Enforcement Entities**

Sheriff

## SECTION 2: Agency Eligibility Information

### Eligibility questions for SOS Applicants only:

**The application assurance question must be answered by all SOS applicants and subset questions 1, 2 or 3 should be completed based on agency type checked:**

#### **Application Assurance Question:**

Was this application prepared after consultation with individuals not limited to law enforcement officers (such as school violence researchers, child psychologists, social workers, teachers, principals, and other

school personnel) to ensure that the improvements to be funded under the grant are –

(A) consistent with a comprehensive approach to preventing school violence; and

(B) individualized to the needs of each school at which those improvements are to be made?

☒ Yes

☐ No

*(Subset 1 Municipal Police/County Police/Sheriff's/State Police Agency, Tribal Police etc. (any agency other than school district police department and university/college))*

Is your agency partnering with a school/school district?

☒ Yes

☐ No

*(Subset 2 School District Police)*

Is your agency a school district which through authorization by its state and/or local legislative authority

has its own police department separate from the local sheriff's, county police, or municipal police agency?

☐ Yes

☒ No

*(Subset 3 Public or Private University/College Police)*

Is your agency a university or college which has a primary or secondary school on its campus?

☐ Yes

☒ No

***(All SOS Applicants)***

Does your agency have primary law enforcement authority for the schools/school districts targeted through this grant proposal?

*Note: An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within the schools targeted.*

☒ Yes

☐ No

Are the schools/school districts targeted through this grant proposal all primary or secondary schools (i.e., kindergarten through 12th grade)?

☒ Yes

☐ No

Do these schools all teach the basic school curriculum (e.g., math, science, reading)?

☒ Yes

☐ No

Will the funds awarded solely benefit the primary or secondary schools targeted through this grant proposal?

☒ Yes

☐ No

### Section 3: GENERAL AGENCY INFORMATION

**A. Applicant ORI Number:** FL04100

*The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."*

**B.Applicant Data Universal Numbering System (DUNS) Number:** 361751555

*A Data Universal Numbering System (DUNS) Number is required. A DUNS number is a unique nine or thirteen digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of the COPS Application Guide.*

#### C.Central Contractor Registration (CCR)

*All applicants (other than individuals) are required to maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. For more information about how to register with the CCR, please refer to the "How to Apply" section of the COPS Application Guide. Please note that applicants must update or renew their CCR at least once per year to maintain an active status.*

**Does your agency have an active registration with the Central Contractor Registration database?**

*Note: Your Agency must have an active registration with the CCR. If your agency is not registered, please register now by going to the following web address: <https://www.bpn.gov/ccr/default.aspx>*

☒ Yes ☐ No

**D. Geographic Names Information System (GNIS) ID:** 286349

*Please enter your Geographic Names Information System (GNIS) Identification Number. This is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please go to the website: <http://geonames.usgs.gov/domestic/index.html> . For more information about how to obtain a GNIS number, please refer to the "How to Apply" section of the COPS Application Guide.*

**E. Cognizant Federal Agency:** Department of Justice

*Select the legal applicant's Cognizant Federal Agency. A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select the "Department of Justice" as the Cognizant Federal Agency.*

### Section 3: GENERAL AGENCY INFORMATION

**F. Fiscal Year:** 10/1/2009 **To:** 9/30/2010

*Enter the date of the legal applicant's fiscal year.*

#### G. Service Population

1. Enter the total population of the government entity applying for this grant using the latest census estimate available in the American FactFinder at <http://FactFinder.census.gov>.

318361

2. Check here if the population of the entity applying for this grant is not represented by U.S. Census figures (e.g., colleges, special agencies, school police departments, etc.).

☐ (If checked, complete 2a – 2b.)

2a. If the population of the entity applying for this grant is not represented by U.S. Census figures, please indicate the size of the population as of the latest available estimate:

0

2b. Please indicate the source of this population estimate: \_\_\_\_\_  
(e.g., website address)

3. What is the actual population your department serves as the primary law enforcement entity?

*This may or may not be the same as the population specified above. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police).*

239601

3a. If applicable, please explain why the service population differs from the census population:

The Sheriff serves unincorporated areas of county.

#### H. Law Enforcement Agency Sworn Force Information

1. Enter the Fiscal Year Budgeted Sworn Force Strength for each year below. The budgeted number of sworn officer positions is the number of sworn positions funded in your agency's budget, including funded but frozen positions, as well as state, Bureau of Indian Affairs, and/or locally funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers.

a. Number of officers funded in agency's current fiscal year budget:

Full-Time: 691 Part-Time: 11

2. Enter the Fiscal Year Actual Sworn Force Strength as of the date of this application: *The actual number of sworn officer positions is the actual number of sworn positions employed by your agency as of the date of this application. Do not include funded but currently vacant positions or unpaid positions.*

a. Number of officers employed by your agency as of the date of this application:

Full-Time: 680 Part-Time: 11



## SECTION 4: EXECUTIVE INFORMATION

*Note: Listing individuals without ultimate programmatic and financial authority for the grant could delay the review of your application, or remove your application from consideration.*

### A. Law Enforcement Executive/Agency Executive Information:

**For Law Enforcement Agencies:** Enter the law enforcement executive's name and contact information. This is the highest ranking law enforcement official within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent). **For Non-Law Enforcement Agencies:** Enter the highest ranking individual in the applicant agency (e.g., CEO, President, Chairperson, Director) who has the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, this position would ultimately be responsible for the programmatic implementation of the award.

Title: Sheriff Interim: ☐

First Name: William MI: B Last Name: Steube Suffix:

Agency Name: Manatee County Sheriff's Department

Street Address1: 600 US Highway 301 Boulevard West

Street Address2: Suite 202

City: Bradenton State: FL Zipcode: 34205

Telephone: 9417495401 Fax: 9417443776

### B. Government Executive/Financial Official Information:

**For Government Agencies:** Enter the government executive's name and contact information. This is the highest ranking official within your jurisdiction (e.g., Mayor, City Administrator, Tribal Chairman, or equivalent). **For Non-Government Agencies:** Enter the name and contact information of the financial official who has the authority to apply for this grant on behalf of the applicant agency (e.g., Treasurer). If the grant is awarded, this position would ultimately be responsible for the financial management of the award. Please note that information for non-executive positions (e.g., clerks, trustees, etc.) is not acceptable.

Title: County Administrator Interim: ☐

First Name: Ed MI: Last Name: Hunzeker Suffix:

Agency Name: Manatee County Government

Street Address1: 600 US Highway 301 Boulevard West

Street Address2: Suite 202

City: Bradenton State: FL Zipcode: 34205

Telephone: 9417473011 Fax: 9417443776

# SECTION 6: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies toward the community policing philosophy or enhance their involvement in community policing. The following is the COPS Office definition of community policing that emphasizes the primary components of community partnerships, organizational transformation, and problem solving.

*Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problemsolving techniques, to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime.*

The COPS Office has completed the development of a comprehensive community policing self-assessment tool for use by law enforcement agencies. Based on this work, we have developed the following list of primary sub-elements of community policing. Please refer to the COPS Office web site ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)) for further information regarding these sub-elements.

**Community Partnerships:**

Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to both develop solutions to problems and increase trust in police.

Other Government Agencies  
Community Members/Groups  
Non-Profits/Service Providers  
Private Businesses  
Media

**Organizational Transformation:**

The alignment of organizational management, structure, personnel and information systems to support community partnerships and proactive problem-solving efforts.

**Agency Management**

Climate and culture  
Leadership  
Labor relations  
Decision-making  
Strategic planning  
Policies  
Organizational evaluations  
Transparency

**Organizational Structure**

Geographic assignment of officers  
Despecialization  
Resources and finances  
Personnel  
Recruitment, hiring and selection  
Personnel supervision/evaluations  
Training

**Information Systems  
(Technology)**

Communication/access to data  
Quality and accuracy of data

**Problem Solving:**

The process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated.

Scanning: Identifying and prioritizing problems  
Analysis: Analyzing problems  
Response: Responding to problems  
Assessment: Assessing problem-solving initiatives  
Using the Crime Triangle to focus on immediate conditions (Victim/Offender/Location)

## SECTION 6: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

### Proposed Community Policing Plan

COPS grants must be used to initiate or enhance community policing activities, either directly by your law enforcement agency, or (for non-law enforcement applicants) in collaboration with law enforcement. Please complete the following questions to describe the types of community policing activities that will result from COPS funding. For each question, answer on behalf of the applicant law enforcement agency, or for non-law enforcement applicants the law enforcement agency(s) with whom you will collaborate. You may find more detailed information about community policing at the COPS Office website <http://www.cops.usdoj.gov/Default.asp?Item=36>.

### Community Partnerships

Community partnerships are ongoing collaborative relationships between law enforcement and the individuals and organizations they serve to both develop solutions to problems and increase trust in the police.

### My Agency:

#### P1) Regularly distributes relevant crime and disorder information to community members.

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

#### P2) Routinely seeks input from the community to identify and prioritize neighborhood problems (e.g., through regularly scheduled community meetings, annual community surveys, etc.).

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

#### P3) Regularly collaborates with local government agencies that deliver public services.

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do not you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

## SECTION 6: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

### P4) Regularly collaborates with non-profit organizations and/or community groups.

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

### P5) Regularly collaborates with local businesses.

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

### P6) Regularly collaborates with informal neighborhood groups and resident associations.

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☐ YES

☒ NO

If no, do you plan to use grant funding to initiate or implement this activity?

b) ☐ NO

☐ YES

☐ NO

### P7) Regularly collaborates with federal government agencies through formal partnerships (e.g., task forces, working groups, etc.)

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

## SECTION 6: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

### Proposed Community Policing Plan

#### ProblemSolving

Problemsolving is an analytical process for systematically (1) identifying and prioritizing problems, (2) analyzing problems, (3) responding to problems, and (4) evaluating problem-solving initiatives. Problemsolving involves an agency-wide commitment to go beyond traditional police responses to crime to proactively address a multitude of problems that adversely affect quality of life.

#### My Agency:

#### PS1) Routinely incorporates problem-solving principles into patrol work.

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

#### PS2) Identifies and prioritizes crime and disorder problems through the routine examination of patterns and trends involving repeat victims, offenders, and locations.

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

#### PS3) Routinely explores the underlying factors and conditions that contribute to crime and disorder problems.

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

## SECTION 6: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

**PS4) Systematically tailors responses to crime and disorder problems to address their underlying conditions.**

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

**PS5) Regularly conducts assessments to determine the effectiveness of responses to crime and disorder problems.**

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

b) ☐ NO

☐ YES

☐ NO

## SECTION 6: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

### Organizational Transformation

Organizational transformation is the alignment of organizational management, structure, personnel and information systems to support community partnerships and proactive problem-solving efforts.

#### My Agency:

**OT1) Incorporates community policing principles into the agency's mission statement and strategic plan.**

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

**OT2) Practices community policing as an agency-wide effort involving all staff (i.e., not solely housed in a specialized unit).**

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

**OT3) Incorporates problem-solving and partnership activities into personnel performance evaluations.**

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO





## SECTION 6: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

### Technology

Technology provides agencies with the tools to communicate more effectively externally with the public and internally with their own staff, and the ability to understand and analyze community problems.

#### My Agency:

**TEC01) Ensures that agency staff have appropriate access to relevant data (e.g., calls for service, incident and arrest data, etc.).**

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☐ YES

☒ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

**TEC02) Uses technology (e.g., crime mapping or statistical software) to analyze and understand problems in the community.**

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☐ YES

☒ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

**TEC03) Uses technology (e.g., GIS/GPS for deployment or laptops for field reporting) to improve the agency's overall efficiency and effectiveness.**

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

**TEC04) Provides officers with necessary equipment to better prevent and/or respond to crime and disorder problems.**

a) ☒ YES

If yes, do you plan to use grant funding to enhance or expand this activity?

☒ YES

☐ NO

b) ☐ NO

If no, do you plan to use grant funding to initiate or implement this activity?

☐ YES

☐ NO

## SECTION 6: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

### Community Policing Plan Narrative

Please describe your agency's implementation plan for this program (if awarded), with specific reference to each of the following elements of community policing: (a) community partnerships and support, including consultation with community groups, private agencies, and/or other public agencies; (b) related governmental and community initiatives that complement your agency's proposed use of COPS funding; and (c) organizational transformation – how your agency will use these funds, if awarded, to reorient its mission to community policing or enhance its involvement in and commitment to community policing. Your organization may be audited or monitored to ensure that it is initiating or enhancing community policing in accordance with this plan. The COPS Office may also use this information to understand the needs of the field, and potentially provide for training, technical assistance, problem solving and community policing implementation tools.

If your organization receives this grant funding, these responses, along with the previous questions, will be considered as your organization's community policing plan. We understand that your community policing needs may change during the life of your grant (if awarded), and minor changes to this plan may be made without prior approval from the COPS Office. We also recognize that this plan may incorporate a broad range of possible community policing strategies and activities, and that your agency may implement particular community policing strategies from the plan on an as-needed basis throughout the life of the grant. If your agency's community policing plan changes significantly, however, you must submit those changes in writing to the COPS Office for approval. Changes are "significant" if they deviate from the range of possible community policing activities identified and approved in this original community policing plan submitted with your application.

In the space provided, please address your agency's implementation plan for this program with specific reference to each of the following elements of community policing:

### CP1) To what extent is there community support in your jurisdiction for implementing the proposed grant activities?

☒ High level of support      ☐ Moderate support      ☐ Minimal support

### CP2) If awarded, to what extent will the grant activities impact the other components of the criminal justice system in your jurisdiction?

☒ Potentially decreased burden      ☐ No change in burden      ☐ Potentially increased burden

## **SECTION 7: NEED FOR FEDERAL ASSISTANCE**

### **A. Waivers of the Local Match**

#### **Section Not Applicable to 2010 COPS Application Attachment**

### **B. Explanation of Need for Federal Assistance**

**All applicants are required to address the need for federal assistance. In the space below, please provide a brief explanation of your agency's inability to address your public safety needs and implement this project without federal assistance.**

[Please limit your response to a maximum of 3,000 characters.]

Manatee County has suffered greatly as a result of the economic crisis. Not only have we suffered the consequences of the nation's economic downfall, but local government is also reeling as a result of a referendum to cut taxes in the State of Florida. In 2008, voters in Florida passed Amendment 1 and effectively caused local government services to be cut. The amendment provided for an increase in homestead exemptions, provided an exemption for tangible personal property taxes paid by businesses and capped the increase in the assessed values of properties that don't qualify for homestead exemptions at 10 percent a year. The impact was that local government revenues fell. Coupling the falling revenues with a bad economy meant that the local infrastructure could not be sustained at previous levels. Both jobs and services have had to be cut. The Sheriff's Office budget has effectively declined each year since 2008. The 2009 budget showed an increase of almost \$280,000; however the new judicial center opened and the resulting impact was a loss of \$800,000. The 2010 budget is currently proposed at \$5 million less than last year. Salary increases are unheard of, and most people feel fortunate that they still have a job. Local County government has just cut sixty more positions in preparation for next year's lower budget. Budgeting for new equipment and programs is generally not discussed. Equipment upgrades are made only when absolutely necessary. It is more important to save jobs. The county's unemployment rate was a hefty 11.5% in May.

The fifty percent match that the School District is able to provide is remarkable and demonstrates the need that we have in the county. As the largest employer in the county, they, too, have suffered as a result of the economic crisis. Funding through Secure Our Schools will enable the Sheriff's Office and the School District to partner together to address a serious safety concern in our county. Grant funds that have been requested in this project will serve more than 5,300 students, which results in just under \$34 per student. Factoring in only two other family members who are also concerned about the safety of their child, the cost benefit is \$11 per citizen, and that is a modest estimate.

## SECTION8: CONTINUATION OF PROJECT AFTER FEDERAL FUNDING ENDS

If you are applying for a COPS grant with a post-grant retention plan requirement, please complete A. If you are applying for a COPS grant without a post-grant retention plan requirement, please complete B.

### B. Continuation of Project after Federal Funding Ends (for other COPS grants with no retention plan requirement)

Please complete these questions to indicate any plans you may have to continue this program, project, or activity after the conclusion of federal funding

1. Will your agency plan to retain any additional positions awarded under this grant for a minimum of 12 months at the conclusion of federal funding for each position?

YES ☒ NO ☐

2. Please identify the source(s) of funding that your agency plans to utilize to cover the costs of retention from the drop-down box listed below: (check all that apply)

- ☒ General funds
- ☐ Raise bond/tax issue
- ☐ Private sources/donations
- ☐ Non-federal asset forfeiture funds (subject to approval from the state or local oversight agency)
- ☐ Fundraising efforts
- ☐ Other (Please provide a brief description of the source(s) of funding not to exceed 350 characters.)

## SECTION 10: EXECUTIVE SUMMARY

Please provide a brief summary of how your agency will use this federal funding. Refer to the COPS Application Guide for clarification on specific information to include in your summary, and be sure to provide a description of how you expect this grant to impact public safety and/or crime prevention in your community. The Executive Summary may be used to keep Congress or other executive branch agencies informed on law enforcement strategies to deter crime in your community.

*[Please limit your responses to a maximum of 3,000 characters.]*

Manatee County Sheriff's Office  
Florida  
Tom Salisbury, 941-747-3011 x2033  
PROJECT MANATEE: Safe and Secure!

Nobody likes a bully! Manatee County Sheriff's Office and the School Board of Manatee County, FL are partnering together to address bullying on the school campuses. The Bullying and Safety surveys done by school district indicate that the problem needs attention. Eight of the School District's fifty-two schools will be included in the project to end bullying among students.

School District personnel will conduct Safety Assessments for seven of the eight schools, whose most recent assessments were done in 2005. The information gleaned from the Safety Assessments will be compared to previous assessments and surveillance equipment will be purchased and installed on each campus. Equipment will be placed in areas where the activity level is high and adult supervision is limited. Research indicates that these are the areas where bullying is more likely to occur, and the School District's Bullying Profile concurs. Surveillance equipment will serve as a deterrent to bullying behavior and afford School Resource Officers the opportunity to monitor multiple locations as once, preview recorded footage when incidents occur and use observations to analyze campus behavior and develop solutions to problems identified.

School Resource Officers will attend School Advisory Committee meetings quarterly to engage school stakeholders in dialogue about school safety. Building a strong relationship with these key leaders will be a goal. In addition, School Resource Officers will provide training for faculty and staff on the subject of bullying and intervention strategies that can be used in the classroom. Students will participate in Crossroads - a character education program that addresses school safety issues. In addition, Public Service Announcements (PSAs) will be created by students who participate in a contest sponsored by SROs. The PSAs will be aired on school campuses and on the local education channel. The PSAs and sports celebrities who speak to students on the subject will bring attention to the topic, making it easier to discuss.

Three school campuses will serve as pilot sites for the Crossroads Learn About Bullying (LAB) program. One high school, one middle school and one elementary will be involved in the program that provides an alternative to being suspended from school when disciplined for bullying behavior. School Resource Officers will hold learning sessions for students before and/or after school to address the topic of bullying and equip students with some strategies to change their actions toward other students.

School Resource Officers involved in the project will share the strategies being implemented with other SROs in the county. Bringing everyone together to discuss the bullying intervention strategies will result in transformation throughout the SRO program.

## SECTION 11: PROJECT DESCRIPTION (NARRATIVE)

Please include in your application an in-depth narrative response detailing your proposed project. Please refer to the program-specific section of the COPS Application Guide: "How to Apply" section for information on what should be included in your response, as well as any additional formatting requirements and page length limitations. **Note: Child Sexual Predator Program (CSPP) and Community Policing Development (CPD) grant applicants must submit their entire project description narrative as an attachment in Section 13 of this application.**

Child Sexual Predator Program (CSPP) and Community Policing Development (CPD) applicants must submit their entire project description as an attachment in Section 13 of this application.

## SECTION12:OFFICIALPARTNER(S)CONTACT INFORMATION

An official "partner" under the grant may be a governmental, private, school district, or other applicable entity that has established a legal, contractual, or other agreement with the applicant for the purpose of supporting and working together for mutual benefits of the grant. Please see the COPS Application Guide for more information on official partners that may be required.

Title:	Superintendent						
First Name:	Tim	MI:		Last Name:	McGonegal	Suffix:	
Name of Partner Agency (e.g., Smithville High School):	School Board of Manatee County, FL						
Type of Partner Agency (e.g., School District):	School District						
Street Address 1:	215 Manatee Avenue West						
Street Address 2:	PO Box 9069						
City:	Bradenton	State:	FL	Zip Code:	34205		
Telephone :	9417088770		Fax:	9417088686			

### Person Submitting this Application:

☒ By clicking this box and typing my name below, I certify that I have been legally and officially authorized by the appropriate governing body to identify the partner(s) listed above and act on behalf of the grant applicant entity. I also certify that the above agency (or agencies) is a partner (or are partners) to the grant project as required by the grant and that our agencies mutually agreed to this partnership as related to this grant project prior to submission of this grant application. In addition, I certify that the information provided above regarding the partner(s) is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government.

**Please type your name here in place of your signature:**

Tom Salisbury

SECTION 13: APPLICATION ATTACHMENTS

This section should be used to attach any required or applicable attachments to your grant application (e.g., a Memorandum of Understanding). If the program for which you are applying requires a Memorandum of Understanding (MOU), this document should define the roles and responsibilities of the individuals and partner(s) involved in your proposed project. Please refer to the program-specific Application Guide to determine if an MOU or other application attachments are required. The Guide will also specify if optional attachments are permitted for submission.

File Name	Attachement
memorandum_of_understanding_project_manatee.pdf	MemorandumOfUnderstanding
budget_narrative_project_manatee_safe_and_secure.pdf	BudgetNarrative
safety_assurances_project_manatee.pdf	SchoolSafetyAssessment



## SECTION 14: BUDGET DETAIL WORKSHEETS

### Instructions for Completing the Budget Detail Worksheets

The following Budget Detail Worksheets are designed to allow all COPS grant and cooperative agreement applicants to use the same budget forms to request funding. Allowable and unallowable costs vary widely and depend upon the type of COPS program. The maximum federal funds that can be requested and the federal/local share breakdown requirements also vary.

Please refer to the program-specific Application Guide to determine the allowable/unallowable costs, the maximum amount of federal funds that can be requested, and the federal/local share requirements for the COPS program for which your agency is applying. To assist you, sample Budget Detail Worksheets are included in each Application Guide.

Please complete each section of the Budget Detail Worksheets applicable to the program for which you are applying (see the program-specific Application Guide for requirements). If you are not requesting anything under a particular budget category, please check the appropriate box in that category indicating that no positions or items are requested.

All calculations should be rounded to the nearest whole dollar. Once the budget for your proposal has been completed, a budget summary page will reflect the total amounts requested in each category, the total project costs, and the total federal and local shares.

If you need assistance in completing the Budget Detail Worksheets, please call the COPS Office Response Center at 800.421.6770.

## A. SWORN OFFICER POSITIONS

**Instructions:** This worksheet will assist your agency in reporting your agency's current entry-level salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. Please list the current entry-level base salary and fringe benefits rounded to the nearest whole dollar for one full-time sworn officer position within your agency. Do not include employee contributions. (Please refer to the program-specific Application Guide for information on the length of the grant term for the program under which you are applying.)

**Special note regarding sworn officer fringe benefits:** For agencies that do not include fringe benefits as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under Part 1, Section B. Any fringe benefits that are already included as part of the agency's base salary (Part 1, Section A of the Sworn Officer Budget Worksheet) should not also be included in the separate fringe listing (Part 1, Section B).

Please refer to the program-specific Application Guide for information about allowable and unallowable fringe benefits for sworn officer positions requested under the program to which your agency is applying.

C. EQUIPMENT/TECHNOLOGY

**Instructions:**List non-expendable items that are to be purchased. **Provide a specific description for each item and explain how the item supports the project goals and objectives as outlined in your application.** Non-expendable equipment is tangible property (e.g., technology) having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the **“SUPPLIES”** or **“OTHER”** categories. Applicants should analyze the cost benefits of purchasing versus leasing equipment,especially for high-price items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the **“CONTRACTS / CONSULTANTS”** category.

Please be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

**For agencies purchasing items related to enhanced communications systems, the COPS Office expects and encourages that, wherever feasible, such voice or data communications equipment should be incorporated into an intra- or interjurisdictional strategy for communications interoperability among federal, state, and local law enforcement agencies.**

See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more lines please check the available box.

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item SubTotal
Digital Video Recorder	( 8 X 7950 )	\$63,600.00
		\$63,600.00

## D. SUPPLIES

**Instructions:** List items by type (office supplies; postage; training materials; copying paper; books; hand-held tape recorders; etc). **Provide a specific description for each item and explain how it supports the project goals and objectives outlined in your application.** Generally, supplies include any materials that are expendable or consumed during the course of the project. See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more than lines please check the available box.

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item SubTotal
Fixed Hi Resolution Dome Camera	( 112 X 800 )	\$89,600.00
Wide Angle Hi Resolution Dome Camera	( 16 X 685 )	\$10,960.00
Transceiver Hub - 16 port	( 8 X 960 )	\$7,680.00
LCD Monitor 19"	( 8 X 580 )	\$4,640.00
Dedicated Keyboard Extension Modules	( 16 X 85 )	\$1,360.00
Color Monitors 32"	( 16 X 1380 )	\$22,080.00
Voltage Transformer for Keyboard Extender 110 to 24 volt	( 8 X 50 )	\$400.00
Dedicated Remote Keyboard	( 8 X 610 )	\$4,880.00
Surge Protectors for DVRs	( 8 X 686 )	\$5,488.00
Surge Protection for Video Lines and Pair Lines	( 96 X 130 )	\$12,480.00
Surge Protection for "Four Pair" Lines	( 104 X 110 )	\$11,440.00
Power Supply Source - Type 1	( 8 X 269 )	\$2,152.00
Power Supply Source - Type 2	( 16 X 120 )	\$1,920.00
Power Plugs Fitted With Transformer	( 32 X 40 )	\$1,280.00
Wire to Convert CAT5 Signal	( 8 X 900 )	\$7,200.00
Crossroads Program	( 1 X 7100 )	\$7,100.00
Certificates for Crossroads	( 400 X 1 )	\$400.00
Crossroads LAB Pilot Program Package	( 1 X 250 )	\$250.00
LAB Certificate Package	( 1 X 50 )	\$50.00
Teacher Training Kit	( 10 X 25 )	\$250.00
Set of Posters for PSA Contest Publicity	( 1 X 240 )	\$240.00
Shipping for Posters	( 1 X 40 )	\$40.00
DVDs	( 200 X 1 )	\$200.00
Package of DVD Labels	( 1 X 40 )	\$40.00
Labeling Software for DVDs	( 1 X 100 )	\$100.00
1 Box Cases for DVDs	( 1 X 60 )	\$60.00

Volunteer Awards for PSA Panel	( 5 X 20 )	\$100.00
		\$192,390.00

E. TRAVEL/TRAINING

**Instructions:** Itemize grant-related travel expenses of grantee personnel (excluding consultants, whose expenses are listed in Section F) by event (e.g., mandatory training, staff to training, field interviews, advisory group meetings). Identify the location of travel whenever possible, and show the number of staff expected to attend each event. Training fees, transportation, lodging and per diem rates for trainees should be listed as separate travel items. Grantee travel costs specific to the grant project may be based on the grantee's written travel policy, assuming the costs are reasonable. Grantees without a written travel policy must follow the established federal rates (found at [www.gsa.gov](http://www.gsa.gov)) for lodging, meals, and per diem. For all grantees (with or without a written travel policy), airfare travel costs must be one of the following: the lowest discount commercial airfare, standard coach airfare, or the federal government contract airfare (if authorized and available). Note: Any local training costs (within a 50-mile radius) should be listed under Section G ("Other Costs").

See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more lines please check the available box.

Event Title and Location	Event Costs	Number of Staff	Per Event Subtotal

## F. CONTRACTS/CONSULTANTS

**Instructions:** See the program-specific Application Guide for a list of allowable/unallowable costs for the particular program to which you are applying.

**1. Contracts:** Provide a cost estimate for the product or service to be procured by contract. Applicants are encouraged to promote free and open competition in awarding contracts. If awarded, requests for sole source procurements of equipment, technology, or services in excess of \$100,000 must be submitted to the COPS Office for prior approval.

(See Application Guide for more information on the required submission.)

Contract Name	Per Contract Subtotal
Installation of Surveillance Equipment for 8 sites	\$72,920.00
Fees for (4) Motivational Speakers to Address Bullying in 8 Schools	\$6,000.00
	\$78,920.00

**2. Consultant Fees:** For each consultant enter the name (if known), service to be provided, hourly or daily fee (based upon an 8-hour day), and estimated length of time on the project. Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer. Consultant fees in excess of \$550 per day require additional written justification and must be pre-approved in writing by the COPS Office if the consultant is hired via a noncompetitive bidding process.

Consultant Name/Title	Service Provided	Computation ( Cost X # Days or # Hours)	Per Consultant Fee Subtotal

**3. Consultant Travel:** List all travel-related expenses to be paid from the grant to the individual consultants (e.g., transportation, meals, lodging) separate from their consultant fees.

Consultant Name/ Event Title	Event Costs	Number of Staff	Per Consultant Travel Subtotal

**4. Consultant Expenses:** List all travel-related expenses to be paid from the grant to the individual consultants separate from their consultant fees and travel expenses (e.g., computer equipment and office supplies).

Event Title and Location	Event Costs	Number of Staff	Per Event Subtotal

## G. OTHER COSTS

**Instructions:** List other requested items that will support the project goals and objectives as outlined in your application. **Provide a specific description for each item and explain how the item supports the project goals and objectives as outlined in your application.** Please be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made. See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more lines please check the available box.

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item SubTotal
OT hours for SROs to Conduct LAB Sessions at 3 Pilot Locations	( 570 X 36 )	\$20,520.00
FICA cost for OT Hours for the Crossroads LAB Pilot	( 1 X 1570 )	\$1,570.00
		\$22,090.00



H. INDIRECT COSTS

**Instructions:** Indirect costs are allowed under a **very limited** number of specialized COPS programs. Please see the program-specific Application Guide for a list of allowable/unallowable costs for the particular program to which you are applying.

*If indirect costs are requested, a copy of the agency's fully-executed, negotiated Federal Rate Approval Agreement must be attached to this application.*

Indirect Cost Description	Approved Indirect Cost Rate	Per Indirect Cost Subtotal

## BUDGET SUMMARY

Instructions: Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, click the “Edit” button for that category. Note: Agencies applying for Secure Our Schools (SOS) must enter a “Total Local Share Amount” percentage of 50% in the designated area below. Applicants for all other Fiscal Year 2010 COPS Grants are not required to provide a local match.

Budget Category	Category Total
A Sworn Officer Positions	\$0.00
B Civilian/Non-Sworn Personnel	\$0.00
C Equipment/Technology	\$63,600.00
D Supplies	\$192,390.00
E Travel/Training	\$0.00
F Contracts/Consultants	\$78,920.00
G Other Costs	\$22,090.00
H Indirect Costs	\$0.00
Total Project Amount	\$357,000.00
Total Federal Share Amount	\$178,500.00
Total Local Share Amount	\$178,500.00

### Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

Authorized Official's Typed Name: Tom Salisbury

Title: Comptroller

Phone: 9417473011

Fax: 9417443776

## SECTION 15A: ASSURANCES

Several provisions of federal law and policy apply to all grant programs. The Office of Community Oriented Policing Services needs to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Grant Program Specialist at 800.421.6770.

By the applicant's authorized representative's signature, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds. In particular, the applicant assures us that:

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.
2. It will comply with the provisions of federal law, which limit certain political activities of grantee employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.
3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.
4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
5. It will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
6. It will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, including but not limited to: the requirements of 28 CFR Part 66 and 28 CFR Part 70 (governing administrative requirements for grants and cooperative agreements); 2 CFR Part 225 (OMB Circular A-87),

2 CFR 220 (OMB Circular A-21), 2 CFR Part 230 (OMB Circular A-122) and 48 CFR Part 31.000, et seq. (FAR 31) (governing cost principles); OMB Circular A-133 (governing audits) and other applicable OMB circulars; the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; 28 CFR Part 38.1; the current edition of the COPS Grant Monitoring Standards and Guidelines; the applicable COPS Grant Owner's Manuals; and with all other applicable program requirements, laws, orders, regulations, or circulars. 7. If applicable, it will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.

8. It will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E, G and I) of the Code of Federal Regulations.

A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.

B. If your organization has received an award for \$500,000 or more and has 50 or more employees, then it has to prepare an Equal Employment Opportunity Plan (EEOP) and submit it to the Office for Civil Rights ("OCR"), Office of Justice Programs, 810 7th Street, N.W., Washington, DC 20531, for review within 60 days of the notification of the award. If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR.

SECTION 15A: ASSURANCES

9. Pursuant to Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.

10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency’s (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.

11. If the applicant’s state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.

13. It will comply with the Human Subjects Research Risk Protections requirements of 28 CFR Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 CFR Part 22, requiring the safeguarding of individually identifiable information collected from research participants.

14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agencyowned, rented or personally-owned vehicles.

15. It will not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.

16. If the awarded grant contains a retention requirement, it will retain the increased officer staffing level and/or the increased officer redeployment level, as applicable, with state or local funds for a minimum of 12 months following expiration of the grant period.

17. It will not use any federal funding directly or indirectly to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law ratification, policy or appropriation whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation as set forth in the Anti- Lobby Act, 18 U.S.C. 1913.

18. In the event that a portion of grant reimbursements are seized to pay off delinquent federal debts through the Treasury Offset Program or other debt collection process, it agrees to increase the non-federal share (or, if the awarded grant does not contain a cost sharing requirement, contribute a non-federal share) equal to the amount seized in order to fully implement the grant project.

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

W. Brad Steube	6/21/2010
Signature of Law Enforcement Executive/Agency Executive	Date
Ed Hunzeker	6/21/2010
Signature of Government Executive/Financial Official	Date

# SECTION 15B: CERTIFICATIONS

Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "Nonprocurement Debarment and Suspension" 28 CFR Part 83 Government-Wide Requirements for Drug-Free Workplace (Grants)," and the coordination requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

## 1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement;
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

## 2. Debarment, Suspension and Other Responsibility Matters (DirectRecipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Part 2867.20(a)-

A. The applicant certifies that it and its principals:

- (i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
- (ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) or private agreement or transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of

any offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

(iii) Are not presently indicted for or otherwise criminally or civilly

charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (A)

(ii) of this certification; and

(iv) Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this Certifications form, he or she shall attach an explanation to this application regarding the particular statement that cannot be certified. Please check here ☐ if an explanation is attached to this application. Please note that the applicant is still required to sign the Certifications form to certify to all the other applicable statements.

3. If applicable, an applicant who receives an award in excess of \$5,000,000 certifies that, to the best of its knowledge and belief, the applicant has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding .

## 4. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, for grantees/recipients, as defined at 28 CFR Part 83.660 -

A. The applicant certifies that it will, or will continue to, provide a drug- free workplace by:

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about -

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

SECTION 15B: CERTIFICATIONS

(iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);

(iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 1100 Vermont Ave., NW, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant;

(vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such

purposes by a federal, state or local health, law enforcement or other appropriate agency;

(vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v), and (vi).

**Grantee Agency Name and Address:**

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code)

Manatee County Sheriff's Office  
600 Highway 301 Boulevard  
Bradenton, FL 34205

☐ Check if there are workplaces on file that are not identified here

5. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

Grantee Agency Name and Address:

Manatee County Sheriff's Department 600 US Highway 301 Boulevard West Suite 202 Bradenton, FL 34205

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law. I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

☒ By clicking this box and typing my name below, I certify that I have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity. I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide, the COPS Grant Owner's Manual, assurances, certifications and all other applicable program regulations, laws, orders, or circulars. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government.

W. Brad Steube 6/21/2010

Typed Name of Law Enforcement Executive Date  
(or Official with Programmatic Authority, as applicable)

☒ By clicking this box and typing my name below, I certify that I have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity. I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide, the COPS Grant Owner's Manual, assurances, certifications and all other applicable program regulations, laws, orders, or circulars. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government.

Ed Hunzeker 6/21/2010

Typed Name of Government Executive Date  
(or Official with Programmatic Authority, as applicable)

## SECTION 16: Disclosure of Lobbying Activities

### Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District number, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitment.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFPD E-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting registrant identified in item 4 to influence the covered Federal action.  
(b) Enter the full name(s) of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title and telephone number.  
Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

Disclosure of Lobbying Activities

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

Not Applicable X If not applicable, then entire form, including signature area is grayed-out

1. Type of Federal Action: 2. Status of Federal Action: 3. Report Type

<input type="checkbox"/> contract	<input type="checkbox"/> loan	<input checked="" type="checkbox"/> bid/offer/application	<input checked="" type="checkbox"/> initial filing
<input checked="" type="checkbox"/> grant	<input type="checkbox"/> loan guarantee	<input type="checkbox"/> initial award	<input type="checkbox"/> material change
<input type="checkbox"/> cooperative agreement	<input type="checkbox"/> loan insurance	<input type="checkbox"/> post-award	

For Material Change Only:

Year: Quarter: Date of Report:

4. Name and Address of Reporting Entity: Prime Congressional District (number), if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District (number), if known:
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6. Federal Department/Agency: USDOJCOPS	7. Federal Program Name/Description: CFDA Number, if applicable: 16.710
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8. Federal Action Number, if known:	9. Award Amount, if known: \$0.00
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10. a. Name and Address of Lobbying (if individual, last name, first name, MI):	10. b. Individuals Performing Services (including address if different from No.1 0a) (last name, first name, MI):
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Registrant

11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Typed Name: Title: Phone: Date:

Federal Use Only: Authorized for Local Reproduction, Standard Form - LLL



## SECTION 17: CERTIFICATION OF REVIEW AND REPRESENTATION OF COMPLIANCE WITH REQUIREMENTS

*Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems*

Please review the COPS Application Guide: Legal Requirements Section for additional information.

Please check one of the following, as applicable to your agency's intended use of this grant:

☒ No, my agency will not use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system.

☐ Yes, my agency will use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system. By signing below, we assure that our agency will comply with the requirements of 28 C.F.R. Part 23.

The signatures of the Law Enforcement Executive/Program Official and Government Executive/Financial Official, and any applicable program partners on the Certification of Review and Representation of Compliance with Requirements:

1) Assures the COPS Office that the applicant will comply with all legal, administrative, and programmatic applicant for acceptance and use of federal funds as outlined in the applicable COPS Application Guide; AND

2) Attests to the accuracy of the information submitted with this application (including the Budget Detail Worksheets).

The signatures on this application must be made by the actual executives named on this application unless there is an officially documented authorization for a delegated signature. If your jurisdiction has such an official document, it must be attached to this application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

*Signatures shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.*

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a COPS Office compliance investigation concerning a current grant award.

### Person Submitting this Application

☒ By clicking this box and typing my name below, I certify that I have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity. I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide, the COPS Grant Owner's Manual, assurances, certifications and all other applicable program regulations, laws, orders, or circulars. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government.

Please type your name here in place of your signature: Tom Salisbury

SECTION 17: CERTIFICATION OF REVIEW AND REPRESENTATION OF COMPLIANCE WITH REQUIREMENTS

Law Enforcement Executive/Agency Executive

☒ By clicking this box and typing my name below, I certify that I have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity. I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide, the COPS Grant Owner’s Manual, assurances, certifications and all other applicable program regulations, laws, orders, or circulars. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government

Please type your name here in place of your signature: W. Brad Steube

Government Executive/Financial Official

☒ By clicking this box and typing my name below, I certify that I have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity. I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide, the COPS Grant Owner’s Manual, assurances, certifications and all other applicable program regulations, laws, orders, or circulars. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government

Please type your name here in place of your signature: Ed Hunzeker

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE MANATEE COUNTY SHERIFF'S OFFICE, AND  
THE SCHOOL BOARD OF MANATEE COUNTY, FL  
COPS SECURE OUR SCHOOLS GRANT  
PROJECT MANATEE: *Safe and Secure!***

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into by and between the Manatee County Sheriff's Office, hereinafter referred to as the "Sheriff's Office" and the School Board of Manatee County, FL, a local education agency in the State of Florida, hereinafter referred to as the "School Board." Within this document, both the Sheriff's Office and the School Board may also be referred to as "Project Partners" or "Partners." The purpose of this MOU is to establish responsibilities for PROJECT MANATEE: *Safe and Secure!*

WHEREAS both the School Board and the Sheriff's Office recognize the need to ensure that students are safe on Manatee County's school campuses. With a long history of working together toward that end, each entity has agreed to formalize this partnership for the purpose of applying for grant funds through the Secure Our Schools Grant Program. The partnership will begin October 1, 2010 or upon acceptance of an Award from the Department of Justice. The partnership will terminate September 30, 2012 or when all final reports have been submitted; however both parties agree to track all equipment acquired with grant funds for a minimum of three years beyond the life of the grant. The project will be implemented with funding from the COPS Secure Our Schools Grant Program (SOS) and a fifty percent match provided by the School Board.

NOW, THEREFORE the parties hereto agree to the following:

Roles and Responsibilities

1. **The Manatee County Sheriff's Office** is the applicant for funds through the Secure Our Schools grant program sponsored by the COPS Office through the Bureau of Justice. As the requester of funds, the Sheriff's office will be responsible for administering those funds in accordance with the parameters of the approved project. As grant applicant, the Sheriff's Office assumes responsibility for all reports required by the COPS office. In addition, the Sheriff's Office will provide oversight of the School Resource Officers (SROs) in the project schools, ensuring that SRO project activities are implemented as outlined in the grant proposal. The Sheriff's Office will work with the School Board to track all equipment purchased with grant funds and follow federal procedures to dispose of it when it is no longer serviceable.
2. **The School Board of Manatee County** is a project partner and will supply the cash match. The School Board will conduct safety assessments for each school requiring a more current assessment. The district will compare the new assessment to the 2005 assessment to finalize locations where surveillance/security equipment will be installed. Furthermore, all activities related to the purchase and installation of security devices will be the responsibility of the School Board. School Board personnel will provide a quarterly report of progress made with regard to safety assessments, equipment purchases and installation at the school sites. The report will be furnished to the Sheriff's Office by the tenth of the month following the end of each quarter. Prior to installation, each piece of equipment purchased will be tagged by the Sheriff's Office to enable the tracking of assets purchased with grant funds. In addition, the School Board will collaborate with the

Sheriff's Office to address bullying on school campuses. Collaboration will include assistance with a student contest to create public service announcements related to bullying and support for the bullying intervention instruction entitled "Learn About Bullying (LAB)." SROs will provide LAB in lieu of suspension for bullying offenses in three pilot schools. In addition the School Board will be supportive of training for faculty and staff.

#### Financial Management

1. The budget for *Project Manatee: Safe and Secure!* will be spent over the 24 months of the project period. In the event that the project is funded with an amount that is greater or lesser than the amount requested, the budget will be adjusted accordingly.
2. Funds will be held by the Clerk of Court on behalf of the Sheriff's Office and project expenses will be processed by Fiscal Operations in the Sheriff's Office. The School Board of Manatee County will submit to the Comptroller at the Sheriff's Office copies of receipts and checks issued for costs incurred and paid in accordance with the parameters of *Project Manatee*. The Sheriff's Office will provide reimbursement for 50% of all approved purchases.
3. Financial reports (SF 425's and others as may be required) will be submitted to the COPS Office by the Sheriff's Office.

#### **Both the Sheriff's Office and the School Board agree, covenant and warrant to the following:**

- a. Both project partners agree to comply with and to conduct *Project Manatee: Safe and Secure!* in accordance with all conditions and requirements of the United States Department of Justice (USDOJ), COPS Office and the United States Office of Management and Budget.
- b. Grant funds will be held by the Clerk of Court on behalf of the Sheriff's Office. The Sheriff's Fiscal Division will request funds on a cash accounting basis. The School Board of Manatee County will submit requests for funds to the Comptroller by providing supporting documentation of expenses incurred and paid.
- c. To complete the project within the 24 month time period.
- d. To supply all financial and program information required for federal reports within ten days following the end of each quarter.
- e. To maintain accurate records of expenditures of grant funds and make such records available at all reasonable times for inspection, review or audit by the Clerk of the Circuit Court and representatives of the COPS Office.
- f. To keep records for a period of at least three (3) years following the end of the grant period, and, in the case of a dispute, the records shall be kept until the Recipient receives notice that it does not need to retain these records any longer.
- g. The Sheriff's Office shall not be liable to any person, firm or corporation that contracts with the School Board to provide goods and services associated with funds for *Project Manatee: Safe and Secure!* Nor shall the Sheriff's Office be liable to any person, firm, or corporation for claims against the School Board or debts incurred by the same.

**Partnership and Collaboration Goal: School Resource Officers will collaborate with representatives from all stakeholder groups in the improvement of school safety**

<b>Objective</b>	<b>Performance Measure</b>	<b>Data Provided</b>
<b>Objective 1.1</b> SROs will build relationships with school partners and collaborate with them to address school safety issues.	<ul style="list-style-type: none"> <li>SROs will attend School Advisory Committee meetings at least quarterly for the purpose of discussing school safety.</li> <li>SROs will meet with faculty and/or staff on a monthly basis and address school safety issues.</li> </ul>	Quarterly reports will include the total number of meetings SROs attended and a summary ways they were able to collaborate with the school partners including members of the School Advisory Committee and faculty/staff on the campus where they work.
<b>Objective 1.2</b> Representatives from all stakeholder groups will be involved in repeating safety assessments for schools to see if needs have changed since 2005.	Parents, students, faculty and staff will all have input in the safety assessment process for Project Schools through focus groups and/or surveys.	Quarterly reports will include progress reports on school assessments and stakeholder involvement.
<b>Problem Solving Goal: Bullying will be reduced in project schools by five percent at the end of each year of the grant period</b>		
<b>Objective 2.1</b> Purchase and install surveillance cameras at key locations identified in the School Board's bullying profile for each Project Manatee campus to prevent and control bullying and gather evidence that will enable School Resource Officers to analyze and solve student offenses.	<ul style="list-style-type: none"> <li>Equipment will be purchased and installed on four Project Manatee campuses in year one.</li> <li>Equipment will be purchased and installed on four Project Manatee campuses in year two.</li> </ul>	<ul style="list-style-type: none"> <li>Status updates on equipment purchases and installation will be included in the quarterly reports during each year of the project.</li> <li>Reports will also include a summary of problems identified and solutions created as a result of SRO review of surveillance tapes.</li> </ul>
<b>Objective 2.2</b> Increase the understanding of what bullying is through Public Service Announcements (PSA's) and faculty and staff training.	<ul style="list-style-type: none"> <li>A student contest will be held in the district to create PSA's that will be used in school announcements and on the</li> </ul>	Reports will include details about the contest conducted to involve students and documentation including contest flyers and announcements will be

	district's local education channel. <ul style="list-style-type: none"> <li>SROs will conduct bullying training and 85% of faculty and staff in Project schools will participate.</li> </ul>	maintained. The winning PSA will be made available for all schools in the district and to schools nationwide. Status of the training for faculty/staff will be included in reports and documentation will include session agendas and sign-in sheets. Pre/post tests will also be conducted and maintained.
<b>Objective 2.3</b> Pilot bullying intervention training sessions for secondary students to attend in lieu of suspension from school.	SROs will expand the Crossroads curriculum to include more of an emphasis on bullying and educate students through an in-school alternative program to be called LAB (Learn About Bullying) in lieu of suspension for bullying offenses.	Reports will include status of curriculum and training for students and documentation will include copies of lesson outlines and students sign-in sheets.
<b>Organizational Transformation Goal:</b> Other SROs will learn about Project Manatee: Safe and Secure and ways to use the project strategies in their assigned schools.		
<b>Objective 2.4</b> School Resource Officers in non project schools will learn how to implement components of <i>Project Manatee: Safe and Secure</i> and have access to PSA's and the Crossroads curriculum for the Learn About Bullying (LAB) alternative to suspension program.	SROs in Project Manatee schools will share about the <i>Safe and Secure</i> initiative and the LAB program at district-wide SRO meetings on a monthly basis.	Reports will include the status of organizational change that occurs as a result of project implementation.



The partner agencies have executed this agreement in triplicate by the undersigned as duly authorized officials.

**PROJECT PARTNER**

MANATEE COUNTY SHERIFF'S OFFICE

BY: W. B. Smith

TITLE: Sheriff

DATE: 06/21/2010

**PROJECT PARTNER**

SCHOOL BOARD OF MANATEE COUNTY

BY: [Signature]

TITLE: Superintendent

DATE: 6-21-10

## Budget Narrative – PROJECT MANATEE: *Safe and Secure!*

The expenses related to the project budget are listed below:

<b>A. Sworn Officer Positions</b>		
This section is not applicable for the COPS Secure Our Schools Grant Program		
<b>B. Civilian/Non-Sworn Personnel</b>		
There are no personnel expenses associated with <i>Project Manatee: Safe and Secure!</i> .		
<b>C. Equipment/Technology</b>		
The Manatee Sheriff's Office and the School District of Manatee County are requesting funds to purchase surveillance equipment for all eight of the project schools. Safety Assessments completed in 2005 and results of the Bullying Profile done at the elementary, middle and high school levels for 2008-2009 and 2009-10 indicate key areas where equipment is needed at each school. Safety Assessments will be repeated by the School District during the project period prior to the installation of equipment at any school site. Results of the new assessment will be used to determine how surveillance equipment may need to be adjusted.		
Digital video recorders (DVR) dedicated to camera feeds will be required at each school to record the video cameras generate.	Each one is estimated to cost \$7,950.	\$63,600
<b>TOTAL EQUIPMENT COST</b>		<b>\$63,600</b>
<b>D. Supplies</b>		
Supplies needed for the project include supplies related to surveillance on project school campuses,		
<u>Surveillance Supplies (\$183,480)</u>		
In addition to the two major pieces of equipment needed for surveillance at the eight school sites, cameras, power supplies, transformers, keyboards cable and materials required to connect it all are needed. The price breakdown and an explanation of each type of equipment is included below.		
High resolution dome cameras are needed . These fixed cameras allow monitoring of hallways and doorways. Purchasing 112 will allow fourteen to be installed in hallways and doorways at each school.	The cost of each is \$800. The total for 112 cameras is \$89,600	\$89,600
High resolution wide-angle dome cameras are the type that need to be used in office spaces. Two will be installed on each campus in the office areas where	Each one is \$685. Installing two on each campus will	\$10,960



students are served.	bring the total cost to \$10,960 for sixteen cameras.	
One sixteen-port passive transceiver hub will be required to connect all of the cameras on each campus.	At \$960 each, eight are estimated at \$7,680.	\$7,680
One 19 inch LCD monitor, costing about \$580, will be installed with the DVR in each school's control room.	The cost for eight results in \$4,640.	\$4,640
Two dedicated keyboard extension modules, estimated at \$85 each, will be required for the School Resource Officer and school administrators to control video feeds from an office location rather than the closet at each school site.	At \$85 each, sixteen will be \$1,360.	\$1,360
In addition, 32" color monitors will be required to view campus activities that multiple cameras capture simultaneously. Two are required for each campus.	Each color monitor is estimated at \$1,380, bringing the cost to \$22,080 for sixteen.	\$22,080
A transformer to convert the voltage from 110 to 24 volt will be required for each keyboard extender that is installed. Eight will be needed in all.	The estimated cost of \$50 each, results in a total cost for all school sites being \$400.	\$400
The dedicated remote keyboard that will be installed in the office location will enable the SRO to control the cameras without going to the closet where the actual controls are installed.	Each site will be about \$610, with eight bringing the total cost to \$4,880.	\$4,880
Surge protectors to protect the equipment from damage caused by power surges will be purchased for each DVR.	Each one costs \$686, bringing the total for eight to \$5,488.	\$5,488
Surge protection will also be necessary for video lines and paired lines. Twelve video line protectors are needed at each school site, so ninety-six will be needed in all.	The cost will be about \$130 each, resulting in an expense of \$12,480.	\$12,480
One hundred four pair line surge protectors will be required to protect equipment. Thirteen are projected to be needed at each of the eight school sites.	At a cost of \$110 each, the cost is \$11,440.	\$11,440
Two different power supply sources are needed for each installation. Only one of this first type is required per school.	\$269 each, with eight required bringing the cost to \$2,152.	\$2,152
Each school site will require two of this type of power supply.	Each one is \$120. The total cost for sixteen is \$1,920.	\$1,920
Power plug/transformers are required for each power supply utilized.	They are \$40 each. In all, thirty-two will be needed at a total cost of \$1,280.	\$1,280

Wire to convert the CAT5 signal to a video signal at the base unit will be required	at a cost of at least \$900 for each school, bring the total to \$7,200.	\$7,200
<u>Crossroads Program Materials (\$7,500)</u> The School Resource Officers will use Crossroads booklets to provide instruction that will increase student knowledge about bullying and its effects. The materials will be made available to all students.		
Student booklets will be provided to all SRO's in the agency as part of their training and in relation to the Organizational Transformation goal. Each SRO will request the number that they need.	Cost is estimated at 175 per SRO for use at their site.	\$7,100
Certificates of completion will be printed for students at an estimated cost of \$400.	400 units @\$1 each.	\$400
<u>Crossroads LAB Pilot Program (\$300)</u> The Learn About Bullying (LAB) program will be implemented as a pilot program at three schools. Students will attend the LAB sessions before or after school rather than being suspended from school for bullying behavior SRO's will lead these sessions. LAB will require materials that are different from/or an expansion of the Crossroads curriculum.		
It is estimated that 2 sets of materials (125 ea) will be needed during the project period. The population in the pilot schools totaled just over 2600 in the 2009-2010 school year.	\$250 will be spent on the sets to be used over two academic school years.	\$250
Certificates will be awarded to students who complete the LAB program. The number anticipated to complete is 650.	The total package is estimated at \$50.	\$50
<u>Bullying Training for Faculty and Staff (\$200)</u> School Resource Officers will train faculty and staff members so that they are more knowledgeable about bullying, how to recognize it and effective strategies to use to address it in on campus.		
Bullying education materials will be provided for faculty and staff who participate in SRO led training in the eight project schools.	10 kits @\$25 each	\$250
<u>Public Service Announcement (PSA) Production (\$850)</u> A student contest will be held to yield student-produced videos that can be used in school announcements and on the local education channel. Student entries will be judged by a panel of volunteers from the community. Winning videos will be produced for distribution to all school sites in the district and shown on the METV, the local School Board channel. Student produced videos will generate more student interest in the topic. Costs to run the contest and		

produce the DVDs are listed below.		
Full-color flyers will be produced for schools to post in classrooms and public gathering spots.	At .60 each the cost for 400 will be \$240. An additional \$40 will be required for shipping.	\$280
Awards for five volunteers who judge the PSA contest are estimated at \$20 each for a cost of \$100.	Five at \$20 each.	\$100
DVDs that will be produced and distributed to all district schools to be used in the morning announcement time.	Expenses include \$200 for DVDs, \$40 for disk labels, \$100 for labeling software, \$60 for cases to protect the DVD's	\$400
<b>TOTAL SUPPLIES:</b>		<b>\$192,390</b>
<b>E. Travel/Training</b> There are no travel costs nor training costs included in the project.		
<b>F. Contracts/Consultants</b> The school district will contract with a third party for the installation of the surveillance cameras. Competitive pricing will be sought through the bid process.		
Each school site will require installation of equipment.	Cost estimates are based on previous installation costs of \$9,115 at another district school site. This amount for 8 schools is \$72,920	\$72,920
Motivational Speaker(s) to address bullying on the eight school campuses. Fees for four speakers will be paid. Each speaker will speak twice: on one campus in the morning and on a second campus in the afternoon.	Four speaker fees @ 1250 each for a total of \$6,000	6,000
<b>TOTAL CONTRACTS/CONSULTANTS:</b>		<b>\$78,920</b>
<b>G. Other Costs</b> Overtime for SRO's to conduct the Crossroads LAB program on the three pilot campuses will be required. Cost are estimated as the actual hourly rate will change depending on the hourly rate of the individual SRO who will be working. The employer FICA is included. However the cost of the Florida Retirement benefit was not included due to the fact that fringe benefits are an allowable expense in the COPS Secure Our Schools Grant Program.		
The Crossroads LAB will not begin until the second quarter of the first project year. LAB sessions will end at the end of May in both school years. Students will be in sessions four hours a week when assigned to LAB. Hours that SRO's lead LAB sessions will be	190 hours for 3 school sites were calculated at an average of \$36.00 per hour for a total of	\$22,090

compensated at the overtime rate of time and a half.	\$20,520. FICA cost for that amount is \$1,570 for a total of \$22,090.	
<b>TOTAL OTHER COSTS:</b>		<b>\$22,090</b>
<b>Total Cost of Project:</b>		<b>\$357,000</b>
<b>Total Match:</b>		<b>\$178,500</b>
<b>Total Federal Share:</b>		<b>\$178,500</b>