



**BJA FY 09 Recovery Act Edward Byrne Memorial
Justice Assistance Grant Program Local Solicitation**



2009-F1629-CA-SB

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Application Handbook

Overview

[Overview](#)

This handbook allows you to complete the application process for applying to the BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation. At the end of the application process you will have the opportunity to view and print the SF-424 form.

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[Project Information](#)

[Budget and Program Attachments](#)

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*Type of Submission	<input type="radio"/> Application Construction <input checked="" type="radio"/> Application Non-Construction <input type="radio"/> Preapplication Construction <input type="radio"/> Preapplication Non-Construction
*Type of Application	If Revision, select appropriate option If Other, specify New Type of Revision
*Is application subject to review by state executive order 12372 process?	<input type="radio"/> Yes This preapplication/application was made available to the state executive order 12372 process for review on <input type="radio"/> No Program is not covered by E.O. 12372 <input checked="" type="radio"/> N/A Program has not been selected by state for review

[Save and Continue](#)



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Verify that the following information filled is correct and fill out any missing information. To save changes, click on the "Save and Continue" button.

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*Is the applicant delinquent on any federal debt	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Employer Identification Number (EIN)	95 - 6000756
*Type of Applicant	Municipal
Type of Applicant (Other):	
*Organizational Unit	Oxnard Police Departm
*Legal Name (Legal Jurisdiction Name)	City of Oxnard
*Vendor Address 1	251 South C Street
Vendor Address 2	
*Vendor City	Oxnard
Vendor County/Parish	Ventura
*Vendor State	California
*Vendor ZIP	93030 - 5711 Need help for ZIP+4?
Please provide contact information for matters involving this application	
*Contact Prefix:	Ms.
Contact Prefix (Other):	
*Contact First Name:	Norma
Contact Middle Initial:	
*Contact Last Name:	Owens
Contact Suffix:	Select a Suffix
Contact Suffix (Other) :	
*Contact Title:	Grants Manager
*Contact Address Line 1:	251 South C Street

Contact Address Line 2:			
*Contact City	Oxnard		
Contact County:	Ventura		
*Contact State:	California		
*Contact Zip Code:	93030	-	5711 Need help for ZIP+4?
*Contact Phone Number:	805	385	7477 Ext: <input type="text"/>
Contact Fax Number:	805	385	7466
*Contact E-mail Address:	norma.owens@ci.oxnard.ca.us		

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*Descriptive Title of Applicant's Project	
Recovery Act: Edward Byrne Memorial Justice Assistance Grant Formula Program (JAG)	
*Areas Affected by Project	
Ventura County, CA	
Proposed Project	
*Start Date	April 15 2009
*End Date	April 15 2013
*Congressional Districts of	
Project	Congressional District 01, CA Congressional District 02, CA Congressional District 03, CA Congressional District 04, CA
*Estimated Funding	
Federal	\$ 1007166 .00
Applicant	\$ 0 .00
State	\$ 0 .00
Local	\$ 0 .00
Other	\$ 0 .00
Program Income	\$ 0 .00
TOTAL	\$ 1007166 .00

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**BJA FY 09 Recovery Act Edward Byrne Memorial
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Assurances and Certifications

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To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

[Applicant Information](#)

[Project Information](#)

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

[Budget and Program Attachments](#)

[Assurances and Certifications](#)

1. [Assurances](#)
2. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.](#)

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If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

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*Prefix:	Ms. <input type="checkbox"/>
Prefix (Other):	<input type="text"/>
*First Name:	Diedre
Middle Initial:	<input type="text"/>
*Last Name:	Kobuke
Suffix	Suffix: <input type="checkbox"/>
Suffix (Other):	<input type="text"/>
*Title:	Grants Coordinator
*Address Line 1:	300 W. Third Street
Address Line 2:	<input type="text"/>
*City:	Oxnard
County:	Ventura
*State:	California <input type="checkbox"/>
*Zip Code:	93030 - 5738

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*Phone:	<input type="text" value="805"/> - <input type="text" value="385"/> - <input type="text" value="7958"/>	Ext :	<input type="text"/>
Fax:	<input type="text" value="805"/> - <input type="text" value="385"/> - <input type="text" value="7466"/>		
*E-mail:	<input type="text" value="diedre.kobuke@ci.oxna"/>		
<p><input checked="" type="checkbox"/> I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.</p>			

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APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier	
	1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name City of Oxnard		Organizational Unit Oxnard Police Department	
Address 251 South C Street Oxnard, California 93030-5711		Name and telephone number of the person to be contacted on matters involving this application Owens, Norma (805) 385-7477	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 95-6000756		7. TYPE OF APPLICANT Municipal	
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.804 CFDA 16.804 - Recovery Act - Justice Assistance TITLE: Grants - Localities		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Recovery Act: Edward Byrne Memorial Justice Assistance Grant Formula Program (JAG)	
12. AREAS AFFECTED BY PROJECT Ventura County, CA			
13. PROPOSED PROJECT Start Date: April 15, 2009 End Date: April 15, 2013		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project CA23	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? Program has not been	
Federal	\$1,007,166		
Applicant	\$0		
State	\$0		

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Local	\$0	selected by state for review
Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$1,007,166	
N		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

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**RECOVERY ACT – BYRNE JUSTICE ASSISTANCE LOCAL GRANT
PROGRAM NARRATIVE
ATTACHMENT 1**

The ten (10) Ventura County agencies jointly applying for this grant will utilize the funding for enhancement items, including: surveillance equipment, police cruisers, GPS instruments, computer equipment, contractual agreements, personnel costs to operate student anti-truancy, proficiency training, security cameras, computer forensic investigations, weapons replacement, electronic control devices, laser measuring equipment, digital cameras, personnel for potential terrorist targets, ballistic vest replacements and a community prosecutor program. The various expenditures are needed to improve the safety and quality of life of the residents and visitors of Ventura County. The grant funding will be distributed as follows:

Jurisdiction Name	5% Fee	Personnel	Equipment	Consultants & Contracts
VENTURA COUNTY	4,580		87,024	
FILLMORE CITY	1,395	26,498		
OXNARD CITY	19,937	28,307	135,000	215,502
PORT HUENEME CITY	2,401		45,620	
SAN BUENAVENTURA CITY	7,924			150,560
SANTA PAULA CITY	2,338		44,415	
MOORPARK CITY	1,038	19,723		
CAMARILLO CITY	2,393	16,489	28,980	
THOUSAND OAKS CITY	3,978		75,581	
SIMI VALLEY CITY	4,374		23,109	60,000
TOTAL	50,358	91,017	439,729	426,062

TOTAL ALLOCATION 1,007,166

The City of Oxnard, as lead agency will be charging a 5% administrative fee.

The grant funding will stimulate the economy by creating and preserving positions. The equipment purchases will also generate economic benefits. The expenditures will be segregated by the City of Oxnard Grants Division with an assigned grant/project number and account numbers specifically allocated to this grant. The activities will begin upon approval of the grant application. The various agencies will track their performance and objectives and submit them to the City of Oxnard prior to each reporting requirement.

**RECOVERY ACT – BYRNE JUSTICE ASSISTANCE LOCAL GRANT
BUDGET AND BUDGET NARRATIVE
ATTACHMENT 2**

Budget Summary

Jurisdiction Name	5% Fee	Personnel	Equipment	Consultants & Contracts	Total
VENTURA COUNTY	4,580		87,024		91,604
FILLMORE CITY	1,395	26,498			27,893
OXNARD CITY	19,937	28,307	135,000	215,502	398,746
PORT HUENEME CITY	2,401		45,620		48,021
SAN BUENAVENTURA CITY	7,924			150,560	158,484
SANTA PAULA CITY	2,338		44,415		46,753
MOORPARK CITY	1,038	19,723			20,761
CAMARILLO CITY	2,393	16,489	28,980		47,862
THOUSAND OAKS CITY	3,978		75,581		79,559
SIMI VALLEY CITY	4,374		23,109	60,000	87,483
TOTAL	50,358	91,017	439,729	426,062	1,007,166
TOTAL ALLOCATION	1,007,166				

Budget Narrative

The Ventura County agencies are requesting grant funding for the following items, described by category:

Personnel

Fillmore: One gang deputy position

Oxnard: Student Truancy Offender Program personnel costs

Moorpark: Community Prosecutor Program or one 84-Hour Patrol personnel

Camarillo: Extra patrol costs for critical infrastructure locations

Equipment

County of Ventura: Two (2) Police Cruisers with emergency equipment, cellular telephones, digital cameras, entry Tools for search warrant services, GPS tracking devices, protective body armor, Taser holsters, emergency lighting equipment, laptop computers and backpack cases, desktop computer, DVD/VHS player, cell phone investigative hardware.

Oxnard: Radio communication system equipment

Port Hueneme: Security camera system equipment

Santa Paula: Weapons replacement, Electronic Control Device (ECD), laser measuring equipment, speed control devices

Camarillo: Tasers, digital cameras, GPS tracking devices, drug test kits, traffic radar trailer renovation, bike patrol bicycles

Thousand Oaks: Special Enforcement Unit/Gang Unit: Surveillance Equipment, Flashlights, Digital Cameras, Laptop computers, Crash Data Retrieval (CDR), Crash Zone© diagramming software

Simi Valley: Weapons replacement, body armor replacement

Consultants and Contracts

Oxnard: CAD/RMS maintenance agreement, Cultural proficiency training

San Buenaventura: Southern CA High Tech Task Force contract

Simi Valley: Community Prosecutor Program contract

Administrative Fee

The City of Oxnard shall receive 5% (\$50,358.00) of the total award amount to cover costs in administering the grant during the grant period.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

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
City of Oxnard - Personnel		\$28,307.00
City of Moorpark - Personnel		\$19,723.00
City of Camarillo - Personnel		\$16,489.00
City of Fillmore - Personnel		\$26,498.00
SUB-TOTAL		\$91,017.00

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.

Name/Position	Computation	Cost
Fringe benefit 1, each benefit entry is limited to one line		
Fringe benefit 2		
Fringe benefit 3		
Fringe benefit 4		
Fringe benefit 5		
SUB-TOTAL		\$0.00
Total Personnel & Fringe Benefits		\$91,017.00

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Travel entry 1, two lines per entry				
Travel entry 2				
Travel entry 3				
Travel entry 4				
Travel entry 5				
Travel entry 6				
Travel entry 7				
TOTAL				\$0.00

D. 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. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
See Equipment Detail list		\$439,729.00
TOTAL		\$439,729.00

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

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 and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
See Consultants/Contracts detail list	maximum of three lines		\$426,062.00
Supply Item 1, one line per entry			
Supply Item 1, one line per entry			
Supply item 1, one line per entry			
<i>Subtotal</i>			\$426,062.00

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Consultant expense entry 1, one line per	maximum of three lines		
	maximum of three lines		
Consultant expense entry 1, one line per	maximum of three lines		
<i>Subtotal</i>			\$0.00

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	
maximum of four lines, additional information should be attached on a separate sheet(s)		
maximum of four lines		
<i>Subtotal</i>		\$0.00
TOTAL		\$426,062.00

H. Other Costs - List items (e.g., 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 the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
5% Administrative Fee to City of Oxnard		\$50,358.00
TOTAL		\$50,358.00

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
one line per entry		
one line per entry		
TOTAL		\$0.00

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 requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$91,017.00
B. Fringe Benefits	\$0.00
C. Travel	\$0.00
D. Equipment	\$439,729.00
E. Supplies	\$0.00
F. Construction	\$0.00
G. Consultants/Contracts	\$426,062.00
H. Other	\$50,358.00
Total Direct Costs	\$1,007,166.00
I. Indirect Costs	\$0.00
TOTAL PROJECT COSTS	\$1,007,166.00

Federal Request \$1,007,166.00

Non-Federal Amount _____

**RECOVERY ACT – BYRNE JUSTICE ASSISTANCE LOCAL GRANT
REVIEW NARRATIVE
ATTACHMENT 3**

A notice of public hearing was published in the Ventura County Star on March 22, 2009 to announce the public hearing relative to this grant application. Copies of the grant application were made available for public review on the City of Oxnard's website: www.ci.oxnard.ca.us and hardcopies were made available at both the Oxnard Library's Circulation Desk and the City Clerk's Office on April 9, 2009. The grant application was made available to the public and was heard before the Oxnard City Council on Tuesday, April 14, 2009.

The signed Memorandum of Understanding is attached to this application.

Certificate of Publication

Ad # 193917

In Matter of Publication of:

Notice of Public Hearing

State of California)

))§

County of Ventura)

I, **Maria Rodriguez**, hereby certify that the **Ventura Star, Thousand Oaks Star, Oxnard Star, Simi Valley Star, Moorpark Star, Camarillo Star** has been adjudged a newspaper of general circulation by the Superior Court of California, County of Ventura within the provisions of the Government Code of the State of California, printed and published in the City of Camarillo, County of Ventura, State of California; that I am a clerk of the printer of said paper; that the annexed clipping is a true printed copy and publishing in said newspaper on the following dates to wit:

March 22, 2009

I, Maria Rodriguez certify under penalty of perjury, that the foregoing is true and correct.

Dated this March 23, 2009, in Camarillo, California, County of Ventura.


Maria Rodriguez
(Signature)

 **NOTICE OF PUBLIC HEARING**

The Oxnard City Council will conduct a public hearing to consider the following matter on Tuesday, April 7, 2009, at 7:18 p.m., or as soon thereafter as the matter may be heard, in the Council Chambers, 305 West Third Street, Oxnard.

The City Council will adopt a resolution authorizing the submission of an application for U.S. Department of Justice (DOJ) grant funds from the Edward Byrne Memorial Assistance Grant (EAG) Formula Program.

At the public hearing you may appear and be heard or you may write to the City Clerk's Office at 305 West Third Street, Oxnard, California, 93030, in support of or in opposition to this matter. If you plan to attend the hearing, staff suggests that you contact the City Clerk's Office at 385-7803 the Thursday prior to the scheduled date to confirm that the hearing has not been re-scheduled.

If you challenge this matter in court, you may be limited to raising only those issues that were raised at this public hearing or in written correspondence delivered to the City Clerk at or before the hearing.

Beginning at 7:00 p.m., Channel 10 will televise and broadcast the meeting at which the public hearing will be conducted. For further information, contact Mary Diamond in the Police Department, 251 South C Street, Oxnard, at (805) 385-7612.

Daniel Martinez, City Clerk
Publish: March 22, 2009 Ad No. 193917

**RECOVERY ACT – BYRNE JUSTICE ASSISTANCE LOCAL GRANT
ABSTRACT NARRATIVE
ATTACHMENT 4**

The City of Oxnard shall serve as the lead agency for the following Ventura County agencies: County of Ventura; cities of: Fillmore, Oxnard, Port Hueneme, San Buenaventura, Santa Paula, Moorpark, Camarillo, Thousand Oaks and Simi Valley are submitting this Byrne Justice Assistance Grant (JAG) Formula Program Local Solicitation application to enhance local funds by promoting economic recovery through the various expenditures needed to improve local law enforcement efforts. The agencies share the goal of using the requested grant funding to avoid reductions and eliminations of vital services and equipment purchases. The City of Oxnard will coordinate with the other agencies for timely information requests needed to implement all necessary reporting requirements.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Recovery Act – Justice Assistance Grant (JAG) Program

Certification as to Recovery Act Reporting Requirements

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Accountability and Transparency under the Recovery Act" in the program announcement for the Recovery Act grant program identified above. I have also read and reviewed section 1512(c) of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), concerning reporting requirements for grants. I agree that the applicant will comply with the reporting requirements set forth therein with respect to any grant the applicant may receive under the Recovery Act grant program identified above.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Justice Programs).

Signature of Certifying Official

Edmund Sotelo

Printed Name of Certifying Official

City Manager

Title of Certifying Official

Full Name of Applicant Entity

Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Recovery Act – Justice Assistance Grant (JAG) Program

General Certification as to Requirements for Receipt of Funds
for Infrastructure Investments

On behalf of the applicant State or unit of local government (including tribal government) named below, I certify the following to the Office of Justice Programs ("OJP"), U.S. Department of Justice:

I have personally read and reviewed the section entitled "Eligibility" in the program announcement for the Recovery Act grant program named above. I also have personally read and reviewed section 1511 of the American Recovery and Reinvestment Act of 2009 (the "Recovery Act"), which requires a specific certification prior to receipt of Recovery Act funds for infrastructure investments.

Initial the statement that applies:

_____ The applicant identified below **does not intend to use** any portion of any funds received under this Recovery Act grant program for any infrastructure investment. Should this intention change, the applicant will promptly notify OJP, and (except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law) will not draw down, obligate, or expend any funds received under this Recovery Act program for any infrastructure investment project until section 1511 of the Recovery Act has been satisfied, and an adequate project-specific certification has been executed, posted, and submitted to OJP.

_____ The applicant identified below **does intend to use** some or all of any funds received under this Recovery Act grant program for one or more infrastructure investment projects. Except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law, I agree that the applicant entity will execute, post, and submit to OJP, prior to obligating, expending, or drawing down funds for such project, a project-specific certification that satisfies all of the requirements of section 1511 (including execution by the Governor, mayor, or other chief executive, as appropriate) for each such infrastructure investment project.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

General Certification as to Requirements for Receipt of Funds
for Infrastructure Investments

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant (that is, the governmental entity applying directly to the Office of Justice Programs).

Signature of Certifying Official

Edmund Sotelo

Printed Name of Certifying Official

City Manager

Title of Certifying Official

Full Name of Applicant Government Entity

Date