



# MANAGER'S MEMO ITEM

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**ITEM:** 2004 Local Law Enforcement Block Grants Program

**WORKSHOP DATE:** 12/14/2004

**PREPARED BY:** Deputy Chief Pam Church and Susan Brassfield, Grants Coordinator

**BID AMOUNT:** \$ N.A. **ACCOUNT:** 530.624.0000.5836

**BUDGET AMOUNT:** \$29,500

**PURPOSE:** This grant application is presented to Council for submission approval to the Illinois Criminal Justice Information Authority to help defray the cost of a police replacement vehicle.

**BACKGROUND:**

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This year the Village of Downer Grove did not qualify for direct Local Law Enforcement Block Grant (LLEBG) federal funding from the Office of Justice Programs. Direct federal funding is based on local jurisdiction's three-year Uniform Crime Report (UCR) Part I Violent Crime statistics additionally; direct LLEBG awards must also meet a minimum \$10,000 threshold. In federal fiscal year 2003, Congress appropriated \$260 million for LLEBG. In federal fiscal year 2004, only \$115 million was appropriated. With this year's loss of \$145 million in LLEBG funding, many award amounts have fallen below the \$10,000 minimum required for a direct award and the Village of Downers Grove fell under this category.

Because the Village of Downers Grove did not qualify for direct LLEBG funding, the Village is now eligible to apply for LLEBG funding through the Illinois Criminal Justice Information Authority. The State of Illinois was awarded \$979,081 in LLEBG federal funding of which a minimum of 75% of the funds will be available for units of local government with populations less than 25,000 and a maximum of 25% of the funds will be available for those with populations of 25,000 or greater. LLEBG funds are made available to State agencies to distribute to local law enforcement agencies for crime reduction and safety efforts. Under the auspices of this grant program, an applicant can only apply for the following equipment categories:

- New/replacement law enforcement vehicles
- Mobile Data Computers
- Radios (Portable or vehicle)
- In-car video Systems

The maximum grant request through this program is 90% of total cost not to exceed \$20,000 in federal funding. A stipulation of the LLEBG program requires that the local government recipient contribute (in the form of a cash match) a minimum of 10% of the total program cost. Even though this grant is made available through a State Agency, these are federal funds and the Illinois Criminal Justice Information Authority serves as a pass-through agency. The total program cost consists of the Federal award amount and the cash match. Additionally, federal funds cannot be used to supplant local funds. They must increase the amount of funds that would be available otherwise from State and local sources.

Staff is recommending that this grant submission be used to support the replacement of a law enforcement vehicle. Based on a recent purchase of a DUI vehicle, staff estimates replacement vehicle costs of \$29,500 which include essential equipment such as siren, strobes, talon LED lights, and radio console. Therefore, since the maximum federal funding threshold is \$20,000 the Village match component to support the costs of a vehicle is \$9,500.

**DISCUSSION OF ALTERNATIVES :**

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Alternative A: Use grant funds to purchase mobile data computers, in-car video systems, or radios instead of a vehicle.

Advantages: Staff can not determine any advantages; we have come to the conclusion that there are no advantages other than purchasing a vehicle. The following disadvantages support this statement:

Disadvantages: The Police Department currently needs only six radios to support their equipment replacement program. The cost of each radio is approximately \$900.00. If we only need to replace six radios, the Village's total costs would only be \$5,400. In essence, the Village has the opportunity to apply for \$20,000 in federal funding but our grant request would only be for \$4,500 in federal funding. Moreover, we have sufficient funds in our current fiscal year budget to support the purchase of six radios and we don't need any more than six radios.

The Police Department uses their DUI Technology revenue account (funds obtained through DUI arrests) for DUI related equipment. The Village is actively seeking RFP's to purchase five in-car video systems with DUI Technology funds. Since DUI Technology funds can only be used to purchase DUI related equipment, staff is making the best use of available funds by utilizing DUI funds for their intended use rather than using federal funds that could be utilized for multi-purposes. Moreover, the Village was awarded a Mini-Grant Alcohol Enforcement (MAP) grant, and this grant supports the purchase of one in-car video system.

The Police Department currently doesn't need any mobile data computers. In 2001, the Village was awarded a federal grant in the amount of \$235,142 to purchase thirty (30) laptop computers for police vehicles.

**ATTACHMENTS:**

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- A. Resolution
- B. Grant Application

**STAFF RECOMMENDATION:**

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Submittal of grant application *FY2004 Local Law Enforcement Block Grants Program* for federal funding of \$20,000 to support a replacement vehicle for the Police Department.

**REQUESTED COURSE OF ACTION:**

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Place this item on the December 21, 2004 Village Council Active Agenda for approval.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING SUBMITTAL OF GRANT APPLICATION TO THE  
ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY FOR THE  
2004 LOCAL LAW ENFORCEMENT BLOCK GRANTS PROGRAM**

WHEREAS, the Village of Downers Grove, an Illinois municipal corporation, has developed grant application 2004 Local Law Enforcement Block Grants Program for financial assistance in the total amount of \$20,000.00 for the replacement of a police vehicle; and

WHEREAS, the Village Council has reviewed said grant application and agreement conditions, and has authorized the filing of said application with the Illinois Criminal Justice Information Authority.

NOW, THEREFORE, be it resolved by the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the Village of Downers Grove submit the 2004 Local Law Enforcement Block Grants Program application of the Village of Downers Grove in the amount of \$20,000.00 for the replacement of a police vehicle to the Illinois Criminal Justice Information Authority.
2. That the Village of Downers Grove agrees to the conditions and requirements listed in the grant application.
3. That this resolution shall be in full force and effect from and after its passage as provided by law.

\_\_\_\_\_  
Mayor

Passed:

Attest: \_\_\_\_\_  
Village Clerk

**EXHIBIT A**

Attachment A

2004 LOCAL LAW ENFORCEMENT BLOCK GRANTS PROGRAM  
Cover Page

**Implementing Agency (Unit of Local Government/Municipal)**

**Implementing Agency** (Must be Village/City/County/Town /other \_\_\_\_\_) CIRCLE ONE  
Village of Downers Grove  
 Address: 801 Burlington Avenue  
 City/Zip: Downers Grove 60515 County: DuPage  
 Name of (Mayor) Village President/County Board Chair/other Brian Krajewski CIRCLE ONE  
 Chief Financial Officer/Treasurer Rita Trainor  
 Implementing Agency Contact Name/title: Susan Brassfield Grants Coordinator  
 Implementing Agency Contact Email Address: sbrassfield@downers.us  
 Telephone Number: 630/434-6878 FAX: 630/434-5571  
 Federal Employee Identification Number (FEIN)(i.e. 36-000000): 36-6005857

<i>For notification purposes only:</i>	<b>Name(s)</b>	<b>District #(s)</b>
Congressional Representative	Judy Biggert	13
State Senator	Kirk Dillard	24
State Representative	Patti Bellock	47

Amount of **Federal Funds Requested:** \$20,000 (Minimum \$5,000- Maximum \$20,000)

**Program Agency (Law Enforcement Agency)**

**Program Agency (Law Enforcement Agency)** : Downers Grove Police Department  
 Address: 825 Burlington Avenue  
 City/Zip: Downers Grove 60515  
 Sheriff/Chief/Commander Name: Robert Porter Email: rporter@downers.us  
 Telephone Number: 630/434-5625 FAX: 630/434-5690  
 Program Agency Contact: Deputy Chief Pam Church Email: pchurch@downers.us

Proposal Prepared By: Susan Brassfield

Date Prepared: 12/14/2004

*Please Note: Only new/replacement law enforcement vehicles, mobile data computers, hand-held or vehicle radios, and /or in-car video systems will be considered for FFY2004 LLEBG funding*

### Financial and Equipment Needs Outline

Population of IMPLEMENTING AGENCY jurisdiction: 48,724  
 Entire budget of IMPLEMENTING AGENCY jurisdiction: 87,732,642  
 Law enforcement (PROGRAM AGENCY) budget: 12,444,830  
 Law enforcement (PROGRAM AGENCY) equipment budget: 45,152  
 Population of Law Enforcement Agency jurisdiction if different from Implementing Agency \_\_\_\_\_  
 How many full time certified officers (include chief) paid as of 6/30/04? 81  
 How many part time certified officers paid as of 6/30/04? 0

#### Financial

What prevents your agency/community from making these purchases? Explain financial need to the reviewers. What are the line items covered by the law enforcement budget?

The Village has experienced significant declines in its economic based revenue. The state of the economy, as well as world events, has created many significant challenges for the Village. Funding the Village would have received from tax sources to support the Village's fleet and equipment replacement schedule, must now be allocated to on-going operational expenses for public safety and public works. The line items covered by the law enforcement budget include: Personnel Expenses, Supplies, Professional & Technical Services, Other Contractual Services, and Capital Expenses.

Tell the reviewers about criminal activity in your law enforcement jurisdiction (i.e. types and number of calls, arrests, etc. Include statistics where possible).

The Village of Downers Grove responded to 21,265 calls in the previous 12-month period. In 2003, officers made 1,475 arrests.

Crime Index Offenses: Murder (2003): 1, Murder (2002): 0; Robbery (2003): 15, Robbery (2002): 10;

Aggravated Assault/Battery (2003): 53, Aggravated Assault/Battery (2002): 47; Burglary (2003): 133, Burglary (2002): 109;

Theft (2003): 960, Theft (2002) 874; Motor Vehicle Theft (2003): 27, Motor Vehicle Theft (2002): 31; and

Arson (2003): 23, Arson (2002): 21

*NOTE: Fill in all equipment areas that cover your anticipated purchases.*

→ Law Enforcement VEHICLES (If one of your requested items is a vehicle complete this section)

Specific vehicle (Squad/van/4WD etc.) (No brand names) Squad
How many vehicles do you currently have? 48
Approximately how many calls do your officers respond to in a 12-month period? 21,365
Will this purchase be a replacement? Yes
If so, what is the mileage of the vehicle to be replaced? The current mileage on this vehicle is 90,000.
What year is the vehicle to be replaced? 2005
What is the reason for replacement? The vehicle is seven years old and currently has 90,000 miles; next year it will easily have over 100,000 miles.
If not a replacement vehicle, explain need for and purpose of requested vehicle:
N/A
How will this purchase enhance officer and public safety?
This vehicle will replace a high-mileage patrol vehicle.

→ **Mobile Data Computers (If one of your requested items is a MDC complete this section)**

How many do you wish to purchase?
Do you currently have any? How many?
If so, how old are they?
How many police vehicles do you currently have?
Would new purchase be replacements?
Why is replacement necessary?
If replacements, approximately how many LEADS requests are you making from your MDC in a 7-day period?
Are you doing any electronic report writing from your vehicle?
If not a replacement, explain need for equipment:
How will this purchase enhance officer and public safety?

→ Radios (If one of your requested items is radios complete this section)

How many radios do you wish to purchase?
Do you currently have any?
If so, how old are they?
How many vehicles do you currently have?
Would new purchase be replacements?
If replacements, why is replacement necessary:
If not a replacement, explain need for equipment:
How will this purchase enhance officer and public safety?



**LLEBG FFY2004  
Equipment Budget Detail**

Implementing Agency (must be) Village/City/County/Town /other CIRCLE ONE:

Village of Downers Grove

FEIN: 36-6005857

Anticipated source of match funds: General Operating Budget

The purpose of this form is to summarize, by item, the total budget of the program to be funded in whole or in part with grant funds. This is a preliminary budget and is not binding. The final budget will be determined if an award is made.

NO BUDGET CHANGES WITHOUT PRIOR AUTHORITY APPROVAL

*Note: Round all numbers to the nearest dollar.*

Equipment Item(s) <b>DO NOT USE BRAND NAMES</b>	Per Unit Cost	# of Units	Total Cost	Federal Amount (Maximum of \$20,000)	Match Amount (Minimum of 10% of total cost)
Fully Equipped Squad	\$29,500	1	\$29,500.00	\$20,000	\$9,500.00
			.00	.00	.00
			.00	.00	.00
			.00	.00	.00
			.00	.00	.00
<b>INSTALLATION (if any)</b>			.00	.00	.00
<b>Totals:</b>	\$29,500	1	\$29,500.00	\$20,000.00	\$9,500.00

Instructions: Total cost multiplied by .90 = federal amount  
 Federal amount divided by 9 = match amount  
*i.e. total cost \$18,765 (\$18,765 x .90 = \$16,888 divided by 9 = \$1,877) Round all numbers to nearest dollar.*

Federal Amount – 90% of total cost not to exceed \$20,000

Match Amount – 10% (minimum) of total cost.

NOTE: Federal grant regulations and Illinois Procurement Code (30ILCS 500) mandate that transactions be conducted in a manner to provide open and free competition – this means a minimum of three quotes must be obtained for equipment items if not using the state bid process. Total costs of \$25,000 or more require formal advertising/IFB procedures. Call for further details (312/793-8550).

**CERTIFICATION**

The applicant certifies:

1. It is not barred from contracting with any unit of state or local government as a result of 720 ILCS 5/33E-3 or 5/33E-4; and
2. It shall notify the Authority Ethics Officer if the applicant solicits or intends to solicit for employment any of the Authority's employees during any part of the application process or during the term of any contract awarded.

**Brian Krajewski**

Print Name of Authorized Representative (Mayor/Village President/County Board Chair/other) of Implementing Agency

**Mayor**

Print Title (Mayor/Village President/County Board Chair/other)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**Village of Downers Grove**

Implementing Agency

**801 Burlington Avenue, Downers Grove, Illinois 60515**

Implementing Agency Address

\_\_\_\_\_

\_\_\_\_\_

**STATE OF ILLINOIS  
DRUG FREE WORKPLACE CERTIFICATION**

This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the state for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing grant, or a department, division, or other unit directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- A) Publishing a statement:
  - 1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee or contractor's workplace.
  - 2) Specifying the actions that will be taken against employees for violations of such prohibition.
  - 3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
    - (a) Abide by the terms of the statement; and
    - (b) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
  
- B) Establishing a drug free awareness program to inform employees about:
  - 1) The dangers of drug abuse in the workplace;
  - 2) The grantee's or contractor's policy of maintaining a drug free workplace;
  - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4) The penalties that may be imposed upon an employee for drug violations.
  
- C) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.

- D) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- E) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
- F) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- G) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

**Brian Krajewski**

Print Name of Authorized Representative (Mayor/Village President/County Board Chair/other) of Implementing Agency

**Mayor**

Print Title (Mayor/Village President/County Board Chair/other)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**Village of Downers Grove**

Implementing Agency

**801 Burlington Avenue, Downers Grove, Illinois 60515**

Implementing Agency Address

\_\_\_\_\_

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U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Brian Krajewski

Print Name of Authorized Representative (Mayor/Village President/County Board Chair/other) of Implementing Agency

Mayor

Print Title (Mayor/Village President/County Board Chair/other)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Village of Downers Grove

Implementing Agency

801 Burlington Avenue

Implementing Agency Address

\_\_\_\_\_  
City Village of Downers Grove

IL ZIP 60515

**Instructions for Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.