

RESOLUTION 30-2009

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, APPROVING AND AUTHORIZING THE APPLICATION BY THE BENSON POLICE DEPARTMENT FOR GERALD HARDT MEMORIAL CRIMINAL JUSTICE RECORDS IMPROVEMENT PROGRAM GRANT FUNDS FROM THE ARIZONA CRIMINAL JUSTICE COMMISSION.

WHEREAS, the Arizona Criminal Justice Commission administers a Gerald Hardt Memorial Criminal Justice Records Improvement Program (the "Grant Program") which provides financial assistance to local criminal justice agencies to improve the timeliness, completeness, accuracy, and accessibility of the State's criminal justice information systems; and

WHEREAS, the Application, attached hereto as Exhibit "A" and incorporated herein by this reference, would enable the City to apply for a portion of the funding under the Grant Program; and

WHEREAS, a requirement of the Grant Program is that all applicants must certify that required matching funds up to twenty-five percent (25%) are available at the time of the application; and

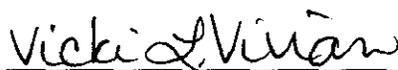
WHEREAS, the Mayor and Council of the City of Benson have reviewed the terms and conditions of the Application, attached hereto as Exhibit "A," and have determined that submitting the Application is in the best interests of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Benson, that the City hereby approves the Application, certifies that the required matching funds are available, and authorizes Acting Police Chief, Paul Moncada to execute it, and City staff is hereby authorized to take all steps necessary and proper to carry out its purposes.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BENSON, ARIZONA, this 27th day of April, 2009.


MARK M. FENN, Mayor

ATTEST:


VICKI L. VIVIAN, City Clerk

APPROVED AS TO FORM:

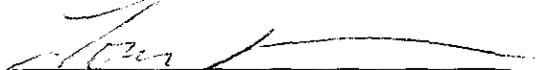

THOMAS A. BENAVIDEZ, City Attorney

Exhibit "A"
Grant Application

If you are unable to print the application, try 'Export to Word' or use landscape printer settings.

Export to Word

Application Created: 1:57 PM, 4/22/2009

General Information

ACJC Grant Program: Criminal Justice Records Improvement Program Recovery Act

Period Title: FY2010

Project Title:

Is this a continuation request?

No

Applicant Agency: Agency Name: Benson Police Department
Department Name: Benson Police Department

Participating Agencies:

Authorized Official: , ()
Mailing Address: 360 S. Gila St
Benson, Arizona 85602
Email:
Phone: 520-586-2211
Fax: 520-586-2520
Agency: Benson Police Department
Department: Benson Police Department

Project Official: , ()
Mailing Address: 360 S. Gila St
Benson, Arizona 85602
Email:
Phone: 520-586-2211
Fax: 520-586-2520
Agency: Benson Police Department
Department: Benson Police Department

Project Narrative

Project Mission Statement

Response is limited to 1,500 characters, including spaces.

Enter narrative below:

Problem Statement

Identify the problem in your community that the grant funded program will address. Be very specific and include statistical data to define the severity of the identified problems. Response is limited to 7,000 characters, including spaces.

Enter narrative below:

Project Summary

Provide a summary of the program the ACJC grant funds will support. Include how the program addresses the problem in the community, what services are provided, the population served, why it is important, and how it is unique. Response is limited to 7,000 characters, including spaces.

Enter narrative below:

Project Collaboration

Programs must demonstrate a strong collaborative effort in *each* of these areas: law enforcement, prosecution, service providers, community organizations and other social service agencies. List the public and private organizations your agency collaborates with in connection with your grant (excluding participating agencies already identified in the 'General Information' section).

Enter narrative below:

Describe in detail a recent collaboration involving one or several of the agencies listed above. Discuss the purpose of the collaboration, your agency's contribution to process and the outcomes. *Response is limited to 4,000 characters, including spaces.*

Enter narrative below:

Evaluation Plan

How will you evaluate the effectiveness of the program activities? *Response is limited to 4,000 characters, including spaces.*

Enter narrative below:

Goals and Objectives

Budget

Personnel

Enter narrative below:

Full Time/Part Time

Position Title	# Pos (FTE)	Annual Salary	Subtotal Salary	ERE Rate	ERE Subtotal	Total
					Salary Subtotal: \$0.00	
					ERE Subtotal: \$0.00	
					Total: \$0.00	

Overtime

Position Title	Hours	Hourly Wage	Subtotal Wages	ERE Rate	ERE Subtotal	Total
					Wages Subtotal: \$0.00	
					ERE Subtotal: \$0.00	
					Total: \$0.00	

ERE Breakdown

Enter narrative below:

Consultant/Contractual Services

Enter narrative below:

Expense Type	Hours	Rate	Total
			Total: \$0.00

Travel (In State)

Enter narrative below:

Expense Type	Units	Amount	Total
			Total: \$0.00

Travel (Out of State)

Enter narrative below:

Expense Type	Units	Amount	Total
			Total: \$0.00

Confidential Funds

Enter narrative below:

Expense Type	Amount	Total
		Total: \$0.00

Other Operating Expenses

Enter narrative below:

Expense Type	Type	Quantity	Each	Total
				Supplies Subtotal: \$0.00
				Registration/Training Subtotal: \$0.00
				Other Subtotal: \$0.00
				Total: \$0.00

Equipment Purchases

Enter narrative below:

Expense Type	Type	Quantity	Each	Total
				Capital Subtotal: \$0.00
				Non-Capital Subtotal: \$0.00

Total: \$0.00

If matching funds are required for this grant program, provide a description of what funds will be used as the required match.

Total Project Cost

State: \$0.00

Federal: \$0.00

Match: \$0.00

Grand Total: \$0.00

Administration

If received, will ACJC funds be used as matching funds for other grant program(s)?

If yes, please list the name(s) of the grant program and funding agency.

Audit Requirements

Enter the date of your jurisdiction's most recent A-133/Financial Audit Report Single Audit Report. If the A-133 is not current submit to the Commission:

- A copy of the letter received from the cognizant or audit oversight agency approving your request for an extension, or
- A copy of the letter requesting an extension to file; and submit any follow-up correspondence received from the cognizant or oversight agency.

4/22/2009

Did the audit result in a Schedule of Findings and Questioned Costs?

Internal Controls

Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?

Which of the following describes your organization's accounting system?

How frequently do you post to the General Ledger?

Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?

Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?

Are time and effort distribution reports maintained for employees working fully or partially on grant programs, which account for 100% of each employee's time?

Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?

Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment, and the preparation of payroll?

Are all accounting entries and payments supported by source documentation?

Are employee time sheets supported by appropriately approved/signed documents?

Does the organization maintain policies which include procedures for assuring compliance with the terms of the grant award?

Does the organization maintain written codes of conduct for employees?

Does the organization maintain written procurement policies and procedures?

Does the organization have adequate staff to comply with the terms of the grant agreement?

Is there a separate bank account maintained for grant funds?

Are the officials of the agency bonded?

Does the agency use a double-entry system in accounting for program funds?

If you answered "No" to any of the questions in this section, please provide a brief explanation why.

Attachments

Please upload any additional documentation here. You may upload multiple files if necessary.

Max size per upload 10MB.

Special Conditions

The applicant agrees that ACJC grant funds are not to be expended on any indirect costs that may be incurred in administering the funds.

The applicant agrees that payment obligation is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation.

The applicant agrees to provide accounting, auditing and monitoring procedures to safeguard grant funds and keep such records to assure proper fiscal controls, management, and the efficient disbursement of grant funds. In addition, applicant agrees to retain all books, account reports, files, and other records for a period of five years after the completion of the expiration of the project. All such documents shall be subject to inspection and audit at reasonable times.

The applicant agrees to submit financial and activity reports on forms provided and frequency required to the Commission.

The applicant has read and agrees to comply with the requirements concerning program income as set forth in the Office of Justice Programs (OJP) Financial Guide, Chapter 4 Program Income if the program generates or expends program income; has read and agrees to abide by the conditions concerning confidential funds as set forth in the Office of Justice Programs (OJP) Financial Guide Chapter 8 Confidential Funds if grant funds or Anti-racketeering funds (RICO) are be used for this project; and has read and agrees to abide by the requirements of 28 CFR Part 23 if grant funds or Anti-racketeering funds (RICO) will be used to support a Criminal Intelligence System.

The applicant certifies and understands that the applicant may be required to provide up to a 25 percent cash match and that the agency has the ability and willingness to provide this match.

On behalf of the applicant agency I certify that: I have read and understand the conditions listed above; all the information presented in this application is correct; there has been appropriate coordination with affected agencies; and the applicant agency will comply with the provisions of all applicable laws and conditions if awarded funds.