

ATTACHMENT 1 NARRATIVE

Introduction: This grant application is being submitted in order to address two issues that arose during the grantees' recent experience with a major flood disaster: 1) communications interoperability; and 2) the need for a complete and functional secondary emergency operations center.

Communications Interoperability: During any kind of major emergency or disaster requiring a response from multiple jurisdictions and agencies, communications equipment, procedures, and systems must operate across jurisdictions in order to be effective. Much has been studied and written about three national events in recent history which illustrate the communication challenges that can occur when multiple agencies respond to an emergency: the Columbine school shootings, the September 11 World Trade Center attacks and the hurricane in New Orleans. On all these occasions, many agencies responded and communicating between agencies was very challenging.

In 2003, the United States Conference of Mayors brought more than 200 mayors, police and fire chiefs, emergency managers and others to Washington for a summit meeting which resulted in a "National Action Plan for Safety and Security in America's Cities". One of the major issues identified in the Plan was the inadequate and unpredictable wireless communications plaguing cities. The Plan recommended the following: "There must be communication system interoperability to ensure clear communications among city departments and federal, regional, state and other local entities responding to disasters."

http://www.usmayors.org/72ndAnnualMeeting/interoperabilityreport_062804.pdf

During the recent flood disaster in Clay County, the Moorhead Police Department and the Clay County Sheriff's Office became very aware of the challenges involved in communicating with all the different law enforcement agencies and responders to this disaster. In addition to personnel from Moorhead and Clay County, personnel from the Hennepin and Ramsey County Sheriff's Offices, Minnesota State Patrol, Minnesota National Guard, Moorhead Fire Department, Border Patrol, Coast Guard and many other agencies throughout the State of Minnesota came to assist during the disaster.

Communicating with personnel from these agencies was challenging. The lack of common radio frequencies impacted the ability of multiple agencies to quickly and effectively communicate with each other during this disaster. In order to facilitate communication, the Emergency Operations Center (EOC) had to maintain one radio labeled with each agency's name in a radio bank. If EOC personnel needed to communicate with other agencies in the field, it was necessary to use several radios to do so. If it was information that needed to be shared with all agencies, such as a dike breach, it was necessary to repeat the message several times. This proved cumbersome and ineffective. Effective communication is crucial in a disaster situation and while the EOC was able to "make do" it was far from ideal.

The Moorhead Police Department and Clay County Sheriff's Office would like to address this problem by purchasing dual band portable radios which can be distributed to the different agencies which come to assist during a major emergency or disaster. This will allow inter-agency communication and greatly reduce the chances of miscommunication or delayed communications which could lead to unintended or even tragic consequences.

Emergency Operations Center Secondary Location: An effective emergency operations plan for jurisdictions facing a major emergency or disaster should establish a secondary Emergency Operations Center (EOC) which is fully functional and ready to go if it becomes necessary to use it. A community experiencing a disaster or major emergency should not have to shut down one EOC and move all its equipment to another location which might be technically and physically inadequate. A secondary EOC location must be able to accommodate all the equipment and technology necessary so as to avoid gaps in service and possible catastrophic consequences.

The United States Department of Homeland Security recommends that Emergency Disaster Plans designate a secondary EOC so that response personnel can quickly establish operations in an alternate, lower-risk area should the primary EOC become unusable. During Clay County's recent flood disaster, the primary EOC had to be moved because of its proximity to the flooding Red River. The primary EOC was located in the basement of the joint law enforcement center (LEC) shared by the Clay County Sheriffs Office and the Moorhead Police Department. The LEC faced the threat of flooding and so a decision was made to relocate the EOC to the third floor of the Clay County Courthouse which was directly across the parking lot from the LEC. Time and effort was expended formulating a plan for a strategic move of all components of the EOC with as little disruption in service as possible. Removing equipment from the LEC had to be done in phases so that the EOC would not be totally disrupted at any point in time placing emergency responders and the public in jeopardy. It became immediately apparent that placing the equipment in the Clay County Courthouse was also challenging due to the technical and electrical limitations of the building.

The Moorhead Police Department and Clay County Sheriff's Office would like to address this problem by purchasing network switching equipment with 10 ports for the secondary EOC. In addition, network cabling and electrical upgrades such as additional outlets and breakers will need to be installed. This will allow for a seamless transition from the primary to the secondary EOC should it become necessary in the future.

Project objectives that are linked to meaningful and measurable outcomes consistent with the goals of the Recovery Act: Both the City of Moorhead and Clay County are being impacted by the economic downturn, much as the rest of the nation. Both entities are working to become lean, but still effective. The equipment being requested through this grant are items that neither entity would be able to afford during these difficult financial times. Efforts will be made to contract with local businesses for both goods and services in order to accomplish the goals of this grant as the financial restraints being felt by the City of Moorhead and Clay County have a trickle down effect on local businesses.

Organization capabilities and competencies, including a description of how the organization will track all drawdowns and grant expenditures separately from other federal funding: The City of Moorhead will be the fiscal manager for any funds received by this grant. Moorhead's Finance Department has extensive experience managing grant funds. Funds received under this grant will be tracked with a unique activity number for both revenues and expenditures under a Radio/Communication Fund. If Moorhead is in receipt of other federal funding, it will not be commingled with the funds from this grant.

Activities that can be started and completed expeditiously, and in a manner that maximizes job creation and economic benefits. Timeline or project plan identifying when the goals and objectives will be completed: The activities described in this grant application will be started immediately upon receipt of the grant funds and it is estimated that the completion of the grant will be 12-18 months from the start date.

Performance measures established by the organization to assess whether grant objectives are being met: Grant objectives will have been met when interoperable radio equipment and accessories have been received and a complete and function secondary EOC has been established.

**ATTACHMENT 2
BUDGET DETAIL WORKSHEET**

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	Cost
Nancy Taralson/Community Policing Coordinator	\$25.79 x 104 hrs (5% of 2080 hrs)	\$2,682.16
SUBTOTAL		\$2,682.16

B. Fringe Benefits – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget 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.

Nancy Taralson/Community Policing Coordinator	\$2,682.16 x 36.62%	\$982.21
SUBTOTAL		\$982.21

C. Equipment – List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the “supplies” category or in the “Other” 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.

Network Switching Equipment		\$5,405.00
APX Dual Band Radios	4 @ \$6,500	\$26,000.00
SUBTOTAL		\$31,405.00

Procurement Method: Minnesota Statutes Section 471.345 requires that for contracts below the competitive bidding threshold of \$100,000, but above \$25,000 at least two quotations must be obtained and kept on file for one year after receipt. We will comply with this state statute.

D. Consultants/Contracts – Indicate whether applicant’s formal, written Procurement Policy of the Federal Acquisition Regulations are followed.

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding

contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item:	Cost
Network Cabling and Electrical Upgrades Installation	\$2,300.00
SUBTOTAL	\$2,300.00

E. Other Costs – List items (i.e. rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and cost per square foot for rent, or provide rental cost and how many months to rent.

Description	Computation	Cost
Antenna mounts	4 @ \$160.00	\$640.00
Radio antennas	10 @ \$530.00	\$5,300.00
Network cabling/breakers		\$800.00
SUBTOTAL		\$6,740.00

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	Amount
A. Personnel	\$2,682.16
B. Fringe Benefits	\$982.21
C. Equipment	\$31,405.00
D. Consultants/Contracts	\$2,300.00
E. Other Costs	\$6,740.00
TOTAL PROJECT COSTS	\$44,109.37

Federal Request	\$40,141.00
Non-Federal Amount	\$3,968.37

ATTACHMENT 3
REVIEW NARRATIVE

Date the JAG application will be made available for review by the applicant's government body*:

City of Moorhead
Clay County

May 11, 2009
May 5, 2009

*Special permission was obtained from Eileen M. Garry, Deputy Director, Bureau of Justice Assistance, U.S. Department of Justice to submit this grant application prior to the governing body's review.

Include a statement that the application was made public and that, to the extent of applicable law or established procedure, an opportunity to comment was provided to citizens and neighborhood or community organizations:

This application will be part of the Moorhead City Council Agenda and the Clay County Commission Agenda, both of which are made public prior to the meeting. Citizens are given opportunities to comment during these public meetings.

If the applicant is part of a disparate jurisdiction, include the Memorandum of Understanding (MOU), which has been executed and signed by each jurisdiction's Authorized Representative, outlining each jurisdiction's allocation and indicating which jurisdiction is serving as the applicant/fiscal agent for the joint funds:

This document is attached and has been executed by each jurisdiction's authorized representative.

ATTACHMENT 4
ABSTRACT

Applicants must provide an abstract which includes the applicant's name, title of the project, the goals of the project, a description of the strategies to be used, major deliverables, and coordination plans. The abstract must not exceed one-half page, or 400-500 words:

Applicant's Name: Moorhead Police Department/Clay County Sheriff's Office

Title of the Project: Emergency Operations Center Technology Improvements

Goals of the Project: The goal of this project is to make technological and equipment upgrades to the Emergency Operations Center

A Description of the Strategies Used: We will purchase dual band radios which will allow multiple agencies to communicate effectively and efficiently during major emergencies and disaster and we will upgrade the wiring and networking capabilities of the secondary Emergency Operations Center location.

Major Deliverables: We will deliver on the measurable required by the Recovery Act of preserving jobs in our community by using local businesses for goods and services whenever possible. In addition, we will deliver on the performance measures specific to the JAG Program which have been developed by BJA with input from criminal justice members in the field as follows:

- Amount of funds expended on equipment/supplies during the reporting period
- Types of equipment/supplies purchased with JAG dollars during the reporting period.
- Number of organizations/units/ departments to directly benefit from equipment or supplies purchased with JAG funds
- Percent of criminal justice staff who reported improved efficiency in their job performance as a result of equipment or supplies purchased by JAG funds
- Percent of criminal justice staff who reported an increase in program quality as a result of equipment or supplies purchased by JAG funds
- Number of organizations/units or departments whose information systems were improved

Coordination Plan: The Clay County Sheriff's Office and the Moorhead Police Department are co-located in a joint law enforcement center. Coordinating the activities of this grant will be the primary responsibility of Lt. Tory Jacobsen from the Moorhead Police Department and Chief Deputy Matt Siiro of the Clay County Sheriff's Office. There is an excellent working relationship between both entities and communication and coordination of this project will be facilitated by this fact.

ATTACHMENT 5
CERTIFICATIONS

The required certifications have been scanned, signed and submitted with this grant application.