

LOS ANGELES POLICE COMMISSION

BOARD OF
POLICE COMMISSIONERS

MATTHEW M. JOHNSON
PRESIDENT

STEVE SOBOROFF
VICE PRESIDENT

SANDRA FIGUEROA-VILLA
SHANE MURPHY GOLDSMITH
CYNTHIA McCLAIN-HILL

MARIA SILVA
COMMISSION EXECUTIVE ASSISTANT II



ERIC GARCETTI
Mayor

RICHARD M. TEFANK
EXECUTIVE DIRECTOR

ALEXANDER A. BUSTAMANTE
INSPECTOR GENERAL

EXECUTIVE OFFICE
POLICE ADMINISTRATION BUILDING
100 WEST FIRST STREET, SUITE 134
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE
(213) 236-1410 FAX
(213) 236-1440 TDD

March 21, 2017

BPC #17-0099

The Honorable Eric Garcetti
Mayor, City of Los Angeles
City Hall, Room 303
Los Angeles, CA 90012

The Honorable City Council
City of Los Angeles, Room 395
c/o City Clerk's Office

Attention Mandy Morales

Dear Honorable Mayor:

RE: GRANT APPLICATION AND AWARD FOR THE 2016-2018 NATIONAL CRIME
STATISTICS EXCHANGE (NCS-X) IMPLEMENTATION ASSISTANCE PROGRAM

At the regular meeting of the Board of Police Commissioners held Tuesday, March 21, 2017, the Board APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink that reads "Maria Silva".

MARIA SILVA
Commission Executive Assistant

Attachment

c: Chief of Police

LOS ANGELES POLICE COMMISSION

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STATISTICS EXCHANGE (NCS-X) IMPLEMENTATION ASSISTANCE PROGRAM

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Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink that reads "Maria Silva".

MARIA SILVA
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

RECEIVED

March 15, 2017

MAR 16 2017

14.3

POLICE COMMISSIONER

TO: The Honorable Board of Police Commissioners**REVIEWED****FROM:** Chief of Police


RICHARD M. TEFANK

EXECUTIVE DIRECTOR

 3/16/17

 DATE

SUBJECT: TRANSMITTAL OF THE GRANT APPLICATION AND AWARD FOR THE
 2016-2018 NATIONAL CRIME STATISTICS EXCHANGE (NCS-X)
 IMPLEMENTATION ASSISTANCE PROGRAM

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE this report.
2. That the Board TRANSMIT the attached grant application and award, pursuant to Administrative Code Section 14.6(a), to the Mayor, Office of the City Administrative Officer (CAO), Chief Legislative Analyst, and to the City Clerk for committee and City Council consideration.
3. That the Board REQUEST the Mayor and City Council to:
 - A. AUTHORIZE the Chief of Police or his designee to retroactively apply for and ACCEPT the grant award for the 2016-2018 NCS-X Implementation Assistance Program from the U.S. Department of Justice, Bureau of Justice Statistics (USDOJ-BJS) in the amount of \$1,148,150 for the period of October 1, 2016, through September 30, 2018;
 - B. AUTHORIZE the Chief of Police or his designee to execute the Grant Agreement for the period of October 1, 2016 through September 30, 2018, subject to the approval of the City Attorney as to form and legality;
 - C. AUTHORIZE the Controller to set up a grant receivable and appropriate \$1,148,150 to appropriation account, account number to be determined, within Fund No. 339, Department No. 70, for the receipt and disbursement of the 2016-2018 NCS-X Implementation Assistance Program funds;
 - D. AUTHORIZE the LAPD to spend up to the grant amount of \$1,148,150 in accordance with the grant award agreement;
 - E. AUTHORIZE the LAPD to submit grant reimbursement requests to the grantor and deposit grant receipts into Fund No. 339, Department No. 70;

- F. AUTHORIZE the Chief of Police or his designee to negotiate and amend an existing City Agreement with Niche Technology for a term of twelve months within the applicable grant performance period, for a sum not to exceed \$800,000.00, for the software licensing and implementation of NIBRS, subject to City contract requirements, and the approval of the City Attorney as to form and legality; and
- G. AUTHORIZE the Chief of Police or his designee to negotiate and execute a Professional Service Agreement with Justice & Security Strategies, Inc. (JSS), a subrecipient agency, for a term of two years within the applicable grant performance period, for a sum not to exceed \$200,000.00, to provide the requisite technical assistance in the NIBRS implementation, subject to City contract requirements, and the approval of the City Attorney as to form and legality.
- H. AUTHORIZE the LAPD to prepare the Controller's instructions for any technical adjustments, subject to the approval of the CAO, and AUTHORIZE and INSTRUCT the Controller to implement the instructions.

DISCUSSION

The Los Angeles Police Department (LAPD) began a technology modernization program in 2015 with a major focus on obtaining a Records Management System to replace outdated mainframe applications and to further facilitate electronic reporting from the field. Ultimately, the LAPD's objective is to digitize all workflow such as incident reports, arrests, bookings, warrants; and to allow officers on the street to use mobile applications to submit and receive data continuously.

The FBI is working to expand the National Incident-Based Reporting System (NIBRS) into a nationally representative system of incident-based crime statistics. By transitioning from the Uniform Crime Reporting Summary Reporting System that is currently in place to NIBRS, the LAPD will be better able to obtain clearly defined measures on the effectiveness of Departmental activities, programs, and initiatives. This makes NIBRS an integral part of the LAPD's modernization program.

The USDOJ-BJS awarded the Department with \$1,148,150 in grant funds to carry out the *Modernization, Technology, and Policing: Planning and Implementing NIBRS in the LAPD* project. It will be managed and coordinated through the Information Technology Bureau.

Grant funding in the amount of \$800,000 will be used for software licensing and system implementation. Another \$148,150 will be used for the purchase of tablets and mobile printers for use by officers in the field. Finally, LAPD will execute a sole-source contract with JSS for technical assistance in the planning and implementation of NIBRS. Total consultant cost is \$200,000.

The Honorable Board of Police Commissioners

Page 3

14.3

If you have any questions regarding this matter, please contact Commander Jeffrey Bert, Commanding Officer, Community Policing and Policy Group, at (213) 486-6605.

Respectfully,



CHARLIE BECK
Chief of Police

Attachments

BOARD OF
POLICE COMMISSIONERS
Approved *March 21, 2017*
Secretary *Maria Silva*

INTRADEPARTMENTAL CORRESPONDENCE

RECEIVED

MAR 16 2017

POLICE COMMISSION

February 28, 2017
14.3

TO: Chief of Police

FROM: Commanding Officer, Community Policing and Policy Group

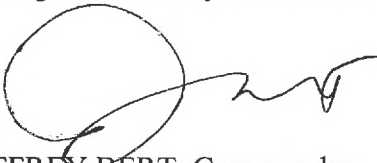
SUBJECT: TRANSMITTAL OF THE GRANT AWARD FOR THE
2016-2018 NATIONAL CRIME STATISTICS EXCHANGE (NCS-X)
IMPLEMENTATION ASSISTANCE PROGRAM

Attached for your review and approval is a transmittal to accept the grant application and award for the 2016-2018 NCS-X Implementation Assistance Program. The Los Angeles Police Department has been awarded \$1,148,150 by the U.S. Department of Justice, Bureau of Justice Statistics for the period of October 1, 2016 to September 30, 2018.

The FBI is working to expand the National Incident-Based Reporting System (NIBRS) into a nationally representative system of incident-based crime statistics. By transitioning from the Uniform Crime Reporting Summary Reporting System that is currently in place to NIBRS, the LAPD will be better able to obtain clearly defined measures on the effectiveness of Departmental activities, programs, and initiatives. This makes NIBRS an integral part of the LAPD's modernization program.

Grant funding in the amount of \$800,000 will be used for software licensing and system implementation. Another \$148,150 will be used for the purchase of tablets, mobile printers and other supplies for use by officers in the field. Finally, LAPD will execute a sole-source contract with Justice & Security Strategies, Inc. for technical assistance in the planning and implementation of NIBRS. Total consultant cost is \$200,000.

If you have any questions regarding this matter, a member of your staff may contact Management Analyst Maritess Go, Grants Section, at (213) 486-0284.



JEFFREY BERT, Commander
Commanding Officer
Community Policing and Policy Group

Attachments



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Office of Justice Programs

Washington, D.C. 20531

September 13, 2016

Chief Charlie Beck
Los Angeles Police Department
100 W. First Street
Los Angeles, CA 90012-4112

Dear Chief Beck:

On behalf of Attorney General Loretta Lynch, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the BJS FY 16 BJS FY 2016 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase III - Support for Large Local Agencies in the amount of \$1,148,150 for Los Angeles Police Department.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Alexia D. Cooper, Program Manager at (202) 307-0582; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

Jeri Mulrow
Acting Director

Enclosures

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The DOJ regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm.


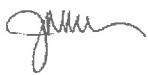

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

Using Arrest and Conviction Records in Making Employment Decisions

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf. Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

Complying with the Safe Streets Act

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), 205(c)(5)).

 <p>U.S. Department of Justice Office of Justice Programs Bureau of Justice Statistics</p>	<p>Cooperative Agreement</p>	<p>PAGE 1 OF 13</p>																
<p>1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Los Angeles Police Department 100 W. First Street Los Angeles, CA 90012-4112</p>	<p>4. AWARD NUMBER: 2016-FU-CX-K058</p> <p>5. PROJECT PERIOD: FROM 10/01/2016 TO 09/30/2018 BUDGET PERIOD: FROM 10/01/2016 TO 09/30/2018</p>																	
<p>2a. GRANTEE IRS/VENDOR NO. 956000965</p>	<p>6. AWARD DATE 09/13/2016</p> <p>8. SUPPLEMENT NUMBER 00</p>	<p>7. ACTION Initial</p>																
<p>2b. GRANTEE DUNS NO. 037848012</p>	<p>9. PREVIOUS AWARD AMOUNT \$ 0</p>																	
<p>3. PROJECT TITLE Modernization, Technology, and Policing: Planning and Implementing NIBRS in the LAPD</p>	<p>10. AMOUNT OF THIS AWARD \$ 1,148,150</p> <p>11. TOTAL AWARD \$ 1,148,150</p>																	
<p>12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).</p>																		
<p>13. STATUTORY AUTHORITY FOR GRANT This project is supported under 42 U.S.C. 3732 (BJS - general)</p>																		
<p>14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.734 - Special Data Collections and Statistical Studies</p>																		
<p>15. METHOD OF PAYMENT GPRS</p>																		
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<p>16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Jeri Mulrow Acting Director</p>	<p>18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Charlie Beck Chief of Police</p>																	
<p>17. SIGNATURE OF APPROVING OFFICIAL </p>	<p>19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL </p>	<p>19A. DATE 9-28-16</p>																
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px solid black; padding: 2px;">AGENCY USE ONLY</div> <div style="width: 45%; border: 1px solid black; padding: 2px;"></div> </div>																		
<p>20. ACCOUNTING CLASSIFICATION CODES</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>FISCAL YEAR</th> <th>FUND CODE</th> <th>BUD. ACT.</th> <th>DIV. OFC.</th> <th>REG.</th> <th>SUB.</th> <th>POMS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>C</td> <td>FU</td> <td>50</td> <td>00</td> <td>00</td> <td></td> <td>1148150</td> </tr> </tbody> </table>		FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	REG.	SUB.	POMS	AMOUNT	X	C	FU	50	00	00		1148150	<p>21. RFURGT0099</p>
FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	REG.	SUB.	POMS	AMOUNT											
X	C	FU	50	00	00		1148150											

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 3 OF 13

PROJECT NUMBER 2016-FU-CX-K058

AWARD DATE 09/13/2016

SPECIAL CONDITIONS

4. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

5. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

6. Requirements related to System for Award Management and Unique Entity Identifiers

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <http://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <http://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

7. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <http://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: Award Condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

CA



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
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PROJECT NUMBER 2016-FU-CX-K058

AWARD DATE 09/13/2016

SPECIAL CONDITIONS

13. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

14. The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

15. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

17. Restrictions on "lobbying"

Federal funds may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government.

Should any question arise as to whether a particular use of Federal funds by a recipient (or subrecipient) would or might fall within the scope of this prohibition, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.



U.S. Department of Justice
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**AWARD CONTINUATION
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PROJECT NUMBER 2016-FU-CX-K058

AWARD DATE 09/13/2016

SPECIAL CONDITIONS

20. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

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AWARD DATE 09/13/2016

SPECIAL CONDITIONS

29. No federal funds shall be used to pay for any part of air travel that includes business or first class seating except as authorized for government travel (as described in OMB Circular A-122) and authorized by the grant manager prior to booking such tickets.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
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Cooperative Agreement

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PROJECT NUMBER 2016-FU-CX-K058

AWARD DATE 09/13/2016

SPECIAL CONDITIONS

31. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
32. The Project Director and key program personnel designated in the application shall be replaced only for compelling reasons. Successors to key personnel must be approved, and such approval is contingent upon submission of appropriate information, including, but not limited to, a resume. OJP will not unreasonably withhold approval. Changes in other program personnel require only notification to OJP and submission of resumes, unless otherwise designated in the award document.
33. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
34. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov/>) using the SF 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
35. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
36. This project is funded as a cooperative agreement. The basis for using a cooperative agreement is the substantial involvement of the Bureau of Justice Statistics (BJS) in providing information, guidance, and direction relative to special data collections and the development of statistical studies. BJS will exercise general approval over the entire project.
37. The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <http://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 13 OF 13

PROJECT NUMBER 2016-FU-CX-K058

AWARD DATE 09/13/2016

SPECIAL CONDITIONS

45. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <http://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

46. Prior to providing any funds to a subrecipient under this award, the recipient is required to: (1) submit to BJS a detailed budget worksheet, budget narrative, and task plan associated with each such subrecipient and (2) receive written approval from BJS.

CM

LAPD Budget Detail Worksheet: Year 1

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel—List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Percentage of Time	Cost
Full Time Salaries	Annual Rate		
Executive Project Director - Maggie Goodrich		In-kind	\$0.00
Project Director - Derek Smith		In-kind	\$0.00
Principal Investigator - Police Admin John Neuman		In-kind	\$0.00
	0.0%	TOTAL	\$0.00

B. Fringe Benefits—Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Employer's FICA	\$0.00	7.65%	\$0.00
Retirement	\$0.00	3.00%	\$0.00
Leave, Holidays	\$0.00	12.40%	\$0.00
Health Insurance	\$0.00	3.40%	\$0.00
Workman's Compensation	\$0.00	1.10%	\$0.00
Unemployment Compensation	\$0.00	0.00%	\$0.00
		TOTAL	\$0.00
Total Personnel & Fringe Benefits			\$0.00

C. Travel—Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost per trip/night	# of Trips	Cost
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
					Subtotal	\$0.00
						\$0.00
						\$0.00
						\$0.00
					Subtotal	\$0.00
					TOTAL	\$0.00

D. Equipment—List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
		\$0.00
		\$0.00
		\$0.00
	TOTAL	\$0.00

E. Supplies—List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Units	Computation	Cost
Mobile Printers	60	300	\$18,000.00
Tablets	60	500	\$30,000.00
		TOTAL	\$48,000.00

LAPD Budget Detail Worksheet: Year 2

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel—List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position Full Time Salaries	Computation Annual Rate	Percentage of Time	Cost
Executive Project Director - CIO Maggie Goodrich		in-kind	\$0.00
Project Director - Derek Smith		in-kind	\$0.00
Principal Investigator - Police Admin John Neuman		in-kind	\$0.00
TOTAL			\$0.00

B. Fringe Benefits—Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Employer's FICA	\$0.00	7.65%	\$0.00
Retirement	\$0.00	8.00%	\$0.00
Leave, Holidays	\$0.00	12.40%	\$0.00
Health Insurance	\$0.00	3.40%	\$0.00
Workman's Compensation	\$0.00	1.10%	\$0.00
Unemployment Compensation	\$0.00	0.00%	\$0.00
TOTAL			\$0.00
Total Personnel & Fringe Benefits			\$0.00

C. Travel—Normalize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost per trip/night	# of Trips	Cost
						\$0.00
						\$0.00
						\$0.00
						\$0.00
					Subtotal	\$0.00
						\$0.00
						\$0.00
						\$0.00
					Subtotal	\$0.00
					TOTAL	\$0.00

D. Equipment—List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
TOTAL		\$0.00

E. Supplies—List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Units	Computation	Cost
Mobile Printers	125	300	\$37,500.00
Tablets	125	500	\$62,500.00
Office Supplies			\$150.00
TOTAL			\$100,150.00

G. Consultants/Contracts—Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions

0 0 0 0

Modernization, Technology and Policing: Planning and Implementing NIBRS in the LAPD

Los Angeles Police Department Year 1 Budget Justification

A. Personnel

Total \$0

Executive Project Director: *Maggie Goodrich* is the Executive Project Director and will provide in-kind support for the project. She will serve as the Chair of the Executive Committee and provide administrative oversight and facilitate collaboration within the Department.

Project Director: Derek Smith will serve as the Project Director and will provide in-kind support for the project. He will support PIO Goodrich in project leadership and project tasks.

Principal Investigator: Police Admin John Neuman will be the Principal Investigator and provide in-kind support for the project. He will work closely with the Executive Committee and Implementation Committee

B. Fringe Benefits

Total \$0

None

C. Travel

Total \$0

D. Equipment Description

Total \$0

E. Supplies

Total \$48,000

Officers in the field will require the use of tablets to data enter reports. During the implementation phase, officers at one Division will test tablets and mobile printers.

Estimated cost for mobile printers is \$300 each. 60 printers will be purchased at a total of \$18,000. Estimated cost for tablets is \$500 each. 60 tablets will be purchased for a total of \$30,000.

F. Construction

Total \$0

None

G. Consultants/Contracts

Total \$

Consultants:

Sub Total \$0

Contracts

Sub Total \$900,000

Modernization, Technology and Policing: Planning and Implementing NIBRS in the LAPD

Los Angeles Police Department Year 2 Budget Justification

J. Personnel Total \$0

Executive Project Director: *Maggie Goodrich* is the Executive Project Director and will provide in-kind support for the project. She will serve as the Chair of the Executive Committee and provide administrative oversight and facilitate collaboration within the Department.

Project Director: Derek Smith will serve as the Project Director and will provide in-kind support for the project. He will support PIO Goodrich in project leadership and project tasks.

Principal Investigator: Police Admin John Neuman will be the Principal Investigator and provide in-kind support for the project. He will work closely with the Executive Committee and Implementation Committee

K. Fringe Benefits Total \$0

None

L. Travel Total \$0

M. Equipment Description Total \$0

None

N. Supplies Total \$100,150

In the second year more officers will be involved in adopting NIBRS in the field. They will require the use of tablets to data enter reports and mobile printers. Estimated cost for tablets is \$500 each. 125 tablets will total \$62,500. 125 mobile printers at \$300 each will also be purchased for a total of \$37,500.

Office supplies such as pens, copy paper, toner, etc. will also be purchased for \$150.

O. Construction Total \$0

None

P. Consultants/Contracts Total \$100,000

JSS will continue to provide technical assistance in the automation of NIBRS data. JSS will provide technical assistance to ensure that the automation of data is accurate and implemented properly. JSS will work with LAPD crime analysts and records

Grant Application Package

Opportunity Title:	BJS FY 2016 National Crime Statistics Exchange (NCS-X)
Offering Agency:	Bureau of Justice Statistics
CFDA Number:	16.734
CFDA Description:	Special Data Collections and Statistical Studies
Opportunity Number:	BJS-2016-9980
Competition ID:	
Opportunity Open Date:	04/21/2016
Opportunity Close Date:	06/10/2016
Agency Contact:	askbjs@usdoj.gov

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: LAPD - NCS-X Implementation Assistance Program

Select Forms to Complete

Mandatory

[Application for Federal Assistance \(SF-424\)](#)

[Assurances for Non-Construction Programs \(SF-424B\)](#)

[Budget Narrative Attachment Form](#)

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[Other Attachments Form](#)

[Project Narrative Attachment Form](#)

Optional

☐ [Faith Based EEO Survey](#)

Instructions

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Statistics

11. Catalog of Federal Domestic Assistance Number:

16.734

CFDA Title:

Special Data Collections and Statistical Studies

*** 12. Funding Opportunity Number:**

BJS-2016-9980

* Title:

BJS FY 2016 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase III - Support for Large Local Agencies

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

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

Modernization, Technology, and Policing: Planning and Implementing NIBRS in the LAPD

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
NICHOLE TRUJILLO	Chief of Police
APPLICANT ORGANIZATION	DATE SUBMITTED
Los Angeles Police Department	06/09/2016

DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB

0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input type="text" value="City of Los Angeles"/> * Street 1 <input type="text" value="100 West 1st Street, Suite 842"/> Street 2 <input type="text"/> * City <input type="text" value="Los Angeles"/> State <input type="text" value="CA: California"/> Zip <input type="text" value="90012-4112"/> Congressional District, if known: <input type="text"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: <input type="text" value="DOJ, OJP, BJS"/>	7. * Federal Program Name/Description: <input type="text" value="Special Data Collections and Statistical Studies"/> CFDA Number, if applicable: <input type="text" value="16.734"/>	
8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>	
10. a. Name and Address of Lobbying Registrant: Prefix <input type="text"/> * First Name <input type="text" value="n/a"/> Middle Name <input type="text"/> * Last Name <input type="text" value="n/a"/> Suffix <input type="text"/> * Street 1 <input type="text" value="n/a"/> Street 2 <input type="text"/> * City <input type="text" value="n/a"/> State <input type="text"/> Zip <input type="text" value="n"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix <input type="text"/> * First Name <input type="text" value="n/a"/> Middle Name <input type="text"/> * Last Name <input type="text" value="n/a"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
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 the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: <input type="text" value="NICHOLE TRUJILLO"/> * Name: Prefix <input type="text"/> * First Name <input type="text" value="n/a"/> Middle Name <input type="text"/> * Last Name <input type="text" value="n/a"/> Suffix <input type="text"/> Title: <input type="text"/> Telephone No.: <input type="text"/> Date: <input type="text" value="06/09/2016"/>		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-87)

Project Narrative File(s)

*** Mandatory Project Narrative File Filename:**

To add more Project Narrative File attachments, please use the attachment buttons below.

Project Abstract



Part 1: Please identify the applicant point of contact (POC)

OMB No. 1121-0329
Approval Expires 07/31/2016

Applicant POC	
Organization Name	Los Angeles Police Department
POC Name	Nichole Trujillo
Phone Number	(213) 486-0385
Email Address	N3362@lapd.lacity.org
Mailing Address	100 W. First St. Los Angeles, CA 90012

Part 2: Please identify the application

Application Information	
Solicitation Name	2016 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase III -- Support for Large Local Agencies
Project Title	Modernization, Technology, and Policing: Planning and Implementing NIBRS in the LAPD
Proposed Start Date	October 1, 2016
Proposed End Date	September 30, 2018
Funding Amount Requested	\$1,400,000

Part 3: Please identify the project location and applicant type

Project Location and Applicant Type	
Project Location (City, State)	Los Angeles, CA
Applicant Type (Tribal Nation, State, County, City, Nonprofit, Other)	Other



U.S. Department of Justice
Office of Justice Programs

Save

Print

Part 5: Please indicate whether OJP has permission to share the project abstract

If the applicant is willing for the Office of Justice Programs (OJP), in its discretion, to make the information in the project abstract above publicly available, please complete the consent section below. Please note, the applicant's decision whether to grant OJP permission to publicly release this information will not affect OJP's funding decisions. Also, if the application is not funded, granting permission will not guarantee that information will be shared, nor will it guarantee funding from any other source.

☐ Permission not granted

☒ Permission granted (Fill in authorized official consent below.)

On behalf of the applicant named above, I consent to the information in the project abstract above (including contact information) being made public, at the discretion of OJP consistent with applicable policies. I understand that this consent is only necessary to the extent that my application is unfunded; information submitted in an application that is funded (including this abstract) is always releasable to the public consistent with FOIA rules. I certify that I have the authority to provide this consent.

Authorized Official (AO) Consent	
Signature	Date
AO Name	Maggie Goodrich
Title	Chief Information Officer
Organization Name	Los Angeles Police Department
Phone Number	(213) 486-0370
Email Address	maggie.goodrich@lapd.lacity.org

Note: This document is to be submitted as a separate attachment with a file name that contains the words "**Project Abstract.**"



Modernization, Technology, and Policing: Planning and Implementing NIBRS in the LAPD

*"Going digital, going mobile, and measuring success"
LAPD's Strategic Plan for Technology*

Introduction

In 2015 the Los Angeles Police Department (LAPD or the Department) embarked on a new era for technology, one that emphasizes "Going digital, going mobile, and measuring success." In this new era the LAPD is modernizing its approach to the use of data and analytics, upgrade and/or replace software and hardware, and continue to put the right resources and services in the right places at the right time. LAPD's Information Technology Bureau (ITB) is leading the application and data modernization program so that the Department can increase its efficiency and effectiveness while focusing on crime reduction, prevention, and Constitutional policing.

A major component of the modernization program is the procurement of a Records Management System (RMS) to replace several decades-old mainframe applications, and to further enable the use of electronic reporting from the field. Ultimately, the goal is to digitize all LAPD workflows, including those pertaining to incident reports, arrests, bookings, warrants, and the like. Similarly, officers on the street will be able to use mobile apps to submit and receive data continuously. Clearly defined measures (inputs, outputs, and outcomes) will allow the Department to determine the successes and challenges of its activities, programs, and initiatives.

Into this arena comes the National Incident Based Reporting System (NIBRS). The Department intends to move from the Uniform Crime Reporting (UCR) Summary

Reporting System (SRS) to NIBRS, within the next four years. NIBRS is an integral part of the LAPD modernization program.

This grant application through the National Crime Statistics Exchange (NCS-X) Program seeks funds to enable the LAPD to transition to NIBRS in a seamless way. The Department will work closely with the Bureau of Justice Statistics (BJS), the FBI, the NCS-X technical assistance team, and the California Department of Justice (CalDOJ) to ensure that it is aligned with the statewide and national reporting programs. The LAPD will be the largest municipal police department in the country to transition to NIBRS. It will serve as a model for other departments of its size.

This proposal lays out the Department's understanding of NIBRS, the reasons for the transition, the program design and implementation plan, its capacities and competencies to manage the transformation, proposed performance measures, research linkages, and a budget and budget narrative.

Background and Understanding of NIBRS

NIBRS is a data collection and reporting system for law enforcement that aims to improve the “quantity, quality, and timeliness,” of the data they collect and the methodology used in the inspection, analysis, compilation, and dissemination of crime data (FBI, 2000). The FBI has two different means of reporting crime data to its Uniform Crime Reporting (UCR) program: NIBRS, and the Summary Reporting System (SRS), which has been in use since 1929 (Maguire and Uchida, 2000). Over time, however, the demand for more information about crime has increased and with this demand came the need for better statistics (FBI, 2013). Thus, NIBRS was developed. The three most

notable features distinguishing NIBRS from traditional summary reporting are its expanded offense categories, its incident-based reporting, and its multi-level data files.

In contrast to traditional UCR summary reporting, which reports offense and arrest data for eight Part I Index Crimes and arrest data for 21 Part II crimes, NIBRS reports on 23 Group A offense categories, which include 49 specific crimes (FBI, 2013a). Group A crimes are divided into three groups: crimes against persons, crimes against property, and crimes against society. NIBRS also reports arrest data on 10 Group B offenses. As the data collected by NIBRS are more abundant than those that have traditionally been amassed by the SRS, they require different data management.

NIBRS data are reported to the FBI directly or through a state UCR program. Currently, the FBI has certified 33 states to report data to NIBRS. California is not one of them, but CalDOJ has received a grant to develop the statewide program. The LAPD will work with CalDOJ over the course of this project to ensure that it is compliant with its needs and those of the FBI.

UCR Summary Reporting and NIBRS

What are the differences between the traditional UCR summary reporting system (SRS) and NIBRS?

One of the most frequently discussed differences is the *hierarchy rule*. In the SRS, only the most severe crime is reported per incident, meaning that if an incident involved a rape, a burglary, and a motor vehicle theft, only the rape would be reported. Alternately, NIBRS includes information about single-offense and multiple-offense incidents, which can involve up to 10 offense types (FBI, 2013a).

Second, NIBRS data can be broken down and analyzed in a way that traditional SRS data cannot. While SRS data are generally collected in categories such as age ranges and property value groupings, NIBRS data collects more specific information. For each incident report, NIBRS records extensive details on each incident, offense, victim, known offender, and arrestee. The degree of detail used in NIBRS reporting allows for more thorough data analyses, which is likely to reveal trends and patterns that would not be visible using SRS data.

Third, NIBRS features new, expanded, and revised offense definitions compared to the SRS. For example, while the SRS includes the crime of forcible rape (which applies only to females), NIBRS allows much greater specificity by including multiple specific sex offenses including fondling, sodomy, statutory rape, and incest (Rantala, 2000). In addition NIBRS data takes into account crimes against society (such as drug crimes, gambling, and prostitution) as well as crimes against persons and property, which are considered in traditional SRS reporting. Furthermore, for all Group A crimes, NIBRS distinguishes between attempted and completed crimes. The SRS only makes this distinction for rape and burglary.

NIBRS delves much deeper into each reported incident than does the SRS. While the SRS only reports victim/offender relationships for homicides, NIBRS reports on all property and personal crimes, collects significantly more data on drug-related offenses, and can report suspected drug use in relation to other crimes. NIBRS also allows law enforcement agencies to report computer-related crime, a category that did not exist when the original SRS system was designed (FBI, n.d.).

Unlike the SRS, NIBRS is designed to produce data that is more accurate and more capable of being shared across organizations and even with the general public. NIBRS allows law enforcement agencies to update incidents with new information, and links the updates to the original incidents (FBI, n.d.). Additionally, all data submitted to NIBRS are reviewed for accuracy by UCR staff members.

Lastly, NIBRS is intended to facilitate cooperation among law enforcement agencies. Data can be shared and compared across jurisdictions, allowing for similarly situated departments to identify and cope with common problems or trends.

Participation

To participate in NIBRS, agencies must meet specific requirements. Most importantly, police departments must have the time and resources available to process the data. If a department cannot fully participate, there is a limited participation option in which agencies provide detailed incident reporting for just eight (8) of the Group A offenses (FBI, 2000). If an agency participates as part of a state UCR program, the burden is on the state to ensure the agency meets NIBRS requirements (FBI, 2000).

The number of law enforcement agencies reporting data to NIBRS has increased significantly since 1999. According to NIBRS 2014, 6,520 law enforcement agencies covering over 93 million people report their data to NIBRS (Price, 2015). The reluctance of many law enforcement agencies to adopt NIBRS has led the FBI and others to take a closer look at barriers to participation, and the national program has increased its outreach efforts to boost the number of NIBRS participants (FBI, 2013:8). The LAPD can assist BJS and the FBI in increasing the number of participants in NIBRS by showing other large municipal departments how it can be done.

Will Crime Numbers Increase?

One of the major concerns cited by law enforcement agencies reluctant to implement NIBRS is that its omission of the hierarchy rule will lead media and the general public to perceive that crime has increased even when it does not. The FBI and BJS examined this question and provided some information regarding crime statistics reporting and NIBRS.

In a 2012 study, the FBI examined NIBRS data from 1991-2011 and found the following increases in crime between the SRS and NIBRS. Robbery increased 0.5%, aggravated assault 0.6%, and burglary 0.8%. The crimes of motor vehicle theft and larceny saw the largest increases with 2.8% and 3.1%, respectively. There was no effect on murder, and rape saw a less than 0.01% increase.

The FBI report made several key points about the above increases. First, only 9.2% of the reports submitted involved more than one incident. In other words, the hierarchy rule came into play in less than 10% of reported incidents, so over 90% of all data reported to NIBRS involved only one offense per incident. Next, the FBI discussed the possibility of converting NIBRS data back to SRS data in order to analyze it next to previous years' data. Similarly, when examining trends, researchers would never compare NIBRS data to SRS data and would leave out pre-NIBRS numbers when conducting analyses. Finally, the FBI acknowledged that compared to SRS data, NIBRS will produce a "slight but visible effect on crime rates" (FBI, 2012:9), but continued that any increase should be inconsequential partly due to the rarity of multiple-offense incidents and partly due to the "practice of reinstituting the hierarchy rule" when comparing NIBRS data to SRS data (FBI, 2012: 1).

Statement of the Problem

The LAPD is the third-largest municipal police department in the United States with approximately 9,840 sworn and 2,700 civilian personnel. The Department serves a population of 3,884,307 and covers a service area of nearly 472 square miles.

The LAPD command structure consists of the Chief of Police, three (3) offices, ten (10) Bureaus and sixty-six (66) Divisions. Employees are assigned by deployment period, consisting of 28 days each, and routinely move between assignments throughout the year.

Moving from SRS to NIBRS will require organizational changes within the LAPD. In particular, the Department must modernize its records management business practices. Second it must overcome barriers to NIBRS internally and externally. These are described below.

The LAPD's records management business practices, coupled with the existing technology environment, pose many challenges, including:

Manual, paper-based processes — Nearly every process involved in the collection, dissemination and analysis of information is in part (or, in some cases entirely) manual or paper-based. While there are many 'systems' to log and track events, nearly all LAPD official records are submitted on paper and scanned to be stored electronically as TIFF files, or other 'paper equivalent' image files. The information contained on these reports is not easily accessible or available for other purposes;

'Siloed' processes — Due to the size and organization of the LAPD many similar business practices are handled differently throughout the Department. This can create inconsistency in how and when information is collected, the forms that are used and the timeliness and accuracy of information;

Lack of access to valuable information — Since most of the information collected resides on paper forms, it is not readily available for investigative purposes. The paper-process is time consuming and even when information is entered into electronic systems, it is often not timely, limiting its operational value;

Time consuming and inefficient processes — Writing reports by hand on paper is time consuming and prone to error. Several routine processes can consume an officer's day (e.g., booking, report writing) taking valuable resources from the field;

Aging technology — Outdated software, hardware and programming languages are challenging and increasingly expensive to support. Many systems are at end-of-life and no longer supported by their original vendor and support staff members familiar with these systems are retiring.

Project Design and Implementation

This section describes how the Department will overcome the challenges described above and the way in which NIBRS will be implemented. First we describe the Guiding Principles and Project Goals and Objectives. Then we describe the major information systems, consolidation, archiving, data integration, access control mechanisms, master event management, consolidated message switch, and shared portal capacity. This is followed by a discussion of planning, implementation, training, and research.

Guiding Principles

The LAPD recognizes that this project is a large, multi-year and multi-phase effort that will have a profound and lasting effect on nearly every area of the Department. The LAPD understands that this is much more than simply a 'technology' project and

expects to invest significant resources in managing the organizational change that will be required, in addition to adapting to new technology and potentially new ways of doing business. The following guiding principles are being used to help set expectations and prepare the Department for the change that is expected:

- NIBRS is part of the new Records Management System that is a core component of a larger effort to modernize the LAPD technology systems;
- Success will be measured largely by the project's ability to provide a valuable and positive experience to users;
- The LAPD requirements are meant to describe desired outcomes and not to be overly prescriptive in how these objectives are achieved.
- The LAPD intends to procure a commercial solution proven in the marketplace. The Department expects that current operational practices will have to adapt to the new system capabilities where possible. Customizations will only be pursued to support capabilities where there is a legal, fiscal or regulatory requirement that cannot be fulfilled any other way;
- The LAPD values improvements to an officer's efficiency and accuracy over maintaining existing practices;
- The project's goal is not to replicate a paper process. The LAPD considers the 'record' to be the data, not the paper; that the data may be produced in many different formats including paper and electronic.

Project Goals and Objectives

The NIBRS project is intended to transform LAPD's business, particularly in how the LAPD collects, stores and uses information. While each of the Department's operational areas and command staff have varying expectations of what a modern records management system can and should do to improve their particular area, the following are overarching project objectives that the LAPD hopes to achieve:

- Enhance **officer safety** and **efficiency** by decreasing the time required to complete report writing, data collection, analysis and other administrative work through the elimination of redundant, duplicative and superfluous tasks;

- Enhance **public service** by improving the public's experience with the LAPD, particularly when it comes to the timeliness and availability of information;
- Enhance **data accuracy and quality** by reducing or eliminating erroneous and duplicative data entry and providing improved quality controls; and
- Enhance the **operational value of information** by improving the timeliness and availability of relevant and actionable information available to all stakeholders as a result of better data collection, access and controls.

LAPD's Major Information Systems

The LAPD has three (3) major systems that relate directly to NIBRS. These are the Network Communication System (NECS), the Consolidated Crime Analysis Database (CCAD), and Crime Analysis Mapping System. (CAMS)

The Network Communication System (NECS) is a platform that provides the user interface to the CCAD system (see below) and message switching functionality. It was originally installed three decades ago, and is primarily an assembler-based application, residing on the LAPD's mainframe. NECS is the Department's primary method of access to Federal, State, and Los Angeles County law enforcement databases, and supports access to partner agency systems. Functionality includes investigation inquiry, criminal history inquiry and warrant checks.

The Consolidated Crime Analysis Database (CCAD) is a system that resides on the City's mainframe environment. It consists of COBOL code and a DB2 database, but the front-end of the system is primarily provided by NECS. CCAD was originally installed in or around 2000 and is used Department-wide to input data regarding crimes and arrests along with non-crimes such as impounds and collisions. CCAD is integrated with the Department's Detective Case Tracking System (DCTS) as it shares and stores data from that application. CCAD is primarily a repository of all the above data to facilitate case tracking, the Crime Analysis Mapping System (CAMS), management

reports, and statistical reports to the Department, State and Federal entities. Additionally, CCAD is the data that is presented to the citizens in the City's Open Data initiative.

The Crime Analysis Mapping System (CAMS) is a web-based system (Java/Oracle) that resides on Windows servers in the LAPD Data Center. CAMS was originally deployed in the latter part of '08 and utilizes ArcGIS software for mapping tools. CAMS is used by crime analysts, Crime Analysis Detail (CAD) personnel, and Crime Intelligence Details (CIDs) to generate reports, maps, statistics, and data for real-time crime analysis. CAMS data sources include crime reports, arrest reports, calls for service, traffic collisions, release from custody, and recovered vehicles. CAMS has been used as a visualization tool and has been the foundation for Compstat.

NIBRS and the RMS will replace NECS and CCAD as the data collection databases and eventually supplant CAMS as the reporting mechanism.

Consolidation: Single Platform and Data Warehouse

The LAPD currently uses various reporting tools and a variety of reporting data repositories that are populated in many different ways, at different times and from different source systems.

The Department will consolidate its reporting technologies into a single platform, that provides reporting for IT specialists, and easy-to-learn report generation and data visualization tools for command staff. The LAPD's goal is to 'hide' the complexities of underlying data sources, and provide users with a discoverable, well defined and managed set of data attributes to support better decision-making. The tools and platform will support traditional parameter-based guided reporting, production reporting, query

and ad-hoc reporting, dashboards and basic analytics. Eventually, the LAPD envisions the next generation of Compstat will be based on this enterprise reporting platform.

The LAPD will also establish a data warehouse, augmented by targeted data marts, to provide a centralized and managed data repository for the consolidated reporting and basic analytics tooling and advanced analytics. This data warehouse will replace many existing reporting data repositories that support different reporting needs. The Department will solidify its data classification approach and data stewardship practices in conjunction with technology improvements.

Benefits include:

- Improve responsiveness to emerging reporting needs.
- Improve reporting performance.
- Improve the consistency of reporting output.
- Reduce the need to have in-depth understanding of data structures by increasing guided reporting.
- Reduce ongoing license cost.
- Improve effort/cost estimates for public information requests.
- Enable data provisioning for the City's Open Data initiative.

The development of NIBRS in the Department should make data available to the future State data warehouse, for reporting and analytics purposes. The LAPD expects that NIBRS will have a degree of built-in reporting capability, but that NIBRS data can be made available for additional reporting needs more fully and more timely.

Maintaining old data: Archiving

Currently, historical data for many systems are kept within operational data stores; there is no comprehensive archive approach. In some cases, data from systems that have been retired, such as the predecessor to CCAD (PACMIS), is not converted into their replacement systems, but is still required to support inquiries. This results in the need to retain legacy capacities to retrieve data in old formats and from old repositories.

The LAPD will establish a consolidated archival method and capability for operational data, using archive data formats that should be independent of the software that created the data. The solution will include long-term supportable data structures, with locally resolved references such as crime codes (that do not require further external resources). It will also include simple retrieval tools and search functions to query data and render into a human readable report format.

Benefits include:

- Enable retirement of mainframe capabilities that support historical data access.
- Replace mainframe-based historical repositories.
- Remove dependency to specific applications for data access by using standard data formats.
- Implement retention policies consistently.
- Reduce the impact of application modernization in response to business needs, by decoupling access to historical data from the application.
- Mitigates unconstrained growth of data in application databases, reducing cost and potential performance impact.

The basic retention policy is to retain the following data in operational data stores:

- All data related to active cases.
- All data related to cases that were closed less than 10 years ago.

In addition, the LAPD expects that archived data may need to be “un-archived” upon re-opening of previously closed cases. This would entail re-importing data into operational data stores.

The LAPD anticipates that the archive function would be supported by the data warehouse capability.

The NIBRS solution should be able to export all relevant records to the archive solution, based on the defined retention policy, and provide the ability to re-import previously archived data when a case is re-activated.

Integrating Data

Currently, the mainframe-based application landscape has many point-to-point interfaces, including operational system-to-system interfaces and data extracts. In some cases, data extracts are layered to generate additional data extracts. In other cases, applications leverage data extracts that were not designed for such purpose, creating dependencies. Evolution of source systems may be held back by these dependencies, reducing the ability to timely adapt to the Department's needs.

With the proliferation of data exchanges and extracts, data lineage and the "single source of truth" becomes increasingly difficult to establish. When decisions are made based on data, then the source, accuracy and timeliness of the data needs to be well understood.

Benefits include:

- Reduce dependencies between systems to support a pace layered architecture, improving agility to respond to emerging business needs, and increasing system of record resilience to changed data needs.
- Enable population of data warehouse and advanced analytics.
- Enable retirement of mainframe capabilities that support other systems.
- Reduce IT effort and cost to maintain data exchanges.
- Support the City's Open Data initiatives by delivering timely, appropriate, and accurate data that complies with LAPD's policies.

The NIBRS solution will support the LAPD's data integration vision, either through exposing its data model, providing data-centric application interface capabilities, or another common integration mechanism.

Controlling Access to Systems

LAPD's most recent access control mechanism was introduced with the TEAMS II¹ suite of applications. This custom developed mechanism grants users with the right access, at the right time, to perform their duties based on their position in the

organization. The solution maintains access roles with distinct sets of system privileges, and assigns these roles to employees based on pre-defined business rules. The business rules for granting and revoking access are driven by data from the Deployment Planning System (DPS), which provisions TEAMS II access control with the actual chain of command data, as well as the employees' rank, duty assignment and function.

Although this concept represents LAPD's access control needs, its custom implementation has prevented significant adoption. The majority of applications, including in-house developed and product-based solutions, have independent and inconsistent access control approaches.

The LAPD expects that future technology initiatives will continue to extend the rules-based access control approach with a more standardized product-based Identity and Access Management implementation, based on industry standards for authentication and authorization.

The LAPD expects the benefits of this approach will be:

- Reduce the proliferation of non-standardized authentication and authorization approaches.
- Decouple the existing access control implementation from TEAMS II.
- Enable appropriate and timely access to applications and tools by employees, based on their rank and actual deployment to organizational units.

The LAPD plans to implement a Microsoft Azure Active Directory (IDaaS) solution and expects that future systems will utilize a standards-based authentication and authorization approach and external Identity Access Management implementation pattern.

Creating Master Indexes

Currently, the main identifier for records is the Divisional Reporting (DR) number, which is established relatively late in the data entry process and is not directly related to events. It is difficult to provide a comprehensive perspective of all data across systems (such as CAD, CCAD, TEAMS II) for operational and analysis purposes.

LAPD will develop a master index data management solution based upon a core set of data (time, location, involved people, etc.) that are common between and among all events, and establish conditions for automated and officer-based linking of records. A master name index, master address index, master vehicle index, master property index, and master organization index will be created. These master indexes will allow analysts and officers to use social network analysis tools to create links and define relationships among offenders.

Benefits include:

- Ability to develop composite views of all incidents, arrests, bookings, cases, property/evidence and other data to events.
- Improve business intelligence and advanced analytics capabilities by providing more meaningful data.

Consolidated Message Switch

Currently, the LAPD uses two message switches: one within the NECS legacy system and another within the CAD implementation. NECS supports interfaces that are traditionally associated with message switches, such as the California Law Enforcement Telecommunication System (CLETS) data exchanges or DMV inquiries. It also supports interfaces related to events, such as sending booking data to the County's Automated Justice Information System. The CAD system also provides message switching through CLETS.

The LAPD will reduce messaging complexity in the future state solution, either by consolidating message switches, or providing more direct and modern interfacing mechanisms in the RMS solution.

Benefits include:

- Reduce the proliferation of technologies.
- Reduce ongoing support cost.
- Simplify the interfacing model.
- Leverage pre-built and standards-based connectors (i.e. NLETS, CLETS, etc.)

The LAPD expects that future systems will support interfacing approaches that reduce the complexity and duplication of messaging mechanisms.

Shared Portal Capacity

The LAPD has a large application portfolio, which is accessed in different ways: through desktop shortcuts, browser bookmarks, or shared drive locations. Discovery of applications is cumbersome, and access requires different user IDs and passwords. There is limited support for user collaboration using modern tools.

The LAPD will streamline user access to tools and applications through a single user interface and enable online collaboration between employees outside the context of system of record applications.

Benefits include:

- Ease the discovery and access of applications and tools, leveraging single sign-on where practical.
- Provide portal-based collaboration tools that are easy to use, and offer a more fluid and informal way to communicate than system of record applications allow.

The LAPD expects that future systems will be accessible within the context of a user portal.

Statement of Work and Deliverables

This section describes the work that will be undertaken during the two-year grant period. LAPD will engage in a two-phased approach – 1) Planning for Modernization through NIBRS and 2) Implementing NIBRS. Since 2014 the Department has engaged Gartner, Inc. to assist in the preparation of a Request for Proposal (RFP) for a new records management system (RMS). One of the stated requirements in the RFP is that the system must conform to national standards for incident reporting, including NIBRS.

Planning and Implementation

The RMS RFP was released in October 2015 and evaluations of the proposed solutions have been underway. The NIBRS planning phase will coincide with the planning for the new RMS, which will begin in the fall of 2016. Part of the reason for the lengthy period between issuing the RFP and project planning and implementation is to allow two or more vendors to work with LAPD to demonstrate a “proof of concept” to see how well each system meets the business needs of the Department.

Once a final selection is made and a contract is in place, roll out will occur in phases with priority modules being the first to come online with other modules to follow. Gartner will continue to assist LAPD in developing a detailed project plan for deploying the new RMS and hence NIBRS.

The Planning for Modernization phase will take six months. This effort will be led by an Executive Steering Committee and Planning/Implementation Committee. Both Committees are involved in the development of the RMS and are comprised of command staff, supervisors, officers, analysts, and members of the Information Technology Bureau (see the Capacities and Competencies Section for more information).

Deliverable: Plan for Modernization of the LAPD Using NIBRS

Implementation

The new NIBRS/RMS system will be pilot tested in one of LAPD's 21 patrol divisions. Training will be required for personnel as the transition to the new RMS occurs. The Department does not foresee many changes in the overall business process. As discussed earlier, one of the major goals of the conversion is to move from primarily paper-based field reporting to more electronic field reporting through the deployment of laptops and/or tablets. However, the general approval process will remain the same where an officer takes a report, which must be approved by a watch commander prior to becoming an official report. Presently, watch commanders are responsible for assigning the primary offense code for each report. This may change as officers begin electronic field reporting.

The LAPD will adopt a commercial-off-the-shelf software (COTS) solution that has been successfully implemented at other law enforcement agencies. The LAPD expects to benefit from the collective experience and knowledge of the vendor/contractor and its client base. The Department recognizes that this approach may require changes to existing operational procedures or processes and is willing to make those changes, assuming the proposed approach can be shown to improve the operation's overall speed, quality and/or accuracy. Lastly, the Department also acknowledges that certain operational needs may require some level of system enhancement or customization, although the LAPD expects these to be kept to a minimum.

Training

During the first two months of the implementation phase, a vendor will begin training the LAPD project team on the RMS and NIBRS. This is a four-stage process.

First stage: Initial system training

A vendor will provide Initial System Training during the planning phase. The objective is to provide the Planning/Implementation team with a thorough understanding of the existing functionality of the RMS. This training will provide the LAPD team with system knowledge necessary to make business process and system configuration decisions. LAPD trainers will also be involved in this training in order to involve them in the project early, so that they are well informed and able to commence training documentation.

After this training, the LAPD team can begin to visualize, understand and document how the RMS will operate within the Department, including making changes to existing business processes. Once the team has completed the business process analysis, the new processes are documented and become the foundation for creating training materials.

Second stage: Follow-up training and support

In the second stage, a vendor provides follow-up training and support to the LAPD team during business process analysis. This is scheduled as needed and generally provides refresher training on particular areas of functionality. This training can be provided on-site or remotely.

Third stage: Train-the-trainer for LAPD trainers

The third stage involves delivering train-the-trainer training to LAPD end user trainers. This training can either be provided by a vendor or by the LAPD trainers that are part of the project team. The purpose is to transfer system knowledge to LAPD end user trainers so that they can deliver agency-specific training courses and support material.

End user training

The LAPD training team trains end users. A member of the vendor team will initially provide support to the LAPD trainers and provide feedback to the LAPD trainers as needed. Captains, supervisors, officers, analysts, and record keepers will be trained and educated about NIBRS and RMS in one Division.

The Implementation phase of this grant will take about 18 months and will be monitored closely by the Planning/ Implementation Committee. After six months, other Divisions within the same Bureau will begin to adopt NIBRS via a 'roll out' process. That is, one Division after another will be added every two months or so. By the end of the grant period, six or seven Divisions should have adopted NIBRS (October 2018). By 2020 all other Divisions (14-15) in the Department will have adopted NIBRS and RMS.

Deliverable: At the end of the grant period (2018) and the Implementation phase, we anticipate that a complete, feasible, and high-quality plan for submitting LAPD incident-based data will be certified by the FBI.

Counting Crime and Incidents: Changing Crime Analysis, Compstat and Research

Part of the Planning and Implementation process will include a re-examination of how NIBRS data will be used, how analysis will occur, and the types of reports that will

be generated. LAPD's Research Partner, Justice & Security Strategies, Inc. (JSS) will work with the Department to determine the most appropriate strategies for analysis and reports. This is an important part of the migration to NIBRS as it will lead to fundamental, organizational changes especially in using the expanded data. While the transition from SRS to NIBRS will be seamless, and traditional UCR crime statistics will continue to be reported, the ability to conduct more meaningful analyses will increase because of the availability of incident-based data. NIBRS allows crime analysts and researchers to *analyze* the social, economic and demographic factors associated with crime. Maxfield (1999) described the opportunities NIBRS presents for research as well as the potential pitfalls. For example, he notes that criminal justice researchers have the opportunity to examine aspects of crime such as the relationships between victims and offenders, weapons used in various types of crimes, crime trends over time and in different localities, and the prevalence of certain types of crime. NIBRS is one of the few crime databases that provide the information needed for the study of crime clearance and its relation to race, age and other demographic factors. Roberts (2009) shows the use of NIBRS for the study of crime clearance, disaggregation of crime rates by situational context, and outcomes of violent encounters.

While "counting" in summary UCR/SRS was for the most part straightforward, NIBRS introduces a myriad of data aggregation or "counting" possibilities. Akiyama and Nolan (1998) indicate that the "unit of count" can vary from table to table, or even by column within tables. For example, NIBRS reports crime in the following way: in 2014, 6,520 law enforcement agencies (covering 93 million people) reported 4,759,438 incidents involving 5,489,485 offenses, 5,70,423 victims, and 4,414,016 known

offenders. Of the offenses reported during 2014, 63.6 percent involved crimes against property, 23 percent involved crimes against persons and 13.4 percent involved crimes against society. These statistics can be broken down in many different ways.

This differs from the UCR/SRS press release for the same year that indicates that 18,498 law enforcement agencies reported that there were an estimated 1,165,383 violent crimes and 8,277,829 property crimes. Murder and non-negligent manslaughter decreased 0.5 percent and robbery decreased 5.6 percent when compared with estimates from 2013 (FBI, 2015).

The point of this is to illustrate the way in which the Department can begin to think about crimes and incidents and the way that reporting can occur. It means that crime and intelligence analysts can broaden their perspectives by looking routinely at relationships between victims and suspects, address clearance rates, explain violent encounters, and allow for more granular examinations of specific crimes. NIBRS also means that Compstat will change. Instead of focusing solely on Part 1 crimes and their locations, the Bureaus and Divisions can look at specific victims and offenders and how their relationships may be influencing crime patterns.

As the Research Partner, JSS will develop and implement a research plan that incorporates potential changes in analysis, describes how analytic tools can be used effectively in the Department, selects topics that are applicable to understanding crime and disorder in Los Angeles, and above all, provides actionable findings that can be used operationally in the Department.

The research plan will include appropriate social scientific methods that can be transferred and translated to crime and intelligence analysts in the LAPD. In addition, it

is anticipated that NIBRS data that currently reside in the National Archive of Criminal Justice Data (NACJD)² will be used to test various methods and analytic tools that can then be used with LAPD data as they become available.

JSS will work with the Compstat Division, crime and intelligence analysts, command staff, Captains, and officers during the design of the research plan. Once the plan is created, JSS will work with LAPD analysts to implement and conduct research using archived NIBRS data and then LAPD data.

Deliverables: The research plan for using NIBRS in the LAPD; a 5-10 page white paper that analyzes existing NIBRS data; and at least one journal-quality article.

Working with CalDOJ

California is one of 17 states that has not been certified by the FBI to report data to NIBRS. This means that the California Department of Justice (CalDOJ) has not yet established a state incident-based reporting standard and has not converted data into the NIBRS format for submission to the FBI. BJS has provided grant funding to CalDOJ to begin this process. The LAPD will consult with CalDOJ, BJS, the FBI, and the NCS-X Implementation team to ensure that the transition complies with changes being made in the state program. Travel funds for trips to Sacramento have been budgeted over the two-year grant period to allow LAPD staff to confer with and meet with representatives from CalDOJ.

Deliverable: At the end of the grant period (2018) and the Implementation phase, we anticipate that a letter of support from CalDOJ will be provided regarding the LAPD's NIBRS program and reporting activities.

Collaboration and Communication with BJS, the FBI, and the NCS-X Implementation Team

Chief Charlie Beck and Chief of Staff Commander Sean Malinowski met with then-BJS Director William Sabol in 2015 in Washington, DC to express their strong interest in adopting NIBRS. Chief Beck has said that implementing NIBRS is a top priority and that collaborating and communicating with BJS is essential.

Under this cooperative agreement, the Department will work closely with BJS, the FBI, and the NCS-X Implementation Team on project tasks and requests for technical assistance.

LAPD staff has met with the NCS-X Team on two occasions resulting in the Readiness Assessment (see Appendix 7). In addition, Police Administrator John Neuman is a member of the NCS-X Crime Indicators Working Group. The Department welcomes the opportunity to work with BJS, the FBI, and the NCS-X Team to create and sustain a useful and productive incident-based system.

As part of the task and timeline (Appendix 3) we indicate that a kickoff meeting will occur immediately after notification of the grant award and that monthly calls with BJS, the FBI, and the NCS-X Team will commence. A schedule will be established with BJS for submission of reports

Capabilities and Competencies

The LAPD has extensive experience in managing and overseeing projects of this magnitude. In 2015, the Department received 14 grants from a variety of funding agencies including BJA and NIJ totaling \$6.5 million. Specifically, the Department has received \$900,000 from BJA for its Smart Policing Initiative, \$1 million for its body-

worn camera initiative, and over \$1.1 million from NIJ for eliminating the DNA Backlog.

For the LAPD, Ms. Maggie Goodrich will serve as Executive Project Director, Derek Smith will serve as the Project Director, John Neuman will be the Principal Investigator, and Ms. Nichole Trujillo will be involved with the project. Dr. Craig Uchida with Justice & Security Strategies, Inc. (JSS) will serve as the Research Project Director.

Ms. Goodrich, J.D., LAPD Chief Information Officer, will serve as the Executive Project Director. As CIO, Ms. Goodrich is the civilian equivalent of a Deputy Chief. Ms. Goodrich oversees all technology, grant funding, contracts and procurement processes for the LAPD. Ms. Goodrich joined the LAPD in November 2006 when she served as the Commanding Officer for the TEAMS II Development Bureau established under the federal Consent Decree with the US DOJ. She holds a J.D. from the UC Hastings College of the Law.

Derek Smith will serve as the Project Director and oversee all facets of the NIBRS project. He is currently the Program Manager for LAPD's Application and Modernization Program. Mr. Smith has eight years of experience as an IT project manager and ten years of experience in development and maintenance of web-based applications. He has worked in the LAPD for nine years. He earned his Bachelor of Science degree at Cal Poly Pomona.

John Neuman is Police Administrator and Commanding Officer for the Compstat Division and is the LAPD representative who sits on the NCS-X Crime Indicators Working Group. Mr. Neuman began working in the LAPD in 1997 as the officer-in-

charge of the Crime Analysis Detail (CAD) in the West Los Angeles Division. He designed the Department's Crime Analysis Mapping System (CAMS), which was successfully deployed in 2008. In 2014, the Data Integrity Unit (DIU) was established under his command. The DIU is tasked with training and inspections to ensure that the Department is properly classifying their crimes, in accordance with the FBI's Uniform Crime Reporting (UCR) guidelines. Mr. Neuman graduated from California State University at Northridge (CSUN) with a Bachelor of Science degree in Business Administration.

Ms. Nichole Trujillo is a Management Analyst who will be responsible for quarterly reports, administrative needs, and recordkeeping.

As part of the Department's modernization program, an Executive Steering Committee has provided advice, guidance, and input into the future of LAPD's use of technology. The Committee will provide similar advice and guidance regarding the NIBRS project. The Committee is comprised of LAPD Command Staff who represent various operational areas of the Department. They include Deputy Chiefs and Commanders in Operations (patrol), Special Operations (detectives, counterterrorism, and jails), and Administrative Services (see Appendix 2 for an organizational chart of the members).

The Implementation Committee comprised of LAPD sworn and civilian personnel who represent various operational areas of the Department will be primarily responsible for NIBRS implementation. Subject matter experts throughout the Department will support the Committee during the implementation process (see Appendix 2 for an organizational chart listing of the members).

At Justice & Security Strategies, Inc. (JSS), Dr. Craig D. Uchida, a research statistician, and research analyst will participate in the project. Dr. Uchida will serve as Research Project Director and the research staff will assist in data analysis.

Dr. Uchida has studied policing, collective efficacy, and a variety of criminal justice-related topics during his 30+ years in the field. Dr. Uchida is the author of numerous journal articles on policing and criminal justice, has written a book on crime and collective efficacy, has co-edited two books, and co-authored a National Academy of Sciences book on the security of America's dams. He received his doctorate and Master's degree from the University at Albany School of Criminal Justice. He and JSS have worked with the LAPD as Research Partner for a number of BJA and NIJ grants since 2009.

Mr. Matt Nelson, Research Statistician and Mr. William Lu, Research Analyst will work with Dr. Uchida on the research plan for NIBRS. In addition, they will analyze archived NIBRS data and LAPD NIBRS data on different topics that are relevant to the Department. Mr. Nelson is a doctoral student at George Mason University's Department of Criminal Justice. He received his Master's degree at GMU and his Bachelor's degree in crime, law and justice at Penn State University. Mr. Lu has worked at JSS for 18 months as an embedded research analyst within the LAPD. Mr. Lu received his Bachelor's degree in Criminal Justice from Cal State Fullerton and worked as a crime analyst intern in the LAPD prior to joining JSS.

Performance Measures

The measures required by this cooperative agreement under the Government Performance and Results Act (GPRA) of 1993 will be collected and reported on by the

LAPD. As part of the requirements of the cooperative agreement, the LAPD will submit performance metric data quarterly and work with BJS on determining the appropriate measures.

The LAPD will fulfill all federal reporting requirements, including quarterly financial reports and progress reports.

Sustainability

The LAPD is committed to implementing NIBRS over the next four years. With funding from BJS, the Department will be able to begin the modernization program and show the effectiveness of NIBRS internally and externally. The funds that are requested will activate the migration from SRS to NIBRS and demonstrate how it will work in six to seven Divisions. Sustaining NIBRS will depend, in part, on the city's ability to provide additional funding to complete the modernization program, but the Department will make every effort to obtain funding and sustain and use NIBRS to its fullest.

¹ TEAMS II is LAPD's Training Evaluation and Management System II, the Early Intervention System established in 2007 as a result of the consent decree of the U. S. Department of Justice. It was designed to identify and intervene with officers at risk for future misconduct

² See <https://www.icpsr.umich.edu/icpsrweb/NACJD/NIBRS/>

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U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Statistics (BJS), in partnership with the FBI's Criminal Justice Information Services Division, seeks applications for funding to support efforts of local law enforcement (LE) agencies with 750 or more sworn officers to report incident-based crime data to the FBI's National Incident-Based Reporting System (NIBRS), either through their state NIBRS-certified Uniform Crime Reporting (UCR) Program or directly to the FBI. Under this solicitation, funding will be provided to support the transition to incident-based reporting (IBR) among agencies with 750 or more sworn officers that currently do not report IBR data to their state UCR Program or to the FBI's NIBRS. BJS and the FBI are implementing the NCS-X program to further the Department's mission to work with the justice community to develop innovative strategies that support information sharing between and across sectors of the justice community.

2016 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase III – Support for Large Local Agencies

Applications Due: June 10, 2016

Eligibility

Eligible applicants are local LE agencies with 750 or more sworn officers that (1) currently do not report incident-based data to their state UCR Program or to the FBI's NIBRS and (2) have had a readiness assessment¹ completed through the NCS-X Initiative.

In general, BJS is authorized to make grants to, or enter into contracts or cooperative agreements with, states (including territories), units of local government, federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. For-profit organizations must agree to forgo any profit or management fee. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

¹ Readiness assessments are explained in greater detail below in the section titled "Providing funding and support for local law enforcement agencies with 750 or more sworn officers to report incident-based data to the state UCR Program or directly to the FBI."

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Section 0.85, the FBI is authorized to support activities related to the transfer and sharing of criminal justice information across and between law enforcement and related agencies.

Program-Specific Information

The NCS-X is an effort to expand the FBI's NIBRS into a nationally representative system of incident-based crime statistics. BJS and the FBI have partnered together to implement NCS-X with support from other Department of Justice agencies, including the Office for Victims of Crime. At the outset of the project, the FBI and BJS signed a joint statement of support for NCS-X (http://www.bjs.gov/content/pub/pdf/NCS-X_FBI_BJS%20Joint_Statement.pdf). The goal of NCS-X is to enroll a sample of 400 scientifically selected LE agencies to submit data to NIBRS. When these 400 new NIBRS-reporting agencies are combined with the more than 6,500 agencies that reported to NIBRS as of 2014,² the nation will have a nationally representative system of incident-based crime statistics drawn from the operational data systems of local police departments. These incident-based data will draw upon the attributes and circumstances of criminal incidents and allow for more detailed and transparent descriptions of crime in communities.

The sample-based approach to enrolling new NIBRS reporting agencies will allow the production of national estimates of crime based on incident-based data, while the FBI gradually transitions NIBRS to the system to which all LE agencies in the United States submit their UCR data. The sample of 400 agencies has been drawn, including a subset of additional agencies held in reserve to replace agencies that may decline to participate and to accommodate other needs for replacement. The list of sample and reserve agencies is available on the BJS website at http://www.bjs.gov/content/pub/pdf/NCSX_sampled_agencies.pdf.

Coordination with and technical assistance from BJS, the FBI, and the NCS-X Implementation Team

The NCS-X Implementation Team coordinates NCS-X program activities with BJS and the FBI. This team was established through a competitive bidding process to support the activities required to expand NIBRS reporting to the 400 NCS-X sampled agencies, which includes expanding the state pipeline for receiving and processing incident-based data, recruiting, and providing technical assistance to NCS-X sampled agencies. A consortium of organizations was chosen to be the NCS-X Implementation Team, led by RTI International and composed of the International Association of Chiefs of Police, Police Executive Research Forum, Integrated Justice Information Systems Institute, and National Consortium for Justice Information and Statistics.

Recipients of funds under this solicitation will be expected to consult with the NCS-X Implementation Team for technical assistance and with the state UCR Program and/or FBI CJIS Division staff for details about IIR/NIBRS certification and other reporting requirements.

Providing funding and support for local law enforcement agencies with 750 or more sworn officers to report incident-based data to the state UCR Program or directly to the FBI

² Total number of NIBRS reporting agencies by population group in 2014 is available at https://www.fbi.gov/about-us/cjis/ucr/nibrs/2014/tables/number_of_agencies_and_population_covered_by_population_group_2014_final.pdf.

systems and extracting incident-based data for those systems, (4) conducting follow-up briefings, and (5) writing reports summarizing the findings of the readiness assessments for each agency. For a full list of agencies for which readiness assessments have been completed or are currently planned to have readiness assessment completed by May 1, 2016, see <http://www.bjs.gov/content/ncsx.cfm>.

The reports generated from completed readiness assessments have been provided to the respective agencies; if your agency would like to request a copy of your readiness assessment report, please contact ncsx@rti.org. Agencies with 750 or more sworn officers that have not yet participated in a readiness assessment can arrange for a readiness assessment by the NCS-X Implementation Team by contacting ncsx@rti.org or by emailing askbjs@usdoj.gov and including "NCS-X Local" in the subject line.

Support for state UCR Programs to collect, process, and report incident-based data to NIBRS

In general, the current mechanism by which local LE agencies report data to the FBI's NIBRS is to submit state-specific incident-based data to their state UCR Program, and then for the state UCR Program to report those data to the FBI. While the FBI does accept NIBRS data directly from a small number of LE agencies, the preferred route of reporting is through the state UCR Program. Through other funding mechanisms, the NCS-X program supports the establishment or expansion of NIBRS-certified programs throughout the nation. As applicable, BJS, the FBI, and the NCS-X Implementation Team work directly with state UCR Program managers and others in the state to ensure that local agency transitions to IBR comply with state program specifications. By supporting the state UCR Programs, the NCS-X program ensures the state pipeline can accept incident-based data from local LE agencies in the NCS-X sample, as those agencies transition to IBR.

A total of 33 state UCR Programs are certified by the FBI to report data to NIBRS. States certified by the FBI to report to NIBRS have established a state IBR standard to which local agencies in those states must report; the state UCR Program generally takes responsibility for converting the state incident-based data into the NIBRS format for submission to the FBI. In states with an IBR component, agencies in those states must ensure compliance with the state standard when converting to IBR. The remaining 17 states and the District of Columbia do not have a NIBRS-certified UCR Program; 15 of the 17 states report only to the FBI's SRS, and 2 of the 17 have no state-level UCR Program. In those states, it will be critical for local agencies to consult with the state UCR Program and with BJS to ensure that the transition at the local level complies with changes being made in the state program to develop or implement an IBR component. Table 1 provides a list of states by type of crime reporting.

Costs considered allowable under this solicitation

Funding provided to large local agencies under this solicitation is not intended to cover all costs associated with establishing or expanding a NIBRS-compliant IBR capability. The award funds are intended to cover those costs that are minimally essential for the program activities being proposed. Applications for funding under this solicitation should consider the following information about allowable costs.

Under this solicitation, the following costs are allowable:

1. Reasonable costs for software, hardware, and labor that directly support or enhance an agency's technical capacity for collecting and processing data and submitting those data to the state UCR Program or directly to the FBI. This includes acquiring software to enable reporting of state IBR-compliant data to the state UCR Program, and labor and software costs for validation testing to ensure conformance with state IBR standards.⁴
2. Costs related to obtaining technical assistance for LE agency personnel responsible for (1) managing the agency's crime incident data, (2) processing and validating the data, and (3) extracting and submitting IBR data to the state UCR Program according to the state standard or directly to the FBI according to the NIBRS standard.
3. As applicable, costs for local agencies to provide technical assistance to agency personnel in how to collect, input, process, and submit incident-based data in the agency system.

Under this solicitation, the following costs are NOT allowable:

1. Funding of staff positions beyond the length of the award period.
2. Funding to support software maintenance beyond the length of the award period.
3. Funding to support technical assistance for hardware or software beyond the length of the award period.

Goals, Objectives, and Deliverables

The goal of this program is to help large local LE agencies with 750 or more sworn officers submit incident-based crime data to their state UCR Program or directly to the FBI's NIBRS. This goal will be achieved through the following two objectives: (1) ensure that these large agencies have the resources, through funding and technical assistance, to transition to IBR that conforms to the state IBR standard or the NIBRS standard, as applicable, and (2) provide the funding and technical assistance resources to large agencies to extract incident-based data and submit those data to the state UCR Program or directly to the FBI.

Note: BJS will hold two teleconference to enable eligible applicants to ask questions about this solicitation. The first teleconference will take place on Monday, April 25, 2016, from 3:30 to 5:00 p.m. The second teleconference will take place on Thursday, April 28, 2016, from 3:30 to 5:00 p.m. If you would like more information about the planned teleconferences, email askbjs@usdoj.gov and include "NCS-X Local" in the subject line.

Applicants for this solicitation may apply for awards to support the agency's transition to IBR. Applications made by eligible local agencies should document the need for and the costs

⁴ For large local agencies in states in which an IBR program has not yet been established and a state IBR standard does not exist, allowable costs include those for software to enable reporting of NIBRS-compliant data directly to the FBI and validation testing to ensure conformance with the NIBRS standard.

- d) Needs for technical assistance during the transition period for staff who will directly support the IBR conversion and reporting effort.
- e) How the implementation process will identify and address hurdles that must be overcome to enable reporting of IBR data to the state UCR Program or directly to the FBI, as applicable, and the expected costs of addressing these concerns.
- f) A plan to collaborate with the state UCR Program on the development of the incident-based data reporting and submission structure. For agencies that will initially be reporting directly to the FBI, this plan should outline how the agency will communicate with the state to ensure that any state-specific IBR requirements under development by the state UCR Program are included in the local agency IBR reporting structure.
- g) A plan to collaborate with the NCS-X Implementation Team on project tasks, including any required outreach to stakeholders, technical assistance, project management, and deliverables identified by the applicant.
- h) A timeline for implementation and completion and detailed task plan and tentative dates for all major project milestones and deliverables, including completing certification of the NIBRS data submission process by the FBI, if applicable.
- i) A detailed budget, including staffing, travel, and any subcontract costs associated with the project tasks.

Final deliverables include documentation verifying that the local agency is certified to report IBR data to the state UCR Program or directly to the FBI. Interim deliverables include those identified by the applicant in the funding proposal and all required award progress reports.

All applicants should briefly describe how each task proposed will be completed and include the estimated costs associated with each task. This task plan should include (1) a description of the specific strategies and approaches that will be used to complete the task, (2) a description of the capabilities and demonstration of the expertise that will enable the applicant to complete each task, and (3) cost estimates for performing the work. The application should sufficiently communicate the applicant's knowledge of the challenges and complexities associated with the proposed work.

Each application should include a discussion of the following set of tasks, in addition to any other tasks identified directly by the applicant:

- a) **Project timeline:** Each application is required to include a preliminary, detailed task plan and timeline for implementing the project. The timeline should include plans for a project kickoff meeting to be held shortly after the start of the award. For planning purposes, projects should start no sooner than October 2016. The kickoff meeting should be done via teleconference or video conference to save on travel costs. Based on the discussion with BJS and the FBI's CJIS, the recipient will then make any necessary revisions to the project budget and the detailed timeline provided in the application, including dates of completion for each task, dates of delivery for any deliverables, dates of delivery for monthly status reports, and the dates of scheduled meetings, where applicable.
- b) **Communication strategy:** Each application should outline a communication strategy that describes how the recipient of funds will provide project updates to BJS and the FBI's CJIS, and how project activities will be communicated to senior leadership and management in the applicant agency and with the state UCR Program. The communication strategy should

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the recipient's (and any subrecipient's) compliance with statutes, regulations, and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or Matching Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Cost (also known as Pre-award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the Financial Guide, for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.⁷ The 2016 salary

⁷ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJS will review only the most recent system-validated version submitted. For more information on system-validated versions, see How to Apply.

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJS has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and resumes/curriculum vitae of key personnel. For purposes of this solicitation, "key personnel" means the project manager and any and all primary project staff working on activities defined in the applicant's proposal. Please review the "Note on File Names and File Types" under How to Apply to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

Intergovernmental Review: This funding opportunity (program) **is not** subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. Project Abstract

The project abstract is a very important part of the application, and serves as an introduction to the proposed project. BJS uses the project abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the project abstract typically will become public information and be used to describe the project.

Applications should include a high-quality project abstract that summarizes the proposed project in 250–400 words. Project abstracts should be—

- written for a general public audience

the state and becoming certified by the FBI to report incident-based data to NIBRS.

3. Applicant demonstrates clear understanding of the state pipeline for crime reporting and the need to report to the state UCR Program incident-based data that meet the state IBR requirements.
 4. Applicant demonstrates understanding of the FBI's NIBRS and the difference between a state IBR standard and the FBI's NIBRS standard.
 5. Applicant demonstrates knowledge of the impediments to local LE agencies to reporting incident-based data with all of the required NIBRS elements.
- Project Design and Implementation
 1. The grant activities included in the application articulate a clear plan to report IBR data to the state UCR Program or directly to the FBI, as applicable. The application includes a well-developed plan for transitioning the local agency to IBR and submitting IBR data to the state UCR Program or directly to the FBI. If applicable, the applicant also includes a plan to transition from being a direct FBI reporter to reporting through the state pipeline when the state program has the capacity to receive these data. Activities outlined in the application address in detail the required elements indicated above in the section "Statement of Work and Deliverables."
 2. The proposed project is justified and feasible. The applicant clearly demonstrates the ability to accomplish the project tasks outlined in the proposal, and the ability to complete the tasks and meet the project goals within the proposed time frame.
 3. The applicant demonstrates an awareness of potential pitfalls of the proposed project design and has suggested feasible and reasonable actions to minimize or mitigate those pitfalls.
 - Capabilities and Competencies
 1. The applicant has provided sufficient justification that the proposed project staff (that is, the project lead and other individuals and organizations) identified in the application who will be significantly involved in supporting the activities outlined in the proposal have the necessary qualifications and experience to fulfill the goals of the project and to complete project tasks.
 2. The applicant has provided sufficient information about the capabilities and competencies of any proposed contract staff who will be used for project activities. If the staff are not yet employed, the applicant has provided sufficient detail regarding the capabilities and competencies the state agency will seek for such staff.

	Deliverables completed on time.	<p>Provide documentation of meetings with NCS-X Implementation Team members, including meeting minutes and next steps identified during those meetings.</p> <p>Provide memos summarizing contacts and meetings with applicable contract agencies or companies and any next steps identified from those discussions.</p>
Coordinate with NCS-X Implementation Team to receive technical assistance to support NIBRS reporting activities.	<p>Number of requests for technical assistance made to Implementation Team.</p> <p>Number of hours of technical assistance received.</p> <p>Number of requests for technical assistance completed.</p>	<p>Number of requests for technical assistance made to the NCS-X Implementation Team, by type of technical assistance.</p> <p>Number of technical assistance hours received from the NCS-X Implementation Team.</p> <p>Number of requests for technical assistance completed by the NCS-X Implementation Team, by type of technical assistance</p>
Establish a NIBRS- certified IBR program in the local agency (if applicable).	<p>Deliverables completed on time.</p> <p>Deliverables that meet expectations.</p>	<p>Provide letter of support from the designated authority of the state UCR Program in support of local agency program and reporting activities.</p> <p>Submit a complete, feasible, and high-quality plan for submitting local agency incident-based crime data that is certified by the FBI to report data to NIBRS.</p> <p>Provide a complete plan for ceasing direct submission to the FBI and beginning submission of incident-based data in the state-specific IBR format (if applicable) to the state UCR Program after the state has established a NIBRS-certified program.</p>

BJS does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJS will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant’s accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the Financial Guide. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁸

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- The date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status.

⁸ See 2 C.F.R. § 200.414(f).

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

9. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this form.

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

How to Apply

Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJS strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please ensure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours**. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.734, titled "Special Data Collections and Statistics Studies," and the funding opportunity number is BJS-2016-9980.
6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 10, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures

5. **Budget:** complete, cost effective, and allowable (e.g., reasonable, allowable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures and should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project) – 15%

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as "critical elements"
- Applicants will be checked against the System for Award Management.

For a list of critical elements, see "What an Application Should Include" under Section D. Application and Submission Information.

BJS may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior BJS and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements¹⁰ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases.

OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via the [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJS expects that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJS.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award, consistent with OJP policy and guidance on “conference” approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Applicants should anticipate that progress reports will be required to follow the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. General information on RPPRs may be found at www.nsf.gov/bfa/dias/policy/rppr/. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative requirements of the recipient or the program.

¹⁰ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

Appendix A – NCS-X Sample of Large Local Agencies with 750 or More Sworn Officers

Stratum	Agency	State	Stratum	Agency	State
2	BIRMINGHAM POLICE DEPARTMENT	AL	2	BOSTON POLICE DEPARTMENT	MA
2	MESA POLICE DEPARTMENT	AZ	2	BALTIMORE CITY POLICE DEPT	MD
2	PHOENIX POLICE DEPARTMENT	AZ	2	BALTIMORE COUNTY POLICE DEPT	MD
2	TUCSON POLICE DEPARTMENT	AZ	2	MARYLAND STATE POLICE	MD
2	ALAMEDA COUNTY	CA	2	PRINCE GEORGE'S COUNTY PD	MD
2	FRESNO POLICE DEPARTMENT	CA	2	MINNEAPOLIS POLICE DEPARTMENT	MN
2	KERN COUNTY	CA	2	SAINT LOUIS POLICE DEPARTMENT	MO
2	LONG BEACH POLICE DEPARTMENT	CA	2	ST. LOUIS COUNTY POLICE DEPT	MO
2	LOS ANGELES COUNTY	CA	2	OMAHA POLICE DEPARTMENT	NB
2	LOS ANGELES POLICE DEPARTMENT	CA	2	CHARLOTTE-MECKLENBURG PD	NC
2	RIVERSIDE COUNTY	CA	2	JERSEY CITY POLICE DEPARTMENT	NJ
2	SACRAMENTO COUNTY	CA	2	NEW JERSEY STATE POLICE	NJ
2	SAN BERNARDINO COUNTY	CA	2	NEWARK POLICE DEPARTMENT	NJ
2	SAN DIEGO COUNTY	CA	2	ALBUQUERQUE POLICE DEPARTMENT	NM
2	SAN DIEGO POLICE DEPARTMENT	CA	2	LAS VEGAS METROPOLITAN POLICE DEPARTMENT	NV
2	SAN FRANCISCO POLICE DEPT	CA	2	NASSAU COUNTY	NY
2	SAN JOSE POLICE DEPARTMENT	CA	2	NEW YORK CITY POLICE DEPT	NY
2	SANTA CLARA COUNTY	CA	2	NEW YORK STATE POLICE: ALBANY COUNTY	NY
2	DISTRICT OF COLUMBIA PD	DC	2	SUFFOLK COUNTY POLICE DEPT	NY
2	CLASSIFICATION & COMPENSATION	FL	2	OKLAHOMA CITY POLICE DEPT	OK
2	FLORIDA HIGHWAY PATROL	FL	2	OREGON STATE POLICE	OR
2	HILLSBOROUGH COUNTY	FL	2	PORTLAND POLICE BUREAU	OR
2	JACKSONVILLE POLICE DEPT	FL	2	PENNSYLVANIA STATE POLICE	PA
2	MIAMI POLICE DEPARTMENT	FL	2	PHILADELPHIA POLICE DEPARTMENT	PA
2	MIAMI-DADE POLICE DEPARTMENT	FL	2	PITTSBURGH POLICE BUREAU	PA
2	ORANGE COUNTY	FL	2	AUSTIN POLICE DEPARTMENT	TX
2	PALM BEACH COUNTY	FL	2	EL PASO POLICE DEPARTMENT	TX
2	TAMPA POLICE DEPARTMENT	FL	2	HARRIS COUNTY SHERIFF'S OFFICE	TX
2	ATLANTA POLICE DEPARTMENT	GA	2	HOUSTON POLICE DEPARTMENT	TX
2	DEKALB COUNTY POLICE DEPT	GA	2	SAN ANTONIO POLICE DEPARTMENT	TX
2	HONOLULU POLICE DEPARTMENT	HI	2	TRAVIS COUNTY SHERIFF'S OFFICE	TX
2	INDIANAPOLIS POLICE DEPARTMENT	IN			
2	EAST BATON ROUGE PARISH	LA			
2	JEFFERSON PARISH	LA			
2	NEW ORLEANS POLICE DEPARTMENT	LA			

_____ Employee Compensation Waiver request and justification

(see page 13)