



CITY OF COLUMBIA
AGENDA MEMORANDUM

MEETING DATE: July 19, 2016

DEPARTMENT: Police Department

FROM: *William Holbrook, Police Chief*

SUBJECT: JAG Application

PRESENTER: Major Rick Hines

FINANCIAL IMPACT:

ORIGINAL BUDGET: 86,614

CLEAN WATER 2020?: No

This is a review of the 2016 JAG Grant application for the Firearms Training Simulator (FATS)

ATTACHMENTS:

- signed_2016_JAG Application (PDF)

APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION		
Legal Name	Organizational Unit	
City of Columbia	Columbia Police Department	
Address P.O. Box 147 Columbia, South Carolina 29217-0147	Name and telephone number of the person to be contacted on matters involving this application Holbrook, William (803) 545-3510	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 57-6000230	7. TYPE OF APPLICANT Municipal	
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA Edward Byrne Memorial Justice Assistance Grant TITLE: Program	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Firearms Training Simulator (F.A.T.S.) System	
12. AREAS AFFECTED BY PROJECT City of Columbia, South Carolina		
13. PROPOSED PROJECT Start Date: October 01, 2015 End Date: September 30, 2019	14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project SC06 SC02	
15. ESTIMATED FUNDING	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$86,614	This preapplication/application was made available to the state executive order 12372 process for review on 06/30/2016
Applicant	\$0	
State	\$0	
Local	\$0	
Other	\$0	
Program Income	\$0	
TOTAL	\$86,614	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? N

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

Close Window



Teresa B. Wilson
City Manager



Date

City of Columbia, Police Department**Law Enforcement – Equipment, Supplies & Technology****Title of Project: Firearms Training Simulator (F.A.T.S.) System****Abstract**

The Columbia Police Department (CPD) seeks to purchase a Law Enforcement Firearms Training Simulator (F.A.T.S.) system to aid in training officers in response to resistance (use of force) incidences. This training also falls in line with the President's Task Force on 21st Century Policing and the Department's adaptation of that program to provide training on: cultural sensitivity, community policing, conflict resolution, de-escalation techniques, implicit bias/discrimination recognition, response to resistance/use of force, mental illness recognition and interaction, and chronic illness recognition.

Top five (5) Project Identifiers:

1. Equipment – Tactical;
2. Training- Use of Force;
3. Training- De-escalation;
4. Equipment – General; and
5. Policing.

COLUMBIA POLICE DEPARTMENT FY 2016 JUSTICE ASSISTANCE GRANT (JAG)**Activity Area: Law Enforcement – Equipment, Supplies & Technology****Title of Project: Firearms Training Simulator (F.A.T.S.) System****Program Narrative****Program Need Analysis**

The Columbia Police Department (CPD) is in need of funding dollars to support the Department's Training Unit (TU) and activities. Police training units are tasked with the responsibilities of preparing initial/new officers for the job of policing and keeping the seasoned officers up-to-date and skilled on all aspects of policing.

In today's changing environment (mass shooting incidents, officers as targets, officers leaving policing creating record vacancies, etc.), the TU must redouble their efforts to get officers trained as effectively and efficiently as possible. One area that has lagged or suffered in training, also one of the most important aspects of policing, is preparing officers for response to resistance (use of force). This resistance can range from how to handle a "simple" disturbance call to how to resolve a hostage situation. While officers may get initial training in the proper way to respond to these issues in the academy and some classroom discussions during their annual recertification training, they are seldom given the opportunity for "hands-on" training in these areas unless they are a member of a specialized response unit. However, we know that officers do respond to these calls daily and that we need to reduce the incidences of use of force, where possible.

The Department's 2015 Internal Affairs Report (http://www.columbiapd.net/pdfs/publications/CPD_InternalAffairsReport_2015.pdf) reflects

overall decreases in the use of force, public encounters, and arrest events from 2014, which is also supported by the three-year trend reflected in the chart below.

	2013	2014	2015
Total Use of Force Events	119	108	89
Total Public Encounters	185,613	168,838	163,555
Total Arrests	7,699	7,175	5,921
NOTE: Data compiled from CPD's 2014 and 2015 Internal Affairs Reports as posted on CPD's website: http://www.columbiapd.net/ .			

These reports also include graphs that detail the types of weapons deployed in use of force incidences and the frequency of use; during 2015 the following weapons were used: personal- 26, oleoresin capsicum (OC / pepper) spray- 1, impact- 2, electronic control devices (tasers)- 68, and firearm- 1. While the use of force by CPD officers is relatively low in relation to the contact (1%), it is our desire to ensure that we are responding appropriately in each incident.

CPD has the additional dynamics that Columbia is the capital city of South Carolina and the 2014 Census Population Estimates shows the City at 132,067 residents giving us the distinction of being the largest city in the state. Columbia is approximately 136.20 square miles, including property in two counties, Richland and Lexington. The City of Columbia "proper" resides within Richland County South Carolina, which has the second largest population in the State, and Lexington County, which ranks sixth in population.

There are a considerable number of governmental agencies and diverse local businesses within the City that increases the daytime work force to over 400,000 persons. Within the city limits are seven major colleges and universities; the largest institution is the University of South Carolina where full-time student enrollment is over 30,000 students. Also included within the city limits is one of the largest initial training facilities in the U.S. Army, Fort Jackson, which covers approximately 52,045 acres and trains more than 45,000 soldiers a year. The Fort has

over 17,000 active duty soldiers and family members, and draws over 100,000 visitors to their graduation ceremonies each year.

The City hosts many events that are considered the largest in the southeast and draws large crowd of attendees from across the southeast, e.g., Veterans Day Parade, St. Patrick's Day celebration. The City is also home to the Riverbanks Zoo, the State Museum, the Colonial Center, and countless other attractions. The abundance of businesses, activities, and events makes Columbia very fluid, and necessitates that the Police Department be proactive and push forward to acquire tools and training that ensures the protection of our citizens.

Program Activities

The stark reality is that our officers are in constant contact with the public and must be prepared for any circumstance. To this end, we intend to purchase a Firearms Training Simulator (F.A.T.S.) system. F.A.T.S. systems are designed to simulate real live scenarios and can be setup in varying locations to maximize use by departmental personnel. CPD intends to purchase a model that has over 400 scenarios and can be used by several trainees individually and simultaneously to support judgmental trainings (e.g., force escalation/de-escalation, shoot/don't shoot, etc.) and marksmanship training where the instructors can monitor the status of the student's weapon, view their point of aim, ensure proper weapon loading procedures are adhered to, etc.

Because of the nature of law enforcement where a routine call-for-service can morph into a life-altering event in the blink of the eye, it is imperative that good, thorough training be at the forefront of every law enforcement agency's agenda. The Columbia Police Department has embraced the President's Task Force on 21st Century Policing, incorporating Pillar 05, Officer

Training & Education, in our own Plan (http://www.columbiapd.net/pdfs/publications/CPD-Community-Based_Plan-Final-12-3-2015.pdf); the acquisition of the F.A.T.S. system will be instrumental in aiding us to reach our training goal.

Plan for collecting Performance Measures:

The intent of this project is to purchase equipment only, a Firearms Training Simulator (F.A.T.S.) system. However, performance metrics required under the Performance Measurement Tool (PMT) report can be obtained through the Department's Internal Affairs Unit.

D. Equipment – List **non-expendable** items that are 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, and describe the procurement method to be used. **To View an Example, Click Here**

EQUIPMENT (FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
Law Enforcement Firearms Training System (F.A.T.S.) and BlueFire Weapon Simulators	1	\$86,614.00	\$86,614
FEDERAL TOTAL			\$86,614

EQUIPMENT NARRATIVE (FEDERAL)

This system will be used as a training tool in the Training Unit to supplement live training sessions. F.A.T.S. has over 400 scenarios in the system that will aid in the development of our officer's discretionary and conflict resolution skills, which is a cost-prohibitive expense to setup and coordinate officer availability for multiple live training scenarios at the local level. We will follow our agency's procurement procedures.

Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0
D. Equipment	\$86,614	\$0	\$86,614
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$0	\$0	\$0
Total Direct Costs	\$86,614	\$0	\$86,614
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$86,614	\$0	\$86,614

Federal Request	\$86,614
Non-Federal Amount	\$0
Total Project Cost	\$86,614

Public Reporting Burden

Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.



COLUMBIA POLICE DEPARTMENT

"Policing Excellence through Community Partnerships"

June 16, 2016

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

RE: Review Narrative

To whom it may concern:

The following certifications are made in accordance with the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, Fiscal Year 2016 Local Solicitation:

(1) This JAG funding opportunity was posted on the Police Department's website (www.columbiapd.net) on June 1, 2016, with an application that permits the public to request additional information and/or submit their comments.

(2) The Police Department's JAG application will be presented for Council review and approval at a Council meeting at a later date, tentatively July 19, 2016. The Council meetings are a venue for open public comment, and the application will also post on the City's website (<http://www.columbiasc.net/agendas>) as part of Council's agenda.

A new Review Narrative will be submitted upon completion of the review by City Council.

Sincerely,

William H. Holbrook
Chief of Police

Teresa B. Wilson
City Manager

*Chief William H. "Skip" Holbrook
Office of the Chief of Police
#1 Justice Square, Columbia, SC 29201
(803)545-3500*

City of Columbia, Police Department

Activity Area: Law Enforcement – Equipment, Supplies & Technology

Title of Project: Firearms Training Simulator (F.A.T.S.) System

Disclosure of Pending Applications

The City of Columbia Police Department 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.



FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.

(3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means

(7) Written procedures for determining the allowability of costs.

APPLICANT ORGANIZATIONAL INFORMATION

1. Name of Organization and Address: City of Columbia

1737 Main Street
City Hall
Columbia, SC 29201-2819

2. Authorized Representative's Name and Title: Teresa B. Wilson, City Manager

3. Phone: 803 - 545 - 3026 ext.

4. Fax: 803 - 545- 3051

5. Email: tbwilson@columbiasc.net

6. Year Established:
1786

7. Employer Identification Number (EIN):
57 - 6000229

8. DUNS Number:
7 - 370 - 7366

9. Type of Organization:

- State Municipality Non-Profit Higher Education Tribal For-Profit Other



AUDIT INFORMATION

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has had the undergone the following types of audit(s)(Please check all that apply):

OMB A-133 Single Audit Financial Statement Audit Defense Contract Agency Audit (DCAA)

None

Programmatic Audit & Agency: _____

Other Audit & Agency: _____

11. Fiscal Year of Last Audit:
2015

Name of Audit Agency/Firm:
Webster Rogers

AUDITOR'S OPINION:

12. On the most recent audit, what was the auditor's opinion?

Unqualified Opinion Qualified Opinion Disclaimer, Going Concern or Adverse Opinions

Please enter the number of findings:

Please enter the amount of questioned costs:

Were material weaknesses noted in either the Financial Statement or Single Audit? Yes No

ACCOUNTING SYSTEM

13. Which of the following best describes your accounting system:

Manual Automated Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant? Yes No Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget? Yes No Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share? Yes No Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective? Yes No Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)? Yes No Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants? Yes No Not Sure



**PROPERTY STANDARDS, PROCUREMENT STANDARDS,
AND TRAVEL POLICIES**

PROPERTY STANDARDS

20. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?

Yes No Not Sure

PROCUREMENT STANDARDS

21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?

Yes No Not Sure

22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?

Yes No Not Sure

23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? <https://www.sam.gov/>

Yes No Not Sure

TRAVEL POLICY

24. Does your organization:

(a) maintain a standard travel policy? Yes No

(b) adhere to the Federal Travel Regulation? (FTR) Yes No

SUBRECIPIENT MANAGEMENT AND MONITORING

25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?

Yes No Not Sure

N/A (Your organization does not make subawards.)

**STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS
AND APPLICANT CERTIFICATION**

I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors, or similar position.

Name: Jeffery M. Palen

Date: 6/21/2016

Title: Executive Director Chief Financial Officer Chairman Other: _____

Phone: 803 - 545 - 4308 ext.

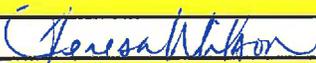
DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input 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 checked="" type="checkbox"/> a. bid/offer/application <input 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 For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: City of Columbia, SC 1737 Main Street, City Hall Columbia, SC 29201 Congressional District, if known: 06	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: N/A Congressional District, if known: N/A	
6. Federal Department/Agency: US Department of Justice	7. Federal Program Name/Description: Edward Byrne Memorial JAG Program FY2016 Local Solicitation CFDA Number, if applicable: 16.738	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): CapitalEdge 1212 New York Ave., NW Ste. 250 Washington, DC 20005-3953	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): Garbousian, Ralph	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>Teresa B. Wilson</u> Title: <u>City Manager</u> Telephone No.: <u>(803) 545-3011</u> Date: <u>6/22/2016</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.