

City of Colorado Springs
Colorado Springs Police Department
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FY 2015 Local JAG Grant Application

Edward Byrne Memorial Justice Grant (JAG) Program
Funding Opportunity Number CFDA 16.738
Application Number 2015-H2429-CO-DJ

Program Narrative

Background

The City of Colorado Springs is the county seat of El Paso County, Colorado. In 2015, El Paso County has an estimated population of 675,509¹ and encompasses 2,158 square miles. Approximately two-thirds of El Paso County's residents live within the city limits of Colorado Springs², which spans over 195 square miles on the Front Range of the Rocky Mountains. Five military bases are located within El Paso County and personnel living "on base" are not included in the population numbers listed above. In addition to the military population, the Colorado Springs area has a strong tourism industry. The city of Colorado Springs offers over 14,000 guest rooms as accommodations for an average five million visitors to the Pikes Peak region annually³. Colorado Springs is bisected north to south by the heavily travelled I-25 corridor, which runs from northern Wyoming to the border of Mexico and serves as a main artery for commercial freight carriers and travelers alike.

Within the city limits of Colorado Springs, the Colorado Springs Police Department (CSPD) provides police services in partnership with the community to promote the safety and welfare of the citizens it serves. CSPD consists of three functional areas (Office of the Chief, Patrol Operations Bureau, and the Operations Support Bureau) and employs nearly 1,000 personnel; over two-thirds of the employees are sworn officers.

The El Paso County Sheriff's Office (EPSO) is responsible for maintaining peace and order in El Paso County by providing general law enforcement services to unincorporated areas of the county. It is the mission of the EPSO to provide public safety services to our community by fulfilling the duties and responsibilities as defined by Colorado law with a determination to meet the growing expectations of our citizens. The EPSO continually strives to provide services to our citizenry with the tenets of community oriented policing. The EPSO is comprised of four bureaus: Law Enforcement Bureau, Detention Bureau, Support Services Bureau, and the Administration Services Bureau. Within the Law Enforcement Bureau is the Patrol Division with 78 deputies and 12 sergeants safeguarding the unincorporated areas of El Paso County.

¹ Colorado State Department of Local Affairs, State Demography Office

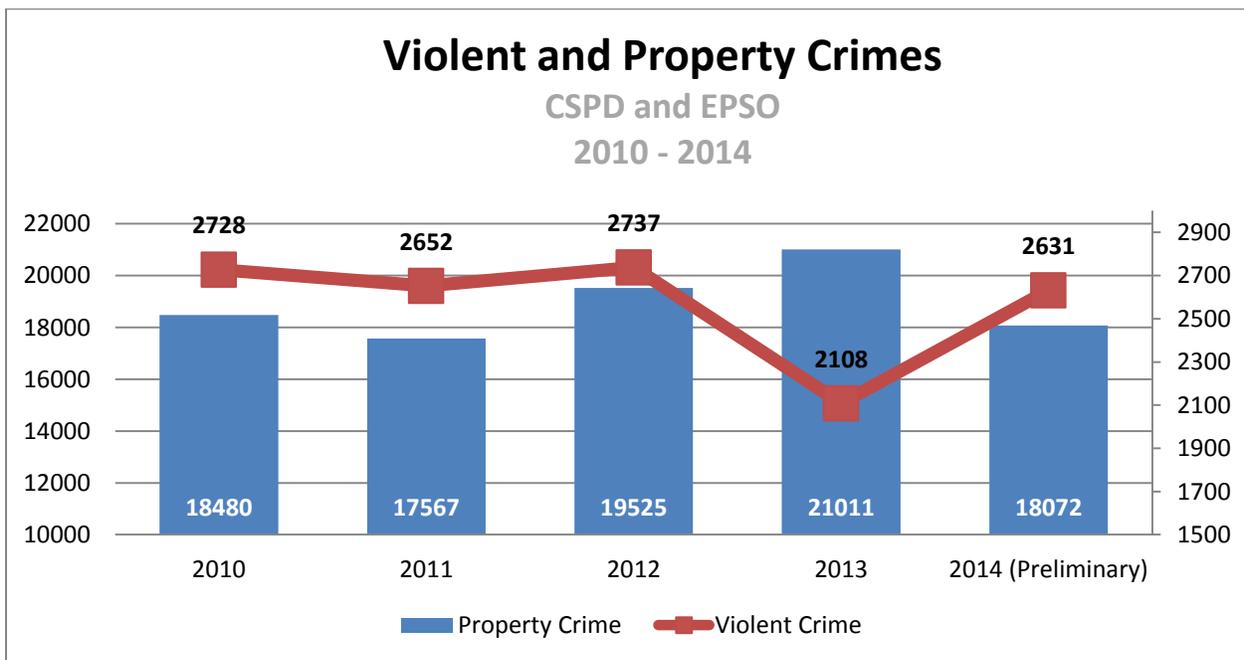
² City of Colorado Springs Budget Office, 2015 Budget, Population Estimate of 457,912 Residents

³ Colorado Springs Convention & Visitors Bureau Fast Facts 2015, retrieved from <http://www.visitcos.com/colorado-springs/media/fast-facts>

CSPD and EPSO collaborate on law enforcement issues either through forming joint operations (such as the Metro Crime Laboratory; the Metro Vice, Narcotics, and Intelligence Unit; and the Metro Explosives Unit) or by collaborating through task forces (such as the Motor Vehicle Theft Task Force).

The violent crime rate per 100,000 inhabitants for Colorado Springs⁴ is higher compared to the violent crime rate for the State of Colorado⁵; however, that is to be expected when comparing a densely populated urban area with a less densely populated area. In comparison to cities that are similar in size, the violent crime rate of Colorado Springs is well below the national average⁶.

Based on preliminary crime data compiled by crime analysts at CSPD and EPSO, in 2014 there was an increase in violent crime in Colorado Springs and El Paso County compared to 2013, but at the same time a significant decrease in property crimes compared to the prior year.



⁴ FBI Crime in the U.S. 2013, Offense Data by City Agency, Table 8 (calculated violent crime rate of 434 per 100,000 for Colorado Springs)

⁵ FBI Crime in the U.S. 2013, Offense Data by State, Table 5, (calculated violent crime rate of 308 per 100,000 for Colorado)

⁶ FBI Crime in the U.S. 2013, Offense Data by Population Group, Table 12 (calculated violent crime rate of 723 per 100,000 for cities with population between 250,000 – 499,999)

In 2014, CSPD handled 343,761 calls for service, of which 53,405 were priority one (mostly in-progress crimes against persons) calls for service. Since 2011, the number of priority one calls for service CSPD responded to has been increasing steadily. In 2014, EPSO responded to 26,026 priority one calls for service. As of the end of May of 2015, EPSO already responded to 13,536 priority one calls for service for the year; based on this calls for service trend it is anticipated that EPSO will see a significant increase in responses to priority one calls for service for the year 2015.

	2011	2012	2013	2014
# of Priority 1 Calls for Service (CSPD)	45,296	48,955	51,723	53,405
% Change		+8.1%	+5.7%	+3.3%

A correlation exists between the increase of priority one calls for service and the number of case reports taken. During 2014, CSPD took 46,515 case reports (a 7.8% increase compared to the previous year).

	2011	2012	2013	2014
# of Case Reports (CSPD)	39,821	40,693	43,135	46,515
% Change		+2.2%	+6.0%	+7.8%

The only jail in El Paso County, the Criminal Justice Center (CJC), is operated by EPSO and houses all individuals arrested on misdemeanor and felony charges by law enforcement agencies in El Paso County. CJC is also a contract holding facility for several state and federal agencies to include Colorado State Patrol, military installations, Immigration and Customs Enforcement (ICE) Office, and the U.S. Marshall’s Office. The average jail count at CJC during 2014 was 1,483 inmates (250 females / 1,233 males).

Justice Assistance Grant (JAG) Funds will support a variety of law enforcement efforts by CSPD and EPSO and provide vital funding for programs and personnel that otherwise could not be funded. Funds will be used to hire civilian personnel at CSPD to support investigative efforts, as well as implementing a body worn camera program at the EPSO.

Proposed Program Activities

Colorado Springs Police Department

The Colorado Springs Police Department (CSPD) has been expanding the roles in which civilian employees support investigative efforts. Over the last several years, CSPD has employed investigative clerks who provide clerical support to detectives and, as needed, to other sections of CSPD. Investigative clerks, in addition to transcribing dictated case reports, also prepare supplements to case reports (such as adding detailed property descriptors), check individuals for wants and warrants, and prepare cases for filing with the District Attorney's Office. This clerical support significantly reduces the amount of time detectives have to spend on administrative functions and in turn allows detectives to focus on investigation of crimes. Without investigative clerks, detectives would need to perform clerical functions associated with their work, leaving less time for the detectives to actually investigate and solve crimes, which in turn may negatively impact the clearance rates of the crimes these detectives investigate.

CSPD plans to hire one additional full-time investigative clerk with 2015 Local JAG funds. It is projected that this position (salary and benefits) will be funded through the end of March 2017. Without receiving new grant funding, this additional investigative clerk position could not be created, as this position cannot be funded through local funding sources.

CSPD piloted a program to further the involvement of civilian personnel in criminal case investigations. As part of this pilot program, CSPD created several part-time Civilian Criminal Investigator (CCI) positions in the Investigations Division. The CCIs actively investigate criminal cases and work alongside sworn law enforcement personnel. Since the pilot program has shown very promising results, CSPD will continue to employ CCIs to support investigation of cases.

One of the part-time CCI positions is funded through 9/30/2015 under the 2012 JAG grant (GAN #15). The part-time CCI in the Adult Sexual Assault Unit investigates sex assault cases in seeking justice for victims, and ensures CSPD's compliance with current State legislation regarding timeframes for the testing of SANE kits. CSPD is planning to use monies from the 2015 JAG grant to fund the salary and benefits of this part-time position (maximum of 29 hours per week) through the end of March 2017.

CSPD enhanced its services to vulnerable populations to reduce trauma and prevent victimization to those most in need of help. One of CSPD's focus areas to protect vulnerable populations are crimes against the elderly. A civilian **Elder Services Specialist (ESS)**, under the direction of the CPSD victim advocacy program coordinator, is responsible for assessing the gaps in services for elders who come to the attention of police. The ESS's duties are to maximize department and community resources to address that gap, actively collaborating with other agencies as a member of the Pikes Peak Elder Abuse Coalition, providing direct services to elders, and giving community presentations.

The ESS also has a leadership role in leveraging community assistance through volunteers to support this program. With 50 active CSPD volunteer victim advocates and 7 active volunteers in the senior victim assistance team, a great deal of oversight and coordination is necessary to ensure quality service provision in the field. The victim advocacy program coordinator will need the assistance of the ESS to assist in this oversight and coordination.

CSPD will use funds from the 2015 JAG grant to pay the full-time salary and benefits of the ESS from the time the current grant ends (Community Oriented Policing Services Micro-Grant through 8/31/2016) through the end of March 2017.

El Paso County Sheriff's Office (EPSO)

The El Paso County Sheriff's Office is committed to the principals of Community Oriented Policing. Members of the Patrol Division work directly with the public on preventive programs to help make their properties more crime resistant. These efforts are directly in line with, and originate from, the Community Oriented Policing philosophy.

EPSO also builds trust by listening to our citizens. Currently citizens around the county are demanding more transparency, objectivity, and accountability with law enforcement. There is a need to improve the way evidence is collected, to reduce the need for use of force, and to create self awareness for both the deputies and citizens. Body Worn Cameras (BWC) would aid in obtaining both the desire of the public and the goal of the El Paso County Sheriff's Office. Recording interactions leads to fewer questions about the facts surrounding them. When these interactions are available for immediate review, erroneous allegations are

reduced. The cameras would be used as a tool for creating evidence that will help ensure public safety and increase confidence. It is for these reasons that EPSO is requesting the full award amount of \$44,890.00 to be used in providing EPSO patrol deputies and sergeants with BWCs. Through 2015 Local JAG funding, EPSO will purchase 48 BWC bundles consisting of 48 BWCs with docking stations, license fees for one year, and 100 gigabyte data storage per camera for one year. This will equip approximately half of the personnel assigned to sworn patrol with BWC. EPSO commits to paying for the ongoing cost associated with the cameras after year one in EPSO's annual budget. EPSO is also planning to purchase more BWC so all sworn patrol personnel can be equipped with a BWC.

Several agencies in the Pikes Peak region have recently piloted a BWC Program. Contact has been made with these agencies. It is the intent of this Office to work with these agencies in the implementation of the program. We anticipate working with sister agencies and the District Attorney's Office to develop jurisdiction-wide standards for deployment and use of these cameras. In addition we will work with these agencies to develop standardized evidence collection and retention procedures. This collaboration will strengthen all programs and create a consistency in the gathering of evidence that will increase the transparency of investigations and the success in the criminal prosecution.



[General Instructions & Resources](#)

[View Budget Summary](#)

OMB APPROVAL NO.: 1121-0329
EXPIRES 7/31/2016

Budget Detail Worksheet

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any **non-federal** (**match**) amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking **(To View an Example, Click Here)** at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in [28 CFR Parts 66](#) and [70](#), all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

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. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) [To View an Example, Click Here](#)

PERSONNEL (FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
(CSPD) TBD	Investigative Clerk	\$2,800.00	Month	100.00	18	\$50,400
(CSPD) TBD	Civilian Criminal Investigator (29 hrs/week)	\$3,145.00	Month	100.00	18	\$56,610
(CSPD) Johnson, Brittainy	Elder Services Specialist	\$4,020.00	Month	100.00	7	\$28,140
FEDERAL TOTAL						\$135,150

PERSONNEL NARRATIVE (FEDERAL)

(CSPD) CSPD will hire an Investigative Clerk to provide clerical support to divisional detectives. Investigative clerks, in addition to transcribing dictated case reports, also prepare supplements to case reports, check individuals for wants and warrants, and prepare juvenile cases for filing with the District Attorney's Office. This position will be a full-time position; it is anticipated that grant funding will provide 18 months of salary for this position.

(CSPD) CSPD will hire a part-time Civilian Criminal Investigator (CCI) to work in the Adult Sexual Assault Unit. CCIs actively investigate criminal cases and work alongside sworn law enforcement personnel to seek justice for victims of sexual assault. This position is a part-time position (29-hours per week maximum); it is anticipated that grant funding will provide 18 months of salary for this position.

(CSPD) CSPD hired a full-time Elder Services Specialist (ESS) with grant funding from the Community Oriented Policing Services Office. The ESS is responsible for assessing the gaps in services for elders who come to the attention of police. While working under the direction of the CSPD victim advocacy program coordinator, the ESS's duties are to maximize department and community resources to address the gaps identified, actively collaborating with other agencies as a member of the Pikes Peak Elder Abuse Coalition, providing direct services to elders, and giving community presentations. Funding is requested for salaries of the ESS for 7 months after the current grant ends (8/31/2016).

PERSONNEL (NON-FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
NON-FEDERAL TOTAL						\$0

PERSONNEL NARRATIVE (NON-FEDERAL)

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TOTAL PERSONNEL	\$135,150
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B. Fringe Benefits – Fringe benefits should be based on actual known costs or an [approved negotiated rate](#) by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. 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. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) [To View an Example, Click Here](#)

FRINGE BENEFITS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
(CSPD) Investigative Clerk Fringe Benefits - percentage based (PERA/Medicare/Life Ins/WC)	\$50,400.00	0.1775	\$8,946
(CSPD) Investigate Clerk Medical/Dental Benefits (with family monthly \$1,185 x 18 months)	\$21,330.00	1	\$21,330
(CSPD) Civilian Criminal Investigator Fringe Benefits - percentage based (PERA/Medicare/Life Ins/WC)	\$56,610.00	0.1775	\$10,048
(CSPD) Elder Services Specialist Fringe Benefits - percentage based (PERA/Medicare/Life Insurance/WC)	\$28,140.00	0.1775	\$4,995
(CSPD) Elder Services Specialist Medical/Dental Benefits (with family monthly \$1,185 x 7 months)	\$8,295.00	1	\$8,295
FEDERAL TOTAL			\$53,614

FRINGE BENEFITS NARRATIVE (FEDERAL)

(CSPD) The City of Colorado Springs and the Colorado Springs Police Department pay the following fringe benefits as a percentage of salary:

PERA 13.7%

Worker's Compensation 2%

Medicare 1.45%

Life Insurance 0.6%

These fringe benefits percentages together (17.75%) were used as part of the fringe calculation.

In addition to the percentage based fringe benefits, full-time employees are entitled to medical and dental insurance coverage. Insurance premiums vary depending on which plan and what coverage level the employee selects (whether just the employee is covered or if other family members are covered). For budgetary purposes the highest medical and dental plan costs are assumed (\$1,185/month for employee with family). These numbers may need to be revised once employees are hired and make their selection for medical and dental benefits.

FRINGE BENEFITS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

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TOTAL FRINGE BENEFITS	\$53,614
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C. Travel – Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. 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; or if unknown, indicate “location to be determined.” Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the “Contractual/Consultant” category. **To View an Example, Click Here**

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
								\$0.00	
		Subtotal						\$0.00	\$0
FEDERAL TOTAL									\$0

TRAVEL NARRATIVE (FEDERAL)

TRAVEL (NON-FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				\$0.00
		Local Travel						\$0.00
		Other						\$0.00
		Subtotal						\$0.00
NON-FEDERAL TOTAL								\$0

TRAVEL NARRATIVE (NON-FEDERAL)

TOTAL TRAVEL	\$0
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D. Equipment – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological 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, and describe the procurement method to be used. [To View an Example, Click Here](#)

EQUIPMENT (FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (FEDERAL)

EQUIPMENT (NON-FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (NON-FEDERAL)

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TOTAL EQUIPMENT	\$0
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E. Supplies – List items by type (office supplies, postage, training materials, copying paper, and [expendable](#) equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

[To View an Example, Click Here](#)

SUPPLIES (FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
(EPSO) Body Worn Camera Bundle - (body worn camera with docking station, 1-year license fee per camera, and 100 GB storage for 1 year per camera)	48	\$930.00	\$44,640
FEDERAL TOTAL			\$44,640

SUPPLIES NARRATIVE (FEDERAL)

(EPSO) The Patrol Division of the El Paso County Sheriff's Office will purchase 48 Body Worn Cameras (BWC) with docking stations. The bundle pricing includes the monthly licensing fee per camera as well as 100GB of data storage for one year per camera. The cost per BWC bundle may be revised once the BWC manufacturer and model has been selected.

EPSO will budget for ongoing costs associated with the BWC (licensing fees / data storage) after year one of the grant.

SUPPLIES (NON-FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (NON-FEDERAL)

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TOTAL SUPPLIES	\$44,640
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F. Construction – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
	FEDERAL TOTAL	\$0

CONSTRUCTION NARRATIVE (FEDERAL)

CONSTRUCTION (NON-FEDERAL)

Purpose	Description of Work	Cost
NON-FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (NON-FEDERAL)

TOTAL CONSTRUCTION	\$0
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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 or \$56.25 per hour require additional justification and prior approval from OJP. [To View an Example, Click Here](#)

CONSULTANT FEES (FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (FEDERAL)

CONSULTANT FEES (NON-FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

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.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

CONSULTANT EXPENSES (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
FEDERAL TOTAL									\$0

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

CONSULTANT EXPENSES (NON-FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				\$0.00
								\$0.00
		Local Travel						\$0.00
		Other						\$0.00
								\$0.00
		Subtotal						\$0.00
SUBTOTAL								\$0
NON-FEDERAL TOTAL								\$0

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

	TOTAL CONSULTANTS	\$0
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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. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award.

CONTRACTS (FEDERAL)

Item	Cost
FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (FEDERAL)

CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

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TOTAL CONTRACTS	\$0
TOTAL CONSULTANTS/CONTRACTS	\$0

H. Other Costs – List items (e.g., rent ([arms-length transaction only](#)), 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. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

OTHER COSTS (FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
(EPSO) Shipping of Body Worn Cameras	1	each	\$250	1	\$250
FEDERAL TOTAL					\$250

OTHER COSTS NARRATIVE (FEDERAL)

(EPSO) The El Paso County Sheriff's Office will purchase 48 Body Worn Cameras and necessary docking stations. The cost for shipping of these items is estimated to be \$250. This cost may be revised once the BWC vendor has been selected.

OTHER COSTS (NON-FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (NON-FEDERAL)

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TOTAL OTHER COSTS	\$250
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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. (Note: Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example, Click Here](#)

INDIRECT COSTS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (FEDERAL)

INDIRECT COSTS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

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TOTAL INDIRECT COSTS	\$0
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Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$135,150	\$0	\$135,150
B. Fringe Benefits	\$53,614	\$0	\$53,614
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$44,640	\$0	\$44,640
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$250	\$0	\$250
Total Direct Costs	\$233,654	\$0	\$233,654
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$233,654	\$0	\$233,654

Federal Request	\$233,654
Non-Federal Amount	\$0
Total Project Cost	\$233,654

Public Reporting Burden

Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.