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DEPARTMENT OF
POLICE

ALBERT NÁJERA
CHIEF OF POLICE

STEVE SEGURA
DEPUTY CHIEF OF POLICE

RICK BRAZIEL
DEPUTY CHIEF OF POLICE

CITY OF SACRAMENTO
CALIFORNIA

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January 14, 2004

City Council
Sacramento, California

Honorable Members in Session

SUBJECT: ACCEPTANCE OF THE U.S. DEPARTMENT OF JUSTICE "REGIONAL
COMMUNITY POLICING INSTITUTE" YEAR 6 GRANT AWARD

LOCATION AND COUNCIL DISTRICT: City-wide.

RECOMMENDATION:

Adopt the attached Resolution authorizing the acceptance of the Regional Community Policing Institute (RCPI) grant award and augmentation of the Police Department's Grant Operating Budget in the amount of \$400,000.

CONTACT PERSONS: Captain Kevin Johnson, Training Division, 566-6565
Jenny McHenry, RCPI Program Director, 264-0190

FOR COUNCIL MEETING OF: January 27, 2004

SUMMARY:

The City of Sacramento Police Department has been awarded \$400,000 in sixth-year federal grant funds by the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) under the Regional Community Policing Institutes (RCPI) program. The grant period is for one year from June 1, 2003 to May 31, 2004. There is no required match for this program

City Council
January 14, 2004
Re: Regional Community Police Institute - Sacramento, Year 6 Grant

COMMITTEE/COMMISSION ACTION:

N/A

BACKGROUND INFORMATION:

- In August of 1997, the Sacramento Police Department was awarded a \$1,000,000 grant by the COPS Office to establish the Regional Community Policing Institute of Sacramento. RCPI - Sacramento was formally established in October 1997 with a 48-county region from approximately Monterey County north to the Oregon border. The principal mission was to provide community policing training and technical assistance to law enforcement and communities throughout the region. In addition, all Sacramento Police Department civilian employees have also been trained in community oriented policing by RCPI - Sacramento.
- In five years of operation, RCPI - Sacramento has received a total of \$3.15 million from the U.S. Department of Justice COPS Office. RCPI - Sacramento is currently one of a network of 31 RCPI's nationwide. Currently RCPI is staffed by the following Police Department personnel: one Program Director, one Administrative Analyst, and two Police Clerks. The Administrative Analyst and two Police Clerks will be supported by the grant.
- RCPI - Sacramento accomplishments: Since 1997, RCPI - Sacramento has held 59 workshops in topics including basic community oriented policing; neighborhood revitalization; community policing for police supervisors and dispatchers; community prosecution; ethics and integrity; and law enforcement mediation. More than 2,300 individuals from the 48-county region have been trained to date.
- Eight State and Local Anti-Terrorism (SLATT) training sessions were conducted by RCPI and the FBI at various locations throughout the RCPI - Sacramento region. The training focuses on law enforcement's role with domestic and international terrorism, terrorist tactics and officer safety and the role of state and local enforcement in combating terrorism.
- RCPI - Sacramento also hosted two new pilot workshops - "Tactical Ethics: Tools for the Public Safety Dispatcher," and a Basic Community Oriented Policing, designed for the California Highway Patrol. Both workshops are expected to continue in 2004.
- RCPI - Sacramento with the Sacramento Police Department Media Services Unit hosted eight Community Preparedness Safety Forums (one in each City Council district) in Sacramento. These were attended by 164 residents in the Sacramento area. Videos from the forums were sent to over 300 law enforcement agencies in the RCPI - Sacramento region.

City Council
January 14, 2004
Re: Regional Community Police Institute - Sacramento, Year 6 Grant

Governing Board

A Governing Board meets quarterly to oversee and make recommendations on RCPI's activities. Members include the Sacramento County Sheriff's Office; the Los Rios Community College District; the Northern Regional Community Training Center, City of Sacramento Office of Police Accountability; the Crime and Violence Prevention Center; and California State University, Sacramento, Division of Criminal Justice. If funding is approved, the Governing Board will be expanded to include community based organizations and more community members.

Proposed Use of Funds

RCPI - Sacramento will continue its training activities (workshops and technical assistance) in the sixth year with the addition of workshops in new topic areas such as Homeland Security, Racial Profiling, law enforcement ethics and other emerging issues, as required by the COPS Office.

The long-term goal of the COPS Office and the Sacramento Police Department has been for the Regional Community Policing Institute to be "institutionalized" into the department so that standardized and state-of-the-art training can be continued. The dedication of a full-time Program Director provided in-kind by the police department is in accordance with this goal.

FINANCIAL CONSIDERATIONS:

The total RCPI program cost is \$400,000. The grant period will be for one year from June 1, 2003 to May 31, 2004. There is a possibility of future funding. There is no match required for this grant.

ENVIRONMENTAL CONSIDERATIONS:

This report concerns administrative activities that will not have any significant effect on the environment, and that do not constitute a "project" as defined by the California Environmental Quality Act (CEQA) [CEQA Guidelines Sections 15061(b)(3); 15378(b)(2)].

POLICY CONSIDERATIONS:

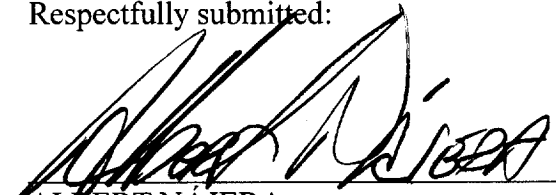
Acceptance of the grant award is in accordance with prior City Council actions relative to state and federal grant awards. Acceptance of these funds will allow the Police Department to continue its efforts to provide high quality training and technical assistance in community oriented policing and emerging issues.

City Council
January 14, 2004
Re: Regional Community Police Institute - Sacramento, Year 6 Grant

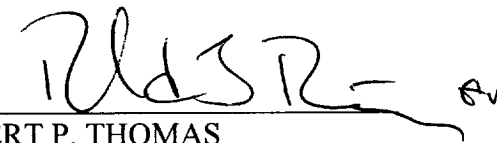
ESBD CONSIDERATIONS:

Materials and services will be procured in accordance with the City's policy.

Respectfully submitted:


ALBERT NAJERA
Chief of Police

RECOMMENDATION APPROVED:


ROBERT P. THOMAS
City Manager

AN: dp
Attachment
REF: COP01-08

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RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT A \$400,000 GRANT AWARD FROM THE FEDERAL "REGIONAL COMMUNITY POLICING INSTITUTE" PROGRAM FOR SIXTH YEAR FUNDING

WHEREAS the City of Sacramento desires to continue the Regional Community Policing Institute - Sacramento project to be funded from funds made available through the U.S. Department of Justice Office of Community Oriented Policing Services Regional Community Policing Institutes program.

NOW THEREFORE, let it be resolved by the City Council of the City of Sacramento that:

1. The City Manager, or a designated representative is hereby authorized to execute a grant award on behalf of the City of Sacramento, with the U.S. Department of Justice, Office of Community Oriented Policing Services, in the amount of \$400,000, including any extensions or amendments thereof, to implement training programs under the auspice of the Regional Community Policing Institute - Sacramento.
2. The Grant Operating Budget will be increased by a total of \$400,000 as follows:

255-OGR-GXXX-41XX (Salary)	\$125,524
255-OGR-GXXX-41XX (Benefits)	\$ 36,085
255-OGR-GXXX-42XX (Travel)	\$ 28,400
255-OGR-GXXX-4XXX (Supplies)	\$ 30,966
255-OGR-GXXX-42XX (Consultants)	\$156,225
255-OGR-GXXX-42XX (Other)	\$ 22,800
3. The Grant Revenue Budget (255-OGR-GXXX-3513) will be increased by \$400,000.
4. Establish a Labor Offset for FY2003/2004 as follows:

101-210-2157-41XX	\$161,609
101-210-2157-4715	(\$161,609)

Mayor

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____



Exhibit A

DEPARTMENT OF
POLICE

ALBERT NÁJERA
CHIEF OF POLICE

STEVE SEGURA
DEPUTY CHIEF OF POLICE

RICK BRAZIL
DEPUTY CHIEF OF POLICE

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5770 FREEPORT BLVD., SUITE 100
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www.sacpd.org

August 20, 2003
Ref: 8-5

Beverly Alford, Assistant Director
U.S. Department of Justice
COPS Office
Training and Technical Assistance Division
1100 Vermont Avenue, NW
Washington D.C. 20005


Dear Ms. Alford:

On behalf of the Sacramento Police Department, it is my pleasure to submit the enclosed application for **RCPI Funding for FY03**; year six of the Regional Community Policing Institute-Sacramento.

Enclosed are the required documents which reflect the preliminarily approved \$400,000 budget (Budget Detail Worksheet), for the award period of June 1, 2003 through May 31, 2004. The RCPI has No-Cost extension funds available through November 30, 2003. No FY03 monies will be drawn until December 1, 2003.

If there are any questions, please contact the RCPI-Sacramento Director, Sergeant Charissa Jarosick at (916) 264-0190.

Sincerely,


for Chief Albert Nájera
Sacramento Police Department

Enclosure
AN:cj

Community Policing Development Application Packet

Please answer all of the following questions completely, and type all answers.

I. Project Description

- Provide an executive summary and a detailed project description. If applicable, please include a discussion of any requirements detailed in a request for proposals and how this project will advance community policing/assist other agencies in advancing community policing. The project description should not exceed 15 double-spaced pages and must include the following information:
 1. An explanation of the specific public safety need that this project will address.
 2. An explanation of why your agency is unable to address this public safety need without Federal assistance.
- If applicable, please describe how your agency will engage the community throughout the project.
- Provide a detailed implementation plan that outlines project goals and objectives. Please include a project timeline.

II. Law Enforcement Executive/Program Official Information

(Please complete the following information about the Law Enforcement Executive (for law enforcement agencies) or Program Official (for non-law enforcement agencies) with the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, this position would be responsible for the programmatic implementation of the award.)

Applicant's Legal Name: City of Sacramento, Sacramento Police Department

Applicant's EIN Number (9-digit # assigned by the IRS): 94-6000410

Applicant Executive's Name: Robert P. Thomas

Title: City Manager

Applicant's Address: 730 I Street, Suite 304

City: Sacramento

State: CA

Zip Code: 95814

Telephone: (916) 808-5704

Fax: (916) 808-7618

Federal Congressional District(s) (Number): 5

The total amount of Federal funds requested under this proposal: \$ 400,000

Population of jurisdiction of primary applicant (if applicable): 426,000

The Primary Applicant's Fiscal Year: From: 06 / 01 / 03 To: 05 / 31 / 04

The Primary Applicant's Federal Cognizant Agency: Community Oriented Policing
(A Federal Cognizant Agency, generally, is the Federal agency from which your jurisdiction receives the most Federal funding. Your Federal Cognizant Agency also may have been previously designated by the Office of Management and Budget.)

Is the primary applicant delinquent on any Federal debts? Yes No
(IF YES, PLEASE EXPLAIN ON A SEPARATE SHEET.)

Anticipated Program Start Date: 12/01/03 End Date: 11/30/04

Application Contact Person/Project Manager: Sgt. Charissa Jarosick

Telephone: (916) 264-0190 Fax: (916) 264-0189

E-mail: cjarosick@pd.cityofsacramento.org

III. Government Executive/Financial Official Information

(Please complete the following information about the Government Executive (for government agencies) or Financial Official (for non-government agencies) with the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, this position would be responsible for the financial aspects of the award.)

Government Executive OR

Financial Official's Name: Robert P. Thomas

Title: City Manager

Address: 730 I Street, Suite 304

City: Sacramento State: CA Zip Code: 95814

Telephone: (916) 808-5704 Fax: (916) 808-7618

IV. Type of Agency:

State Police/Highway Patrol, Local, Tribal Government Agency

Institution of Higher Education

Non-profit Organization

Profit Organization

Other (Please specify) _____

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

I certify that the information provided on this form is true and accurate to the best of my knowledge.

V. Signature(s):

Rick Brazier ^{for} Albert Nájera
Signature of the Law Enforcement Executive or Program Official with the authority to apply for this grant on behalf of the applicant agency

Date: 8/15/03

Ken Nault ^{for} Robert P. Thomas
Signature of the Government Executive or Financial Official with the authority to apply for this grant on behalf of the applicant agency

Date:

VI. Budget (your agency must address the following two items):

Items requested must be in addition to items already funded in your agency's budget. In other words, COPS funds cannot be used to pay for any item for which your agency has already budgeted.

1. Submit an itemized budget that lists the items your agency will request. A Budget Detail Worksheet is attached, in addition to general budget guidelines.
 - Indirect Costs are allowed only if the applicant has a Federally approved indirect cost rate. **A copy of the rate approval (fully executed, negotiated agreement) must be attached.**
 - If fringe benefits are being requested, please provide a detailed breakdown of the items that are included in the applicant's fringe benefit percentage rate.
2. Submit a budget narrative. Provide a brief, but detailed, description of the items requested and how these items relate to the project goals and objectives.

VII. Addenda

- Assurances (please sign and return)
- Certifications (please sign and return)
- Disclosure of Lobbying Activities (please sign and return if applicable)

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

Regional Community Policing Institute - Sacramento

Year 6 Grant Refunding Application - 2004



**Submitted by the:
Sacramento Police Department
August 20, 2003**

**PROJECT
NARRATIVE/
IMPLEMENTATION
PLAN**

REGIONAL COMMUNITY POLICING INSTITUTE-SACRAMENTO APPLICATION FOR FY03/04 FUNDING

PROJECT NARRATIVE / IMPLEMENTATION PLAN

A. Corrective Action Plan

1. Develop a plan to reduce administrative and programmatic control of the RCPI by the police department and develop the action steps to make the RCPI a more independent entity that can attract additional funding and support for long term viability.

Reduction in the Police Department's administrative and programmatic control of the RCPI - Sacramento will be achieved by:

a. Expanding the Governing Board to make it more representative of our diverse region. RCPI - Sacramento's current Governing Board consists of representatives from the California State University, Sacramento; Los Rios Community College District; the California Attorney General's Office; Sacramento District Attorney's Office; the Northern Regional Community Training Center; and the City of Elk Grove.

The RCPI - Sacramento will actively seek representation of **executive membership** from the Urban League; the California P.O.S.T.; private corporations; the City of Sacramento's Office of Police Accountability; McGeorge School of Law; law enforcement organizations representing the north, south and Bay Area regions of our service area; and the National Guard. A community representative, who can represent a wide community perspective, will also be included on the Governing Board. In an effort to enhance the RCPI- Sacramento's capacity, the Governing Board will identify and assist in attracting subject matter experts and trainers, support and market innovative training, and lead in the development of a marketing strategy to include solicitation of donations and expansion of our audience.

- b. Governing Board members will be clearly informed of their role as providing policy direction to the RCPI - Sacramento. The new Governing Board will construct a Goal Statement for inclusion in the Bylaws.
- c. The Governing Board will meet quarterly and more often as necessary.
- d. Governing Board members will be encouraged to participate in RCPI - Sacramento's training and events, by providing opening remarks, information sharing and resource

identification.

- e. Increased networking with representatives from each of the seven law enforcement training managers associations which exist throughout the 48-county RCPI - Sacramento service delivery area will enhance recognition of the RCPI - Sacramento as a training and technical assistance provider. Members of these established groups represent sheriff and police departments, and the corresponding California P.O.S.T. area consultants, throughout distinct geographical areas, and meet monthly to discuss training needs and delivery in their regions. RCPI - Sacramento will remain in close contact with these groups (through attending their meetings, phone and e-mail) to identify law enforcement training needs and instructors, coordinate training delivery and technical assistance, and publicize RCPI - Sacramento training and collaboration opportunities.
- f. A **“Training Specialist”** with a wide range of experience in the following areas will be hired: evaluating training needs; developing curriculum; conducting training sessions; providing instruction on training methods and techniques; and establishing liaisons with community, educational, and other agencies (law enforcement and non-law enforcement). This individual will provide the RCPI - Sacramento with a wider perspective resulting in more diverse training to a more varied audience.

2. Include a plan for how you will publicize your products in your service delivery area that establishes a unique identity separate from the police department to ensure that all law enforcement agencies and their communities are aware of the training being offered as an RCPI/COPS initiative.

Publicizing products and establishing a unique identity in the RCPI - Sacramento service delivery area is a policy that RCPI - Sacramento has followed since its inception. This was first achieved by the development of a distinct logo to be used by the California RCPI's. Sacramento Police Department identification such as logos, pictures and letterhead are not used on RCPI - Sacramento's products, materials, correspondence or website other than in the cases of collaborative, co-hosted events. RCPI - Sacramento will continue to keep the RCPI and COPS identifiers on all materials and products that we produce to ensure that law enforcement agencies

and communities are aware of our unique identity. RCPI - Sacramento staff and instructors will continue to introduce training and co-hosted events as RCPI/COPS initiatives.

The RCPI - Sacramento will continue to publicize training and deliverables on our website and through internet links with support organizations, direct mailings, the training managers network, and by advertising through the Los Rios Community College course catalog and P.O.S.T. website.

3. Describe the nature of collaborative RCPI partnership comprised of law enforcement, higher education, and community representation that comprises the RCPI Governing Board and how this partnership will be enhanced to more effectively govern the RCPI in the coming year.

RCPI-Sacramento has and will expand representation of law enforcement, higher education, and the community on its Governing Board. Law enforcement representatives from regional agencies can provide valuable input on the training needs of law enforcement in their regions as well as links to neighboring agencies and the communities they serve. Higher education representatives can provide assistance with curriculum development, locating instructors, research on contemporary issues, and technical/computer-related projects. Community members who represent the wider “community conscience” can provide the Governing Board with unique views on the concerns and training needs outside of law enforcement, as well as how to make training accessible to the public.

Collaboration of the above representatives will provide the RCPI - Sacramento with diverse perspectives, talents, and resources for producing training and products that are cutting edge and valuable to a wide audience.

4. Explain how you will seek integral involvement, assistance and participation of local community advocacy groups in the delivery of your proposal and in initiating innovative approaches to the topics listed.

RCPI - Sacramento has worked with community advocacy groups in a variety of ways over the years. RCPI - Sacramento’s original **Local Coordination Council** provided valuable

insight when the first community oriented policing courses were being developed. Representatives from the **Sacramento County Alliance of Neighborhoods**, which represents neighborhood associations county-wide, spearheaded the **Community Partnership for Safety Forums (CPSF)** hosted by RCPI - Sacramento for three consecutive years. Local advocacy groups have assisted the RCPI - Sacramento on panels at our train-the-trainer workshops and CPSF's. Members of many advocacy groups have attended RCPI - Sacramento's training.

Through these means, RCPI - Sacramento has established meaningful relationships which will continue to be utilized in the development of innovative training topics. The Governing Board will provide key leadership and support in locating and/or soliciting local community groups for input as appropriate. Ad hoc meetings of these representatives may occur as necessary to discuss courses, special projects, and delivery to community audiences.

B. RCPI - Sacramento Accomplishments

1. *In general, what did your RCPI accomplish with respect to ethics and integrity in the last year? Describe all relevant activities conducted, including products developed and disseminated in your service area.*

The following accomplishments refer to activities occurring since June 1, 2002, the beginning of this year's funding cycle for RCPI - Sacramento. We continued to utilize the instructors that had been trained in FLETC's Ethics and Integrity train-the-trainer program. **Ethics and Integrity workshops** were co-hosted by these trainers' agencies in Chico, Fresno, and Sacramento. These workshops were open to the surrounding areas of each agency. RCPI - Sacramento provided registration and marketing, certification, workshop staffing, manuals, certificates, and audiovisual equipment.

A **two-day Ethics and Integrity for Supervisors** course was held in June 2002, and a **three-day Ethics and Integrity Train-the-Trainer** was held in April 2003. Students attending the train-the-trainer workshop were provided with ethics reading materials, Power Points on CD-rom, and videos for use in replicating their own training.

In respect to the CEO Integrity series, RCPI-Sacramento's previous funding level created a challenge to send trainers to all four train-the-trainer sessions. Upon consultation with the

COPS Office Program Analyst, the recommendation was made for the RCPI - Sacramento to obtain curriculum in one of the four topical areas; the RCPI - Sacramento selected the Racial Profiling curriculum. After securing the training materials and commencing our modifications to accommodate regional needs, the RCPI - Sacramento discovered that the California P.O.S.T. developed and mandated state-wide Racial Profiling training for all sworn peace officers. P.O.S.T.'s train-the-trainers sessions were developed to accommodate individual agency in-service training.

In a desire not to duplicate training mandated by P.O.S.T., the RCPI - Sacramento developed an **Executive Problem-Solving Lab**, scheduled for an April 2003 delivery. The project, a montage of the FLETC Ethics for the Individual Officer, the Racial Profiling and RCPI-Sacramento COPPS curricula, was constructed to address problem-solving ethical issues on a regional platform. The lab was cancelled due to insufficient registrations. Agencies cited staffing shortages and other agency-specific (higher) priority issues as reasons for not registering. In another instance, a CEO Series class, scheduled to be taught to chiefs in Marin County by an RCPI instructor, was cancelled in the spring of 2003 due to state budget cuts and lack of P.O.S.T. reimbursements.

In order to meld the issues of ethics and integrity with Homeland Security, RCPI - Sacramento co-hosted eight (8) **Community Preparedness Safety Forums** in the Sacramento region during April and May 2003. The intent of these community forums was to provide useful information related to Homeland Security while assuring citizens that law enforcement (from local to federal) would continue to uphold laws ethically regardless of heightened security. Additionally, the forums served to reinforce the COPPS philosophy of community-police partnerships and engagement as a fear reduction and crime prevention tool, and illustrated the effectiveness of the Incident Command System in the event of a major disaster. The RCPI - Sacramento produced a **video** and accompanying **CD-rom** from the first forum as a guide for other interested agencies and jurisdictions to replicate. The video/CD-rom packages were provided to the RCPI network and are being distributed to every law enforcement agency in our region.

2. Provide a programmatic update on the ethics and integrity training and technical assistance delivered by your RCPI in the last year. Describe the courses/programs that were offered, the number of people trained in each topic, the level of community participation (if applicable), and a summary of the evaluation results.

In completion of the cycle of training co-hosted by agencies in our region after the FLETC Ethics TOT, **three 1-day Ethics and Integrity courses** were held since June 2002. These interactive workshops originated from a format modified from the FLETC curriculum and include topics on the history of ethics, how perspectives differ, the law enforcement culture, decision making tools, ethical rules, and writing a personal action plan. These workshops were hosted by the Chico Police Department and marketed throughout the Chico area. **A total of 117 people** were trained. Evaluations equaled a 97% good or better rating. Many comments reflected that trainees were surprised that they enjoyed and learned more from the training (given the topic) than expected; that the training was needed long ago; the training raised their consciousness about ethics; and that they would apply it to both work and personal situations.

An additional offering of the **8-hour Ethics and Integrity** for officers course was scheduled to be hosted in January 2003 by Fresno Police Department but was cancelled due to instructor availability issues in their department. Santa Rosa Police Department, also a FLETC-trained agency, was not able to put on the ethics course as planned, due to instructor staffing issues. RCPI - Sacramento remains ready to provide technical assistance when/if these departments are able to put on this training.

An **8-hour Basic COPPS** course was co-hosted by Madera Police in May 2003. Ethics and integrity issues were woven through this workshop which was open to agencies throughout the lower San Joaquin valley. **Thirty-four (34)** students attended this class. A second offering has been requested for that region. Basic COPPS with ethics components remains a requested course throughout our region.

A **2-day Ethics and Integrity for Supervisors** course (the third in a series) was titled "*Promoting an Ethical Workplace: Leading the Way.*" It included topics in individual and organizational ethics, ethical problems and dilemmas, ethical decision making, morals, ethics and leadership, the supervisor's responsibility, and public perception. **Twenty-six (26)** law

enforcement personnel including peace officers, dispatchers and civilians attended this workshop. Evaluations reflected a 100% good or better rating. Comments related to the quality of the instructors, class interaction, the need to provide the training on an on-going basis, and how applicable the topic is to everyday life.

A highly interactive **3-day train-the-trainer workshop** titled "*Train-the-Trainer: Ethics in Community Policing*" was held in April 2003. This course included the 8-hour basic Ethics curriculum taught by one of the FLETC-trained instructors; instructor and curriculum development; a guest speaker on police accountability; and facilitated mock meetings in order to teach varying methods of problem solving which involved ethical problems and law enforcement. Upon completion, students received a **CD-rom** of course curriculum and Power Points, and a **video** of clips that can be used when teaching an ethics workshop. **Twenty-two (22)** students from nine law enforcement and community agencies attended. Evaluations reflected a 100% good or better rating. Comments related to the high quality of the instructors, and how the information will be utilized in the future (personally and in their own training).

The **Eight (8) Community Preparedness Safety Forums** were held throughout Sacramento in response to community concerns related to terrorism and the war in Iraq. The curriculum, agenda, speakers, written materials, and audiovisual equipment were provided by the RCPI - Sacramento. Presenters included the Special Agent In Charge of the **F.B.I.** Sacramento field office who provided a terrorism threat assessment for the Sacramento region; the **American Red Cross** provided information and brochures on disaster preparation and survival skills; Sacramento **law enforcement** and **fire command staff** provided an overview of the region's Emergency Management System; a law enforcement officer who is a member of the **Muslim Community** provided a cultural perspective (post 9/11); and the **county's public health officer** gave a presentation outlining the response to acts of **bio-terrorism** and to diseases resulting from natural disasters.

A **total of 164 community members** attended the forums and comments received were very favorable (evaluations were not collected). Many community members stated that the forums were very helpful at a time when conflicting news accounts were prevalent and uncertainty created a feeling of fear and helplessness. This project was coordinated by the RCPI -

Sacramento, with the Sacramento City Council, Police and Fire Departments as co-hosts.

RCPI - Sacramento provided technical assistance in a variety of ways that made training and information available to a wider audience.

- By invitation of the Sacramento City Unified School District, the RCPI - Sacramento Director is on its **Safe Schools/Healthy Students Advisory Council**. In the future, this grant-funded collaborative will include Basic COPPS training for its staff and administrators through assistance by the RCPI - Sacramento (as written in the school district's grant proposal).
- RCPI - Sacramento co-hosted training at the RCPI - Sacramento facility in **Identity Theft** and **Basic Mediation Skills**. Both courses were open to the public. Technical assistance included advertising, coordinating materials, providing audiovisual equipment and on-site help as needed during the training. These working partnerships also enabled RCPI - Sacramento to send potential instructors to the Mediation Training free of charge in order to prepare for a law enforcement mediation course that RCPI - Sacramento will be developing for 2004.
- RCPI - Sacramento provided the facility and equipment for **Crime Scene Investigations** classes open to students outside of Sacramento, and to twice-monthly **Inclusion Commitment** workshops (creating an inclusive workplace that values diversity) which were open to all Sacramento city employees.
- To reach a wider audience in advertising the Community Preparedness Safety Forums, the RCPI - Sacramento utilized the neighborhood association e-mail and phone network through the City of Sacramento's Neighborhood Services Department. RCPI - Sacramento also worked closely with the Sacramento City Council and City Managers Office in publicizing the forums and ensuring that there was city council representation at each forum. Media releases were also utilized. Volunteers in Police Services distributed fliers to schools and business corridors throughout Sacramento.

C. COPS-Funded Ethics and Integrity Training Plan and Schedule

1. Describe your plan for offering the following COPS-funded ethics and integrity training

courses to your service area. Include a roll-out plan and a tentative training schedule:

- *Ethics course for the individual officer and their supervisors will include:*
 - ▶ *Two (2) Train-the-Trainer: Ethics workshops (Mar. and Sep. 2004)*
 - Upon receipt of the curriculum from the COPS Office, one each of the following classes will be taught for each quarter of the grant period between Dec. 1, 2003 - Nov. 30, 2004.
 - ▶ *Early identification and intervention systems*
 - ▶ *Racial profiling issues and dilemmas (modified into Executive Lab format)*
 - ▶ *Managing use of force issues in a community policing environment*
 - ▶ *Citizen complaint intake and investigations*
- (See Appendix A "Timeline" for complete schedule.)

2. Include a plan for how you will publicize training schedules and other products in your service area to ensure that all law enforcement agencies and their communities are aware of the ethics and integrity training and technical assistance being offered by your RCPI.

Training schedules and products will be publicized using the methods developed in recent years. It has been found that there is significant cost savings and effectiveness in using the following methods compared to paying postage for standard mail delivery. Once courses are scheduled, course announcements will be posted on the RCPI - Sacramento website and faxed to agencies (law enforcement, governmental and private as applicable) throughout our region. Additional effort will be made to establish a long-term training calendar in order to provide notice to agencies, training managers, and communities several months in advance. An e-mail notification list that includes all the training coordinators in our region will also be utilized. E-mails are also sent to our 48-county region through 911 communications centers.

Courses that encourage public participation will be publicized through press releases to newspapers, media, and citizen group e-mail notification lists. The existing training manager groups can assist in publicizing training and sending students to workshops. Specialized training (such as for executives or other targeted groups) will be announced through letters of invitation with follow-up phone calls.

3. Include a plan for how you will provide training and technical assistance to COPS grantees that have received funding under the following initiatives. A list of agencies funded under these programs is contained in the COPS grantee list you received in January 2003.

- ***Creating a Culture of Integrity initiative***
- ***Promoting Cooperative Strategies to Reduce Racial Profiling initiative***
- ***Police as Problem Solvers and Peacemakers initiative***

The grantees of the above initiative funding (Contra Costa Sheriff's Department; Oakland P.D.; San Mateo Sheriff's Department; Santa Clara Sheriff's Department; and, Sacramento P.D.) were contacted by the RCPI - Sacramento in order to determine their training and technical assistance needs for the implementation of these programs. All but Oakland P.D. responded that grant implementation was ongoing or completed, and that assistance from RCPI - Sacramento was not needed at this time. Training and/or technical assistance will be made available to any of the all agencies in our regions with active grants. (See Appendix B for a listing of contacts made.)

D. Other RCPI Ethics and Integrity Training/Technical Assistance:

1. Briefly describe the additional ethics and integrity courses or technical assistance that your RCPI is currently delivering, other than the COPS-developed courses discussed in Section C. Discuss your plan for continuing the delivery of this existing training or technical assistance and include a tentative schedule.

RCPI - Sacramento will continue to provide technical assistance to training providers who can offer unique training to our region (such as the Identity Theft and Basic Mediation courses provided in 2003 and described in Section 2).

Opportunities for RCPI - Sacramento to co-host training have been increasing. For example, RCPI - Sacramento will be co-hosting five **State and Local Anti-Terrorism Training (SLATT)** sessions with the Federal Bureau of Investigation until the end of the current grant cycle (December 2003). Additional offerings are being planned for 2004. Technical assistance for this training includes securing training sites through working with regional training managers, handling marketing and registrations, and preparing course materials. Agencies that RCPI -

Sacramento has established relationships with have agreed to provide training rooms, refreshments and marketing assistance in order to make these sessions readily accessible throughout the state.

RCPI - Sacramento proposes to deliver the following ethics and integrity courses as a continuation of current training delivery:

- **Two (2) Basic COPPS with Ethics** (Feb. and Oct. 2004)
(See Appendix A "Timeline" for complete schedule.)

2. Describe how your courses and programs outreach to minority and under-served communities to build bridges and trust to law enforcement.

The RCPI - Sacramento has had a history of publicizing and providing training to the community. Historically, we have trained **316 community members** in **Basic COPPS, Neighborhood Revitalization, and Ethics and Integrity**. We have worked with representatives of minority communities to help us publicize RCPI - Sacramento training. In March 2001, RCPI - Sacramento co-sponsored with Asian Resources the "**Multi-Cultural Family Violence Prevention Conference,**" which targeted outreach to refugees, legal immigrants, low-income persons, and socio-economically disadvantaged youths and adults. RCPI - Sacramento has also worked to provide a balanced viewpoint to the law enforcement community.

In 2001, we held a panel exercise at our "**Train-the-Trainer: Emerging Issues in COPPS**" workshop. The panel was comprised of members representing the Asian community, business, media, and the gay community. The panel discussion provided enlightening information to our Train-the-Trainer students.

In order to make our training more accessible to the community, we held three **Community Partnership for Safety Forums** in consecutive years (1998 - 2000) and trained **519 community people**. Keynote speakers, tabletop discussions, roundtable talks, and display tables allowed the community and law enforcement to discuss issues and concerns in a unique environment.

This March, RCPI - Sacramento co-hosted **two Identify Theft** seminars which attracted over **100 community members**. These seminars were presented by two members of the

Modesto Police Department. Due to the interactive nature of the seminars, community members were able to share their concerns and ask questions about identity theft, experiences they have had, and how to prevent problems in the future.

The RCPI - Sacramento also coordinated and co-hosted the **eight (8) “Community Preparedness Safety Forums”** described in Section 2. The locations of these forums (community centers, a police substation, and schools) were chosen for their accessibility to very diverse communities. Due to the open atmosphere established by the presenters, and ample opportunity for questions and answers, community members had a unique opportunity to share information with the city’s top law enforcement and emergency services personnel, thus building trust and better communication.

RCPI - Sacramento uses a variety of means to reach out to a wider community audience including the following: Neighborhood association e-mail and direct mail; elected officials; the City of Sacramento’s on-line events calendars; community center postings; and the media.

E. New Ethics and Integrity Training/Technical Assistance

1. Have new priorities and/or challenges with respect to ethics and integrity come to the attention of the RCPI for your service area? If so, please describe.

Although most agencies do not readily divulge their internal ethical issues, through informal discussions, requests for ethics training, or from media accounts, we have gained insights into current ethical challenges faced by many departments. These include:

- **Law enforcement ethics following the September 11 terrorist attacks** is at the forefront of public thinking. The threat of international and domestic terrorism has greatly sharpened the need for government and law enforcement to be proactive. Enforcing the law without offending various communities as well as misconceptions about the Patriot Act are affecting law enforcement and citizens. In the case of actions taken by law enforcement as a result of national terrorist alerts, incoming intelligence, or even controversial international conferences held in American cities, law enforcement is under increased scrutiny by the public. The possibility of misunderstandings related to police action and national security continues to be a relevant issue post-911.

- **Upper management and executive level practices.** These issues include: favoritism/nepotism within some departments, as well as with the community; lack of management communication with lower levels of the department leading to morale problems and “bending of the rules”; and lack of leadership in role modeling of ethics.
- **The role of ethics in community policing and problem solving.** Community policing practices may collide with the general orders or rules that govern officer/employee behavior (e.g., do not accept free coffee or gifts). Situational and inconsistent application of rules and guidelines can cause conflict and communication problems for the community policing officer; increased understanding of ethical issues in COPPS and additional communication tools for problem solving are needed.
- With surprising frequency, several agencies related stories illustrating a **general shift in work ethic, communication styles, and attitudes** towards the adherence to accepted rules (e.g., perception of entitlement to days off irrespective of organizational needs; the handling of dispatched calls for service by telephone, etc.) by a “new generation of officers.” There is concern that these shifts can more readily lead to ethical problems for both the individual and the organization.

In working to meet the needs for ethics training, RCPI - Sacramento has encountered some challenges related to logistics, the culture of agencies, and other issues outside of our control. Some of these challenges and solutions include:

- **Requests to train entire agencies.** With some frequency, departments have requested that the RCPI - Sacramento train **all** of their personnel (many of these departments are small to medium in size - 100 to 300 - in fairly populated areas). Train-the-trainer courses which empower agencies to train themselves is a more feasible approach to meeting these requests.
- **The culture of agencies.** This factor may limit the requests and registrations for training that we receive. Very large, metropolitan agencies (e.g., San Francisco and San Jose) and very small, rural agencies (e.g., Mono, Inyo, Siskiyou counties) are unique and training must be applicable to their concerns. Every effort must be made to ensure that instructors are trusted and considered credible, and that they understand the issues unique to the areas

in which they are training.

- **State budget cuts** resulting in P.O.S.T. suspension of reimbursement for approved training hampers the ability of trainees to travel. This can be remedied by providing more co-hosted training near students.
- **Retirements of experienced officers** due to California's 3% at age 50 retirement legislation has resulted in large numbers of sworn retirements straining available resources and instructors. This will require continued outreach for instructors.
- **Reduction of funding and staffing levels** has affected agencies' prioritization of training needs and ability to send personnel to out-of-town training which makes it essential that the RCPI offers a high priority training and markets it well.
- **Civilian law enforcement employees are not provided training opportunities** (such as dispatchers, administrative, and records personnel) due to current staffing shortages or the perception that ethics training has not been validated or mandated for their classifications. Ethics training is less effective if these particular employees are excluded so specific training courses for these audiences needs to be offered.
- **Disparity in opinions exist between law enforcement executives and line level personnel opinions** on how to correct perceived ethics problems (from top down vs. from bottom up), and therefore who should attend ethics training. While the RCPI - Sacramento does not mandate attendance by all levels, it can be encouraged. Ethics courses designed for these groups will ensure that training is available for all levels.

2. Describe your new ideas for addressing law enforcement issues/priorities that have either emerged or have been identified by the law enforcement and community members that your RCPI serves. Discuss your plan for meeting these issues/priorities.

To address the issues stated in Section 1, the following new curricula will be developed by the RCPI - Sacramento for delivery in 2004.

- In the coming year, RCPI - Sacramento proposes to complete a **“Town Hall Forum” project on “Police Ethics: Post-911.”** A panel of experts, in a classroom or forum setting will explore issues related to First Amendment rights; search and seizure; Muslim and

other Middle Eastern cultures; individual liberties vs. national security; and understanding of the Patriot Act. More than one Forum may be provided with various mixes of audiences present (e.g., citizen, local government, executive law enforcement). Audience members will be provided the opportunity to have their questions addressed by the panel. These forums would be taped for broadcast and/or be made available to a community audience statewide. RCPI - Sacramento will work with the Governing Board and through curriculum development meetings for the necessary project support.

- **Two (2) Mediation in COPPS** (Apr. and Sep. 2004) will focus on enhancing community policing officers' communication and problem solving tools. The ethical considerations of mediating problems between disputants will be infused throughout this course.
 - **Two (2) Tactical Ethics for Public Safety Dispatchers** (Pilot Nov. 2003; Feb., May, Aug., and Oct. 2004) will provide an examination of ethical challenges and dilemmas specifically experienced by public safety dispatchers.
 - **Two (2) Ethics for Civilian in Law Enforcement** (Apr. and Sep. 2004) will provide records, administrative, and support staff with an opportunity to examine the ethical challenges that arise for civilian law enforcement staff.
- (See Appendix A "Timeline" for complete schedule.)

APPENDIX

APPENDIX A

POLICE INTEGRITY INITIATIVE- 2004
 RCPI-SACRAMENTO
 PROPOSED IMPLEMENTATION TIMELINE

	November	December	January	February	March	April	May	June	July	August	September	October	November
<i>Governing Board Meetings (4)</i>	X			X			X			X			X
<i>Curriculum Development</i>	X	X	X										
<i>Train-the-Trainer: Ethics (2)</i>					X						X		
<i>Basic COPPS and Ethics (2)</i>				X								X	
<i>Mediation in COPPS (2)</i>						X					X		
<i>Tactical Ethics for Public Safety Dispatchers (4)</i>	X <i>Pilot</i>			X			X			X		X	
<i>Ethics for Civilian Law Enforcement (2)</i>						X					X		
<i>Executive CEO Ethics Series (4)</i>				X			X			X			X
<i>Police Ethics: Post-911 Curriculum development</i>			X	X									
<i>Police Ethics: Post-911 Forums</i>						X	X	X					

COPS GRANTEES IN RCPI-SACRAMENTO SERVICE AREA

Creating a Culture of Integrity Initiative		
Grantee	Contact	Status
<i>Contra Costa Sheriff's Department</i>	<i>Captain Scott Daly (925) 335-1520</i>	<i>Active. Implementation underway. No need for training or technical assistance at this time.</i>
<i>Oakland Police Department</i>	<i>Captain Ron Davis (510) 238-3330</i>	<i>Active grant status. Will provide technical assistance and training as requested.</i>
<i>San Mateo County Sheriff's Office</i>	<i>Michelle Mojas, Grant Coordinator (650) 599-1664</i>	<i>Active. Implementation underway. No need for training or technical assistance at this time</i>
<i>Santa Clara County Sheriff's Office</i>	<i>Captain Lindley Zink (408) 299-8890</i>	<i>Active. Implementation underway. No need for training or technical assistance at this time.</i>

Police as Problem Solvers and Peacemakers Initiative		
Grantee	Contact	Status
<i>Sacramento Police Department</i>	<i>Tammy Jones (916) 433-0867</i>	<i>Inactive. Implementation completed.</i>

Racial Profiling Prevention Strategies Initiative		
Grantee	Contact	Status
<i>Oakland Police Department</i>	<i>Captain Ron Davis (510) 238-3330</i>	<i>Active grant status. Will provide technical assistance and training as requested.</i>

**BUDGET
WORKSHEET
AND
NARRATIVE**

Budget Detail Worksheet —

Organization Name and State:
ORI # (FBI Number) (if applicable):

Sacramento Police Department, California
CA 03404

Budget Summary

When you have completed the Budget Detail Worksheet, transfer the totals for each category to the spaces below.

Budget Category	Amount
A. Personnel	<u>\$125,524</u>
B. Fringe Benefits	<u>\$36,085</u>
C. Travel	<u>\$28,400</u>
D. Equipment	<u>\$0</u>
E. Supplies	<u>\$30,966</u>
F. Consultants/Contracts	<u>\$156,225</u>
G. Indirect Costs	<u>\$0</u>
H. Other Costs	<u>\$ 22,800</u>
Total Project Costs:	<u>\$400,000</u>

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's organization.

Name/Position	Computation	Cost
Program Analyst	1 FTE, 100%, 1 year	\$ 63,344
Police Clerk II	1 FTE, 100%, 1 year	\$ 31,090
Police Clerk II	1 FTE, 100%, 1 year	\$ 31,090

Total: \$ 125,524

*FTE = Full Time Equivalent

NOTE: Sacramento Police Department In-Kind Contribution

Police Sergeant, 1 FTE @ \$76,322

Analyst (Fiscal), .10 FTE @ \$6,334

TOTAL: \$82,656

B. Fringe Benefits

Fringe benefits should be based on known actual 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 grant project.

Name/Position	Computation	Cost
Program Analyst	Benefits:	
	Social Security (7.65%)	\$ 4,846
	Insurance (Flat Rate - \$8,375)	8,375
	Unemployment Insurance (0.3%)	190
	Worker's Compensation (0.7%)	443
	Retirement (2.42%)	1,533
	<i>Subtotal</i>	\$ 15,387
Police Clerk II	Benefits:	
	Social Security (7.65%)	\$ 2,378
	Insurance (Flat Rate - \$6,022)	6,022
	Unemployment Insurance (0.3%)	93
	Worker's Compensation (0.7%)	218
	Retirement (5.27%)	1,638
	<i>Subtotal</i>	\$ 10,349
Police Clerk II	Benefits:	
	Social Security (7.65%)	\$ 2,378
	Insurance (Flat Rate - \$6,022)	6,022
	Unemployment Insurance (0.3%)	93
	Worker's Compensation (0.7%)	218
	Retirement (5.27%)	1,638
	<i>Subtotal</i>	\$10,349
	Total:	\$36,085

NOTE: Sacramento Police Department In-Kind Contribution

Police Sergeant, 1 FTE @ \$39,024

Analyst (Fiscal), .10 FTE @ \$1,538

TOTAL: \$40,562

C. Travel

Itemize requested travel expenses of project personnel by purpose (e.g., site visits, advisory group meetings). Show the basis of computation, including separate listing of travel costs, lodging and meals. Identify the location of travel if known.

Purpose of Travel	Location	Item	Computation	Cost
CLUSTER CONFERENCE(S) (COPS Office meetings, RCPI - Calif. Inter-regional Quarterly meetings; Governing Board meetings)	Tentative:	Transp.	3.5 % allocated Category	Subtotal \$14,000
INSTRUCTORS TO REGIONAL WORKSHOPS	Tentative: Cost x #Instr x #Days x #Workshops			
(2) Train-the-Trainer: Ethics 2 Instr. / 3 days each	Transp.	\$75 x 2 x 2	\$	300
	Lodging	\$110 x 2 x 3 x 2	\$	1,320
	Meals	\$40 x 2 x 3 x 2	\$	480
		Subtotal:	\$	2,100
(2) Basic COPPS and Ethics 2 Instr. / 1 day each	Transp.	\$75 x 2 x 2	\$	300
	Lodging	\$110 x 2 x 1 x 2	\$	440
	Meals	\$40 x 2 x 1 x 2	\$	160
		Subtotal:	\$	900
(2) Mediation in COPPS 2 Instr. / 2 days each	Transp.	\$75 x 2 x 2	\$	300
	Lodging	\$110 x 2 x 2 x 2	\$	880
	Meals	\$40 x 2 x 2 x 2	\$	320
		Subtotal:	\$	1,500
(4) Ethics for Dispatchers 2 Instr. / 2 days each	Transp.	\$75 x 2 x 4	\$	600
	Lodging	\$110 x 2 x 2 x 4	\$	1,760
	Meals	\$40 x 2 x 2 x 4	\$	640
		Subtotal:	\$	3,000
(2) Ethics for Civilian Law Enforcement 2 Instr. / 1 day each	Transp.	\$75 x 2 x 2	\$	300
	Lodging	\$110 x 2 x 1 x 2	\$	440
	Meals	\$40 x 2 x 1 x 2	\$	160
		Subtotal:	\$	900
(4) CEO Series 2 Instr. / 1 day each	Transp.	\$75 x 2 x 4	\$	600
	Lodging	\$110 x 2 x 1 x 4	\$	880
	Meals	\$40 x 2 x 1 x 4	\$	320
		Subtotal:	\$	1,800
				Category Subtotal \$10,200
STAFF TO REGIONAL WORKSHOPS				
(2) Train-the-Trainer: Ethics 1 Staff / 3 days	Lodging	\$110 x 1 x 3 x 2	\$	660
	Meals	\$40 x 1 x 3 x 2	\$	240
		Subtotal:	\$	900
(2) Basic COPPS and Ethics 1 Staff / 1 day	Lodging	\$110 x 1 x 1 x 2	\$	220
	Meals	\$40 x 1 x 1 x 2	\$	80
		Subtotal:	\$	300

C. Travel (Continued)

(2) Mediation in COPPS 1 Staff / 2 days	Lodging	\$110 x 1 x 2 x 2	\$	440
	Meals	\$40 x 1 x 2 x 2	\$	160
	<i>Subtotal:</i>		\$	600
(4) Ethics for Dispatchers 1 Staff / 2 days	Lodging	\$110 x 1 x 2 x 4	\$	880
	Meals	\$40 x 1 x 2 x 4	\$	320
	<i>Subtotal:</i>		\$	1,200
(2) Ethics for Civilian Law Enforcement 1 Staff / 1 day each	Lodging	\$110 x 1 x 2 x 2	\$	440
	Meals	\$40 x 1 x 2 x 4	\$	160
	<i>Subtotal:</i>		\$	600
(4) CEO Series 1 Staff / 1 day each	Lodging	\$110 x 1 x 2 x 2	\$	440
	Meals	\$40 x 1 x 2 x 4	\$	160
	<i>Subtotal:</i>		\$	600

Category Subtotal \$ 4,200

TOTAL: \$28,400

F. Consultants/Contracts

Consultant Fees: For each consultant enter the name, if known; service to be provided; hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification. (Please contact the COPS Office for further guidance.)

Name of Consultant and Service Provided	Computation	Cost	
Subject Matter Experts(8)	Curriculum development for new/ updated courses, CEO Series, Forums	\$250/day x 4 x 2 days x 5 sessions	\$ 10,000
		\$450/day x 4 x 2 days x 5 sessions	\$ 18,000
Training Specialist	As adjunct to RCPI staff: Curriculum evaluation and development; instruction on training methods; establish liaisons with community; conduct training	\$46/hour x 2080 hours (1 FTE)	\$ 96,000
		Subtotal: \$ 124,000	

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to his/her fees (e.g., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Subject Matter Experts (50% of 8 projected for 2 nights) 5 sessions of curriculum development	RCPI - Sacramento Office	Transp. \$75 x 4 x 5	\$ 1,500
		Lodging \$110x4x2x5	\$ 4,400
		Meals \$40 x4 x 2 x 5	\$ 1,600
(3) Forums (5 Subject Matter Experts) for 1 night, 3 sessions	Sacramento	Transp. \$75 x 5 x 3	\$ 1,125
		Lodging \$110x5x1x3	\$ 1,650
		Meals \$40x 5x1x 3	\$ 600
		Subtotal: \$ 10,875	

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. (Please contact the COPS Office for further guidance.)

Item	Cost
Regional Training Workshop Instruction : 44 total instruction days x \$250 / day	\$ 11,000
Executive CEO Series: 8 total instruction days x \$450 / day	\$ 3,600
Ethics Forums: 15 total instruction days x \$450/day	\$ 6,750
	Subtotal: \$ 21,350
	Total: \$ 156,225

See Budget Justification (pg. 2) for details on each service classification.

G. Indirect Costs

Provided for Institute partners who have a current, federally-approved, indirect cost rate. The documentation verifying the indirect cost rate must be submitted with the application.

Description	Computation	Cost
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Total:

\$ - 0 -

H. Other Costs

List other requested items that will support project goals and objectives.

Description	Computation	Cost
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Copier Lease	\$750/mo x 12	\$ 9,000
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Telephone Service (local and long distance)	\$350/mo x 12	\$ 4,200
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Pager/Cellular Service	\$150/mo x 12	\$ 1,800
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Vehicle Lease (1 car)	\$600/mo x 12	\$ 7,200
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Pest Service	\$50/mo x 12	\$ 600
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Total:

\$ 22,800

Organization Name and State:
ORI # (FBI Number)

Regional Community Policing Institute - Sacramento
CA 03404

BUDGET NARRATIVE

RCPI - Sacramento's Refunding Submission shows a continued commitment to provide high quality training and technical assistance in community oriented policing, ethics and integrity, and emerging issues throughout its 48-county region within the **\$400,000 budget allocation**.

A. Personnel

RCPI - Sacramento's staff *funded through this cooperative agreement* will consist of 1.0 FTE each - one program analyst and two police clerks - to implement daily operations and workshops. *RCPI - Sacramento's Director (sergeant) will be funded through an in-kind contribution of \$115,366 (salary + benefits) by the Sacramento Police Department. A .10 FTE fiscal analyst will be provided in-kind for a total of \$7,872.* Salaries are based upon levels for the actual individuals currently in these positions and are comparable to personnel in similar positions within the police department. **The total budget for Personnel is \$125,524.**

B. Fringe Benefits

Fringe benefits are based upon the established formula used by the City of Sacramento for the personnel funded by the cooperative agreement in Category A. They do not include uniforms, equipment or other unallowable costs under this grant program. **The total budget for Fringe Benefits is \$36,085.**

C. Travel

Cluster Conferences: Cluster conference travel refers to sending key RCPI staff, , Governing Board members, consultants and/or partners to cluster conferences and meetings as necessary with the COPS Office, the California RCPI's and other agencies (funded under this program) to discuss program issues and strategies. RCPI - Sacramento has allocated 3.5% of its budget for cluster conference travel for a total of **\$14,000**.

Instructors to Regional Workshops: In Year 6, the budget worksheets reflect an estimated 2 instructors for each workshop. The number of days varies according to the workshop. Calculations for instructor travel costs are *estimated* as follows:
Transportation = \$75 x number of instructors x number of workshops; Lodging = \$110 x number of number of instructors x number of instruction days x number of workshops;
Meals = \$40 x number of instructors x number of instruction days x number of workshops.
The total cost of travel for instructors is **\$10,200**.

Staff Travel: This year's allocation allows for minimum staffing of RCPI - Sacramento out-of-town workshops and assumes the assistance of instructors and staff from co-host agencies. Calculations for staff workshop travel costs are *estimated* as follows: Lodging = \$110 x number of staff x number of training days x number of workshops; Meals = \$40 x number of staff x number of training days x number of workshops. The cost of staff travel for workshops is **\$4,200**.

The total budget for Instructor and Staff Travel is \$28,400.

D. Equipment

There will be no equipment purchased in Year 6.

E. Supplies

The Supplies budget is based on the anticipation of printing and reproduction of binders, presentations, videotapes, mailings and notifications. The estimated amount is for materials related to workshops and distance learning objectives (videotapes of Ethics Forums). **The total budget for Supplies is \$30,966.**

F. Consultants/Contracts

Curriculum Development Services: Subject matter experts will be utilized to develop and update courses and to expand the use of adult learning techniques and presentation skills development. It is estimated that three (5) curriculum development sessions may be required (three for workshops; two for Ethics Forums). Calculations for curriculum development: \$250/day x 4 experts x 2 days x 5 sessions; and \$450/day x 4 experts x 2 days x 5 sessions (depending on subject matter expertise). **The total allocation for Curriculum Development is \$28,000.**

Training Specialist: As adjunct to RCPI - Sacramento staff, the Training Specialist consultant will be hired to develop curriculum; provide instruction on training methods for instructor development; establish liaisons with the community; and conduct training. Calculations for the Training Specialist are based on 2080 hours (full-time) x \$46/hour. **The total allocation for the Training Specialist is \$96,000.**

Consultant Expenses: Curriculum development meetings will be held at the RCPI - Sacramento facility in order to save on staff travel and outside facility expenses.. It is estimated that four (4) of the subject matter experts (50% of the eight) will be from out-of-town. Calculations for consultant expenses: Transportation = \$75 x 4 people x 5 meetings; Lodging = \$110 x 4 people x 2 days x 5 meetings; Meals = \$40 x 4 people x 2 day x 5 meetings.

It is estimated that 5 subject matter experts will speak at the three (3) Ethics Forums which will be held in Sacramento. Calculations for these one-day events: Transportation = \$75 x 5 people x 3 forums; Lodging = \$110 x 5 people x 1 day x 3 forums; Meals = \$40 x 5 people x 1 day x 3 forums. **The total budget for Consultant Expenses is \$10,875.**

Regional Training Conference/Workshop Instruction: Workshop trainers will be selected to provide instruction at one or more of the regional workshops. Trainers will be local and from throughout the RCPI region. It is estimated that two instructors will be used per day at each workshop. The daily rate will be \$250. Calculations for workshop instruction: \$250 x 44 total days of instruction. **Total estimated costs for workshop instruction is \$11,000.**

Executive CEO Series: CEO Series instructors will be selected based on their expertise. Since CEO training locations will be determined in the future, travel expenses are calculated at two instructors at each of the four sessions for a total of 8 instruction days. Since this is a CEO series, instructor rates have been calculated at \$450 /day x 8 instruction days. **Total estimated costs for Executive CEO Series instruction is \$3,600.**

Forums - "Police Ethics: Post-911": It is estimated that five (5) panel members will be needed for these forums. It is also estimated that three (3) forums will be held. Calculations for panel member services: 15 total "instruction" days x \$450/day (estimated at highest rate since panel will require subject matter experts). **Total estimated costs for Forums panel members is \$6,750.**

The total budget for Consultants/Contracts is \$156,225.

G. Indirect Costs

None.

H. Other Costs

RCPI will continue to require standard operating costs for copier lease, telephone service, pagers, two (2) cellular phones, pest service and vehicle (1) lease.

The total amount of Other Costs is \$22,800.

ADMINISTRATIVE FORMS



Certifications

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

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)," and the coordination requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

1. Lobbying

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

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement;

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 -

A. The applicant certifies that it and its principals:

(i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

(ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (A)(ii) of this certification; and

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

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 -

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;

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

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

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

(RCPI) 570 Bercut Drive, Suite C
Sacramento, CA 95814

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

Section 67.630 of the regulations provides that a grantee that is a state may elect to make one certification in each federal fiscal year, a copy of which should be included with each application for Department of Justice funding. States and state agencies may elect to use OJP Form 4061/7.

Check if the state has elected to complete OJP Form 4061/7.

4. Coordination

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

Grantee Agency Name and Address: City of Sacramento/Sacramento Police Department

Application No. and/or Project Name: C.P.D. Grantee IRS/ Vendor Number: 94-6000410

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

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

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

Typed Name and Title of Official with Programmatic Authority Albert Najera, Chief of Police
(or Law Enforcement Executive, as applicable):

Signature: Kick Barzud Date: 8-15-03

Typed Name and Title of Official with Financial Authority Robert P. Thomas, City Manager
(or Government Executive, as applicable):

Signature: Tom Malt Date: 8/15/03



Assurances

Several provisions of federal law and policy apply to all grant programs. We (the Office of Community Oriented Policing Services) need to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Grant Program Specialist at (800) 421-6770.

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

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.
 2. It will comply with the provisions of federal law which limit certain political activities of grantee employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.
 3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.
 4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
 5. It will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
 6. It will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, including but not limited to: the requirements of OMB Circulars A-87, A-21, A-122, or the Federal Acquisition Regulations, as applicable (governing cost principles); OMB Circulars A-102 or A-110, as applicable (Uniform Administrative Requirements for Grants and Cooperative Agreements); OMB Circular A-133 (governing audits); the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the current edition of the COPS Grant Monitoring Standards and Guidelines; and with all other applicable program requirements, laws, orders, regulations, or circulars.
 7. If applicable, it will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.
 8. It will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds.
- These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789(d)); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E and G) of the Code of Federal Regulations.
- A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.
- B. Grantees that have 50 or more employees and grants over \$500,000 (or over \$1,000,000 in grants over an eighteen-month period), must submit an acceptable Equal Employment Opportunity Plan ("EEOP") or EEOP short form (if grantee is required to submit an EEOP under 28 CFR 42.302), that is approved by the Office of Justice Programs, Office for Civil Rights within 60 days of the award start date. For grants under \$500,000, but over \$25,000, or for grantees with fewer than 50 employees, the grantee must submit an EEOP Certification. (Grantees of less than \$25,000 are not subject to the EEOP requirement.)
9. Pursuant to Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.
10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.
11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

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

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

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

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

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

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

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

Kick Bonzie O
Signature of Official with Programmatic Authority (or Law Enforcement Executive, as applicable) Albert Nájera

8-15-03
Date

Ken Nault for
Signature of Official with Financial Authority (or Government Executive, as applicable) Robert P. Thomas

8/15/03
Date



Disclosure of Lobbying Activities

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

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District number, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan 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 entity engaged by the reporting registrant identified in item 4 to influence the covered Federal action.

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

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20530.

Disclosure of Lobbying Activities

Approved by OMB
O348-0046
(as amended)

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for instructions and public burden disclosure)

<p>1. Type of Federal Action: <u>c</u></p> <ul style="list-style-type: none"> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance 	<p>2. Status of Federal Action: <u>b</u></p> <ul style="list-style-type: none"> a. bid/offer/application b. initial award c. post-award 	<p>3. Report Type: <u>a</u></p> <ul style="list-style-type: none"> a. initial filing b. material change <p><i>For Material Change Only:</i> Year: _____ Quarter: _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: City of Sacramento 730 I Street, Suite 304 Sacramento, CA 95814</p> <p>Congressional District (number), if known: _____</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>NOT APPLICABLE</p> <p>Congressional District (number), if known: _____</p>	
<p>6. Federal Department/Agency: COPS Office</p>	<p>7. Federal Program Name/Description: CFDANumber, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$ 400,000</p>	
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): NOT APPLICABLE NO LOBBYING ACTIVITIES</p>	<p>10. b. Individuals Performing Services (including address if different from No.10a) (last name, first name, MI): NOT APPLICABLE</p>	
<p>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.</p>	<p>Signature: <u>Robert P. Thomas</u></p> <p>Print Name: <u>Robert P. Thomas</u></p> <p>Title: <u>City Manager</u></p> <p>Telephone No.: <u>(916) 808-5704</u> Date: <u>8/5/03</u></p>	
<p>Federal Use Only:</p>	<p>Authorized for Local Reproduction, Standard Form - LLL</p>	