

Police Recruitment and Retention - FY 2022 (PRAR)

Applicant: City of Hyattsville

Grant Application Form



Governor's Office of Crime Control and Prevention

Submitted: 6/3/2021

Governor's Office of Crime Control and Prevention
100 Community Place, 1st Floor Crownsville, MD
21032-2042 (410) 697-9338
Email: dinfo_goccp@maryland.gov

www.goccp.maryland.gov
Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor

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Date Stamp:	OFFICE USE ONLY	
	Control Number: 	Application Number: 2021-PR-0027
	Received By:	Date:



Governor's Office of Crime Control & Prevention - Grant Application Form

Police Recruitment and Retention - FY 2022 (PRAR)

Applicant: City of Hyattsville

Project Title: Police Recruitment and Retention Grant 2022

Prince George's **Local Government**

Start Date: 07/01/2021

Submitted: 6/3/2021 3:38:05 PM

DUNS Number: 094888781

End Date: 06/30/2022

Funding Year:

SAM Expiration: 6/17/2022

Applicant:

City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781
(301) 985-5000

FAX: (301) 985-5007

Implementing Agency:

Hyattsville City Police Department
4310 Gallatin Street
Hyattsville, MD 20781 2050
(301) 985-5060 **FAX:** (301) 985-5074

Authorized Official:

Ward, Kevin
kward@hyattsville.org
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781
(301) 985-5000

Interim Mayor

FAX: (301) 985-5007

Project Director:

Dunklee, Scott
sdunklee@hyattsville.org
Hyattsville City Police Department
4310 Gallatin Street
Hyattsville, MD 20781-2050
(301) 985-5083

Interim Chief of Police

FAX: (301) 985-5074

Fiscal Officer:

Brooks, Ron
rbrooks@hyattsville.org
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781
(301) 985-5042

Treasurer

FAX: (301) 985-5007

Funding Summary

100.0 % Grant Funds

\$127,145.00

0.0 % Cash Match

\$0.00

0.0 % In-Kind Match

\$0.00

Total Project Funds

\$127,145.00

Project Summary

The Hyattsville Police Department's Recruitment and Retention initiative assists in attracting and maintaining qualified sworn law enforcement officers. The City of Hyattsville is a recognized law enforcement agency that conducts investigations and recruits and retains its officers. The grant funds offered in the PRAR funding opportunity will help our agency provide incentives and innovative ways to hire and keep sworn personnel.

Problem Statement/Needs Justification

The City of Hyattsville, incorporated in 1886, is a municipality located within the northwestern region of Prince George's County, Maryland. The City is a vibrant and diverse city that borders the flagship campus of the University of Maryland and is minutes from Washington D.C. The City's two Metro Stations provide easy access to the region's many distinctive neighborhoods and attractions. The City's three square miles combine older residential communities and recently developed urban town centers along with significant commercial and retail centers. The City has three main thoroughfares (U.S. Route 1/Baltimore Avenue, U.S. Route 410/East-West Highway, and MD Route 500/Queens Chapel Road.)

Additionally, Hyattsville is the only City in Prince George's County served by two Metro Transit stations. While the ease of transportation is a boon for the City's economic vibrancy, these transportation corridors also offer easy access and egress to those who have committed or desire to commit violent crimes. These defined routes also include the walking paths between central transportation access Metro Centers and shopping hubs such as The Mall at Prince George's and the U.S. Route 1 Arts District.

The City of Hyattsville comprises a group of communities with a proud heritage of welcoming new citizens. People from all over the world have made the greater Hyattsville area their home for over 100 years. In 2019, according to City-Data, the City was comprised of 39.1% Hispanic, 29% black, and 24.2% white. Our recruitment plan is to target qualified members of our communities for careers in law enforcement.

Several of the City of Hyattsville's borders are also contiguous to other municipalities. Municipalities include the Town of University Park, the Town of Edmonston, the Town of Riverdale Park, the Town of Bladensburg, the Town of North Brentwood, and the Town of Brentwood. Additionally, several other municipalities are also very nearby such as the Cities of Mount Rainier and College Park, including the University of Maryland College Park Campus. Each of these municipalities, except Brentwood, North Brentwood, and College Park, provides full-time law enforcement services and competes for hiring quality police officers for their agency.

The City of Hyattsville's population, according to the National Census estimate in 2019, is 18,230, representing a 0.07 percent decrease from 2018. The estimated household income in 2019: \$83,055 compared to the State Median income of \$86,738 (city-data.com). The unemployment percentage is 7.8% census that of the State as 6.2% (dhr.state.md.us). Percentage of residents living in poverty 11%. The average house or condo value in 2019: \$371,174. The median gross rent in 2019 is \$1,427.

Another analysis reveals, according to "Bestplaces.net": The City of Hyattsville's violent crime, on a scale from 1 (low crime) to 100 (high crime), ranks 24.5. Violent crime comprises four offenses: murder and non-negligent manslaughter, forcible rape, robbery, and aggravated assault. The U.S. average is 22.7.

The City of Hyattsville's property crime, on a scale from 1 (low crime) to 100 (high crime), ranks 80. Property crime includes the offenses of burglary, larceny-theft, motor vehicle theft, and arson. The object of the theft-type offenses is the taking of money or property, but there is no force or threat of force against the victims. The U.S. average is 35.4.

Comparing 2019-2020 Uniform Crime Report (UCR) statistics for crime in the City of Hyattsville has fallen to an overall 31.238% decrease. Comparing the 1st quarter of 2020 against the 1st quarter of 2021, crimes against persons have declined by 13.33%. In that same period, property crime has lessened by 45.5% during the same period. It is believed a significant reason for reducing reported crime is related to businesses being closed and members of the community being told to stay home due to the COVID pandemic.

With the products of the COVID pandemic aside, we need to fully staff our agency to better combat crime within our jurisdiction.

The Hyattsville City Police Department has an authorized strength of 48 officers. Our current staffing is 43 officers. The Hyattsville City Police Department has two problems: Recruiting qualified applicants and retaining officers we hire.

Younger officers we've recruited have changed careers in search of work they like better. Larger local agencies lure away our officers with promises of assignments to specialty units and more frequent promotional opportunities. As we've experienced, it is more costly and time-consuming to recruit an officer than to retain one. Reducing retention problems can alleviate much of the need for recruiting. Also, with social justice protests, and calls to redistribute portions of police budgets, there has been a shortage of qualified people interested in seeking a law enforcement career. Our recent surveys show younger workers who consider law enforcement have also held jobs in office and administrative support and worked as supervisors. The recruit officers who leave the agency are more likely to change careers away from public safety.

Furthermore, increasing illicit drug use, obesity, and debt have decreased the qualified applicant pool. Expanded skill requirements for police work further constrict the pool of qualified applicants. While many applicants (i.e., the college-educated) can meet these requirements, there is fierce competition from other police agencies and private industry.

Police work has become more challenging. As a result of globalization, technological advancement, and greater awareness, the law-enforcement community's scope of crime must now address continues to grow.

With increased emphasis on community involvement, the responsibilities of policing in Hyattsville City have also widened. There are numerous requests for police supervisors to attend all community meetings for information sharing and police officers to all publicized events for benign order maintenance.

Retention under these circumstances is difficult. We plan to use the Governor's Office of Crime Control and Prevention's Police Recruitment and Retention Grant to enhance benefits to our qualified officers that will help reduce the burden of extra duties.

Program Goals and Objectives

The goals of the Hyattsville City Police Department are to hire and retain enough qualified officers to achieve our authorized strength of forty-eight sworn employees. Using a dual strategy of hiring qualified applicants and then keeping them for long-term employment, using the above-listed incentives will help us accomplish our program goals.

Currently, HCPD is short five officers (10%). With three recruit officers in the police academy, an additional ten officers on administrative duty or authorized FMLA, unable to work in a contact position, this represents a critical staffing level to provide essential police services to our community. We've had to disband our special assignment team because of officer shortages. We cannot staff our traffic safety enforcement position from the lack of personnel. We are short of two canine teams because we cannot afford to commit an officer to complete the training program. Our Community Action Team is understaffed. We also have many officers in acting supervisory roles.

Our objective is to bring our Department up to full staffing of qualified sworn police officers using these strategies so the vacant supervisory positions and detail assignment positions can be filled.

Once the Department is fully staffed, we want to maintain a ready list of qualified applicants to recruit through our hiring process.

Program Strategy/Program Logic

Funding under this grant will allow us to increase our presence at more job fairs. With our specially wrapped vehicle, presentation of a professionally produced recruiting video targeting several markets of prospective applicants, we believe this will help attract more qualified persons to inquire about policing opportunities in the City of Hyattsville. Purchasing software to track the applicant from initial application to onboarding will help in streamlining our applicant process.

The HCPD recruiting strategy will create three custom, short, powerful recruiting videos that will be made available on the City's social media resources and shown at various community meetings and outreach gatherings. These professionally developed videos will help make people aware we're actively recruiting qualified candidates to become police officers, engage in an exciting, enjoyable career, all the while serving the public's needs.

To help reach this goal, we will coordinate with Kramer Communications (KCOMM) film and video to create, develop, and produce three videos to use for recruiting. Of these three video productions, one will focus on women and minorities, another on candidates with higher education, concentrating on investigations and technology, and the third video aiming towards recruiting Hispanics (lead ethnicity in Hyattsville) for careers in law enforcement. These videos, entirely produced by Kramer Communications, will be used by police personnel to better connect with the audiences through our social media outlets, public events, presentations, and community meetings. The video will be used to show the HCPD is serious about recruiting police officer candidates who are interested in serving their community (hire locally).

In following up on this, we will purchase rights to use the Miller Mendel eSOPH application program to help streamline the application process. It will allow prospective police officers to be better tracked as they advance through our hiring process. The Miller Mendel eSOPH will shorten the background process for our agency, thus allowing HCPD to make job offers faster than competing agencies that may also have the candidate as an applicant.

Strategies for recruiting new hires:

- Advertising Vehicle Wrap
- Bilingual Proficiency Bonus/Pay
- Continuing Education Training Seminar
- Education Incentive Program
- Fitness Incentive
- Recruitment Processing Software
- Uniform maintenance (cleaning and maintenance)
- Veteran Signing Bonus
- Work Shoe/Boot Safety

Once the City of Hyattsville employs an officer, we must protect our investment by retaining that officer. We propose retention bonuses after three years of service to combat other recruiting incentives offered by surrounding agencies. Also, to make the HCPD attractive to our currently employed officers, we are proposing the following benefits that will set our agency apart:

- Bilingual Proficiency Bonus/Pay
- Continuing Education Training Seminar
- Education Incentive - A.A. or 60 credits, B.S. and Masters Degree
- Fitness Incentive
- Retention Bonus for three years of service
- Referral Bonus
- Uniform maintenance (cleaning and maintenance)
- Work Shoe/Boot Safety

Spending Plan

Recruiting Incentive:

Advertising Support (media campaign): Recruiting video production with Kramer Communications, 12504 Quarterhorse Drive, Bowie, Maryland, 20720, for \$8,250.00. This includes three recruiting videos targeting recruiting women and minorities, candidates with higher education, and Hispanics for a career in law enforcement. These videos will be made available on our social media page and used extensively at community meetings and outreach events. Development of the video is anticipated to take up to seven days and then ready for presentation to the community.

Advertising Support: Truck Wrap: \$5,000 - using professional digitally-printed vinyl to advertise our agency with an attractive message, campaigning our recruiting website and contact phone number for everyone to see.

As the City of Hyattsville can attest, the hiring process can be a rigorous challenge for police applicants and departments alike. A computer application called "eSOPH" owned by Miller Mendel, can help us. In purchasing rights to use the Miller Mendel eSOPH application program, it will aid our agency in streamlining the application background process. eSOPH will allow prospective police officer candidates to be better tracked as they progress through our hiring process. The Miller Mendel eSOPH solution will enable our agency to eliminate having to maintain and store hard files for background investigations. Most of the necessary forms will be completed electronically through the software system. The applicant will upload all required documents, such as educational transcripts and all other supporting documents. This application reduces the number of trips a candidate would need to come to the station. The candidate will also populate information for references then the system automatically emails questionnaires to the references with the push of a button. At the end of the background investigation (and throughout), command staff and human resources personnel will be able to review the information for approval electronically. This will significantly enhance the command review process. For \$5,395.00, the eSOPH application will shorten the background process for our applicants, thus allowing HCPD to make job offers faster than competing agencies that may also have the candidate as an applicant. The eSOPH application is specific, proprietary software and is not provided by anyone other than Miller Mendel.

Recruitment Efforts for Sworn Officers (applicable to new hires as of July 1, 2021)

Bilingual Proficiency Bonus/Pay

- 8 Officers @ \$1,000 each, total \$8,000.00

Armed Services Experience, bonus for Veterans

- 8 Officers @ \$1,000 each, total \$8,000.00

College Tuition Reimbursement Program:

Education Incentive:

Pay up to \$1,000 for new officers joining an agency with a college degree from an accredited college or university

- 8 Officers @ \$1,000 each, total \$8,000.00

Referral bonus of \$500 for sworn officers who recruit new police officers (bonus to be paid after the candidate has been assigned to an academy class)

- 5 Officers @ \$500, total \$2,500

Retention Incentive:

Longevity Bonus for Three Years of Service

- 8 Officers @ \$1,000, total \$8,000

Education Incentive – Officers who earned a degree from an accredited college or university

\$1,000 for Associates Degree or 60 credits = \$5,000

- 5 Officers @ \$1,000 each, total \$5,000

\$2,500 for Bachelors Degree = \$12,500

- 5 Officers @ \$1,500 each, total \$12,500

\$5,000 for a Masters Degree= \$5,000

- 5 Officers @ \$5,000 each, total \$25,000

Fitness Incentive: \$25 per month per officer with a confirmed gym membership

- 35 officers x \$25 each month x 12 months, total \$10,500

Leadership Development (Training): College level continuing education type courses being offered in topics such as journalism, creative writing, and forensic investigations

- 20 officers x \$225 each (\$4,500 per course), x 2 courses, total \$9,000.00

Retention Bonus: \$1,000 x 30 officers with 3 continuous years or more with HCPD, cost \$30,000

- 30 longevity bonus @ \$1,000 each, total \$30,000

Uniform allowance (dry cleaning, repairs, alterations)

- 48 Officers Uniform maintenance (cleaning & maintenance of uniform items) total \$15,000

Police Officers in the City of Hyattsville purchase their work shoes and boots. It would be beneficial if the HCPD could support them in buying quality shoes and boots for their work detail.

- Work Shoe/Boot Safety: 40 sworn officer x \$225each, total \$9,000

Management Capabilities

Interim Chief Scott Dunklee, Program Director - Interim Chief Dunklee started as the HSSI coordinator in February 2017; Scott Dunklee oversaw the grant and managed the coordinator and the crime analyst. With over 35 years of public safety experience, Lt. Col. Dunklee served in operational, investigations, and administration roles as the police commander. He served in operational, investigations, and administration roles and has provided oversight for many grant projects. Lt. Col. Dunklee has experience in both major and street-level drug enforcement, serving as an investigator, supervisor, and Commander. The hierarchy of staffing starts with the project director. This director works with the Mayor, City Administrator, and the heads of the other agencies. They all have direct access to the project director and project coordinator at any time to request grant resources.

Upon former Police Chief Amal Awad accepting the police chief's position in Anne Arundel County, Interim Chief Scott Dunklee was appointed to lead the agency.

Ronald Brooks- City Treasurer

- City of Hyattsville, Treasurer, 2013 to present
- The City of East Cleveland, Director of Finance, 2006 to 2012
- District of Columbia, Branch Chief-Strategic CIP, 2004 to 2006
- The City of Cleveland, Director of Finance, 2002 to 2004

Mr. Daniel Sheffield will be primarily responsible as the project coordinator for this grant. Since July 2019, Mr. Daniel Sheffield has been an Administrative Services Specialist with the Hyattsville City Police Department. Before this, he served as the Commander of the Homeland Security Division, Vice Intelligence Unit, with the Prince George's County Police Department until his retirement this past January. As the Commander, he was primarily responsible for implementing a successful U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Victims of Crime (OVC), and Bureau of Justice Assistance (BJA) FY2017 Enhanced Collaborative Model To Combat Human Trafficking grant, valued at \$1,500,000. Mr. Sheffield has effectively participated in grant management training programs. Before he was appointed Commander of the Homeland Security Division, Mr. Sheffield served three years as the Commander overseeing the County's Automated Enforcement Division. Mr. Sheffield is a 33-year veteran of the Prince George's County Police Department.

Sustainability

Hyattsville City realizes that public safety is an essential mission of city government. Having a fully staffed police department is a necessity. The only way to accomplish this is through recruitment and retention of qualified sworn police officers and ensuring full staffing. Based on city revenue, we would try and continue these recruitment and retention efforts.

Applicant Disclosure of Pending Applications Statement

The City of Hyattsville does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

Person Completing the Project Narrative

Mr. Daniel Sheffield

Hyattsville City Police Department

4310 Gallatin Street

Hyattsville, Maryland 20781

301-985-0538

DSheffield@Hyattsville.Org



Control Number:

2021-PR-0027

Project Budget

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$42,645.00	\$0.00	\$0.00	\$42,645.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$84,500.00	\$0.00	\$0.00	\$84,500.00
Grand Total	\$127,145.00	\$0.00	\$0.00	\$127,145.00

1. **As the City of Hyattsville can attest, the hiring process can be a rigorous challenge for police applicants and departments alike. A computer application called "eSOPH" owned by Miller Mendel, can help us. In purchasing rights to use the Miller Mendel eSOPH application program, it will aid our agency in streamlining the application background process. eSOPH will allow prospective police officer candidates to be better tracked as they progress through our hiring process. The Miller Mendel eSOPH solution will enable our agency to eliminate having to maintain and store hard files for background investigations. Most of the necessary forms will be completed electronically through the software system. The applicant will upload all required documents, such as educational transcripts and all other supporting documents. This application reduces the number of trips a candidate would need to come to the station. The candidate will also populate information for references then the system automatically emails questionnaires to the references with the push of a button. At the end of the background investigation (and throughout), command staff and human resources personnel will be able to review the information for approval electronically. This will significantly enhance the command review process. For \$5,395.00, the eSPOH application will shorten the background process for our applicants, thus allowing HCPD to make job offers faster than competing agencies that may also have the candidate as an applicant. The eSPOH application is specific, proprietary software and is not provided by anyone other than Miller Mendel.**
2. **Advertising Support (media campaign): Recruiting video production with Kramer Communications, 12504 Quarterhorse Drive, Bowie, Maryland, 20720, for \$8,250.00. This includes three recruiting videos targeting recruiting women and minorities, candidates with higher education, and Hispanics for a career in law enforcement. These videos will be made available on our social media page and used extensively at community meetings and outreach events. Development of the video is anticipated to take up to seven days and then ready for presentation to the community.**
3. **Advertising Support: Truck Wrap: \$5,000 - using professional digitally-printed vinyl to advertise our agency with an attractive message, campaigning our recruiting website and contact phone number for everyone to see.**
4. **To maintain a professional, uniformed appearance, each police officer is issued standard uniform items to wear for their duty assignment. Our officers need to comply with our dress code policy, appear neat and clean, and employ a cleaned daily uniform and remain wrinkle-free. Several neighboring police agencies offer professional laundry and uniform maintenance services for their employees. With the support of this grant, we will continue to work with a laundry facility that can pick up the officers' uniforms from the station, professionally clean and press the items and then deliver them back to the station. This will save the officers time and money, thus enhancing their working experience in Hyattsville, and ensures the uniform the officers wear has been professionally cleaned and sanitized, thus helping to protect the officer and members of the community from the spread of any virus or disease. Overall, a professionally cleaned uniform reduces contamination risk and helps them stay safe, clean, and healthy at work. The City of Hyattsville budget does not cover this expense.**
5. **Continuing education and sharing essential resources for reliable information are most important for our police officers. Having a skilled, professional speaker present worthy information to a working group of our police officers would be most beneficial. We ask for consideration from this grant to fund two leadership development training classes for our police officers to attend. This will be attractive to both newly appointed police recruits, mid-career, and senior police officers.**

Category F - Other



Control Number:

2021-PR-0027

	Other	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Bilingual Proficiency Bonus	5	Grant Funds	16	\$1,000.00	\$16,000.00
3	Education Incentive Program for Retention	6	Grant Funds	8	\$2,812.50	\$22,500.00
2	Education Incentive Program for Recruits	7	Grant Funds	8	\$1,000.00	\$8,000.00
4	Fitness Incentive	8	Grant Funds	420	\$25.00	\$10,500.00
8	Work Shoes and Boots	9	Grant Funds	40	\$225.00	\$9,000.00
5	Longevity Retention Bonus (3-year employee)	10	Grant Funds	8	\$1,000.00	\$8,000.00
6	Referral Bonus	11	Grant Funds	5	\$500.00	\$2,500.00
7	Armed Service Experience Bonus for Veterans	12	Grant Funds	8	\$1,000.00	\$8,000.00
						\$84,500.00

1. **As the City of Hyattsville Police Department continues its efforts to attract diverse applicants to fill its roles of qualified police officers, we want to authorize a one-thousand dollar bonus for those who are proficient in a foreign language.
\$8,000 will focus on recruiting
\$8,000 will focus on retention**
2. **Research shows that, overall, college-educated police officers generate fewer citizen complaints. They are also terminated less frequently for misconduct and less likely to use force. We want to authorize a one-thousand dollar bonus for those police officer candidates who are hired with an existing college degree from an accredited college or university.**
3. **As for those experienced police officers who have already shown confidence in our agency and have an existing college degree from an accredited college or university, we want to recognize them and the exceptional talent and skills they bring to our agency with an incentive.
Education Incentive – Officers who earned a degree from an accredited college or university
\$1,000 for Associates Degree or 60 credits = \$5,000
•5 Officers @ \$1,000 each, total \$5,000
\$2,500 for Bachelors Degree = \$12,500
•5 Officers @ \$1,500 each, total \$12,500
\$5,000 for a Masters Degree= \$5,000
•5 Officers @ \$5,000 each, total \$25,000**
4. **Being physically fit is an essential measurement of a police officer's overall level of health and wellness. An officer who is physically fit will be healthier, have a strong body, and be at a lower risk of disease and injury. For the safety and wellbeing of our police officer employees and the citizens of our community, the HCPD wants to offer its active police officers an incentive for maintaining a confirmed gym membership.**
5. **As many of our mid-career officers consider leaving law enforcement altogether, we would like to authorize a one-time, lump-sum payment of one-thousand dollars to City of Hyattsville Police Officers with three or more years of continuous service as a sign of goodwill and good faith that we value the men and women of our police department. This will only be distributed to those tenured police officer employees who have not already received this bonus.**
6. **To boost our recruiting plan, the HCPD is requesting a referral bonus to our police officers who help recruit police officers to the agency. It is understood the referral bonus will only be paid after the recruit officer has been assigned to an academy class.**
7. **Prior experience has proven that veterans from the armed services bring proven leadership, integrity, and readiness to the police department. We want to authorize a one-thousand dollar bonus for those who have successfully served and earned an honorable discharge (issued a DD214) and chose to join our ranks.**
8. **Shoes and boots for our police officers are critical elements in their daily gear. A quality pair of shoes or boots are very costly. The City of Hyattsville does not provide footwear for our employees. We ask for consideration to provide a financial incentive for our police officer employees to purchase a quality pair of uniform work shoes or boots to wear through the recruitment and retention grant. At the same time, on-duty will protect them from the threats and risks they're exposed to during their workday. The City of Hyattsville budget does not cover this expense.**



Control Number:

2021-PR-0027

V. Civil Rights Requirements

1. Civil rights contact person: Snellman, Vivian - Human Resources Director
2. Organization: City of Hyattsville
3. Address: 4310 Gallatin Street
Hyattsville, MD 20781
4. Telephone Number: (301) 985-5043
5. Number of persons employed by the organization unit responsible for implementation of this grant: 11

Project Service Sites

Site 1

Service Site	City of Hyattsville
Apt. Suite, No. Street	4310 Gallatin Street
City	Hyattsville
State & Zip	MD 20781



Certified Assurances

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the

Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eoop.htm>.

9. That the Grantee will comply with all provisions set forth in the Governor's Office of Crime Control & Prevention's General <http://www.goccp.maryland.gov/grants/general-conditions.php> and Special Conditions.

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.

Signature of Authorized Official

Date

Ward, Kevin - Interim Mayor

Name and Title



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

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
 OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." 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 transaction, grant, or cooperative agreement.

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.

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;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate 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:

(a) 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;

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

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

(2) The grantee'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 employees for drug abuse violations occurring in the workplace;

**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:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) 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



(c) 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 (a);

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

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

(2) 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;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) 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

(2) 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;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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)

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.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE 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 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant: City of Hyattsville
Address: 4310 Gallatin Street
Hyattsville, MD 20781

Project Title: Police Recruitment and Retention Grant 2022
Federal ID Number: 52-6000797

Authorized Representative: Ward, Kevin - Interim Mayor

Signature: _____
Signature of Authorized Official Date

[HCC69FY21](#) Version: 1

Type: Consent Item

Title: FY21 Grant Appropriation: Police Recruitment and Retention Program

Mover: [Kevin Ward](#)

Secunder:

[Edouard Haba](#)

Result: Pass

Agenda note:

Minutes note:

Action: Approved

Action text: I move that the Mayor and Council accept and appropriate in the FY21 budget a grant award from the Governor's Office Crime Control and Prevention in the amount of \$26,350.00 for recruitment and retention of Police Officers, upon the review and approval of the City Attorney for legal sufficiency. A motion was made, seconded by Council Member Haba, that this agenda item be Approved. The motion carried by the following vote:

- Votes (10:0)

10.e) FY21 Grant Appropriation: Police Recruitment and Retention Program HCC-69-FY21 Sponsor: At the Request of the City Administrator Co-Sponsor(s): N/A Grant Award I move that the Mayor and Council accept and appropriate in the FY21 budget a grant award from the Governor's Office Crime Control and Prevention in the amount of \$26,350.00 for recruitment and retention of Police Officers, upon the review and approval of the City Attorney for legal sufficiency.