

Program Narrative Attachment 1

CFDA 16.804 JAG

Grantee: Town of Middlebury, VT Police Department

Objectives:

1. Reliable digital imaging and incident capture equipment in police cruisers.
2. Acquire new equipment from a US Manufacturer.
3. Contract with local Vermont business for installation, service, and maintenance.
4. Contract with US business for recurring cost of supplies and media.

Program Schedule:

May 1, 2009	Solicit requests for proposals for equipment purchase, installation, and on-going service contracts.
May 14, 2009	submit grant proposal to OJP
August 1, 2009	Award bids & place orders
September 1, 2009	All equipment installed
September 30, 2009	All invoices for equipment, installation paid.
September 30, 2009 – September 30, 2013	– service and maintenance contracts executed; expendable supplies replaced.

Program Narrative:

This program allows the acquisition and installation of digital imaging equipment to be placed in four (4) police cruisers to live-capture incidents occurring in front of the police cruisers.

The digital video images are used for evidentiary purposes, event reconstruction, training and ensuring professional standards on the part police officers.

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The transition from VHS-type video to digital has required service facilities to hire and train new staff and to expand their current capabilities to install, service, and maintain this equipment.

The transition to digital equipment requires the acquisition of NEW equipment and technologies which are NOT otherwise supportable by local property tax due to current economic conditions. In other words, in the absence of the JAG grant, this equipment would not be ordered and contracts not tendered.

Program Support:

Clerical and bookkeeping staff are trained and experienced in the process of grant management, draw-downs and dedicated file management.

Unique files and account numbers in central bookkeeping and accounting have been created for the purpose of tracking and managing JAG funds, with related files created for managing equipment and program files.

All Town of Middlebury accounts, including this Federal grant, are subject to an annual independent audit to comply with Town and state Charter requirements.

Performance Requirements:

Performance requirements are met on their face. The acquisition of equipment is straight forward and direct; installation, service, and maintenance are documented as part of the grant program.

Policies established governing use of the equipment in conformance with program goals; internal audit and inspections to ensure conformance with policy.

Signed
Chief Thomas Hanley, Grant Administrator

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