

**City of Culver City
Culver City Police Department
Edward Byrne Memorial Justice Assistance Grant (JAG) Program
FY 2015 Local Solicitation/Allocation: \$11,974.00**

PROJECT ABSTRACT

Title of Project

Mental Health Services Training for Law Enforcement

Project Goals

The project will provide training to improve law enforcement officers and communications operators understanding of signs and symptoms of mental health disability and co-occurring disorders. Through proper training, officers and communications operators will enhance their skills to safely and effectively de-escalate individuals and avoid inadvertently escalating the crisis or situation into a violent encounter.

Strategies to Be Used

To locate and identify California Police Officers Standards and Training (CA POST) approved courses that will address these training issues. Send as many officers as possible during the term of the grant to approved courses that will teach relevant skills to safely and effectively respond to mental health crisis calls for service.

Project Identifiers

Obtain skills to recognize when signs and symptoms represent a crisis situation.

Develop skills to safely and effectively de-escalate individuals and avoid inadvertently escalating the crisis or situation into a violent encounter.

Create greater awareness for connecting individuals with mental health needs to local mental health resources, and collaborate with providers, individuals with mental health disorders and their family members.

PROGRAM NARRATIVE

Project Goals and Objectives

The Police Department intends to apply grant funds towards overtime costs due to backfilling positions when sending police officers and communications operators to training courses that will provide them with skills to better recognize someone with a mental illness.

The Police Department has determined that a police officer's initial training while in a basic academy is insufficient for today's societal needs. Minimum training content for academy training is set and approved by the California Commission on Peace Officer Standards and Training (POST). Almost all law enforcement agencies in California, including the Culver City Police Department, are POST participating agencies. One of

POST's foremost responsibilities is to specify the minimum training content for law enforcement agencies' academies.

POST also develops and offers a number of post-academy continuing education courses to officers, often in the form of DVDs and online courses, and approves trainings developed by local police agencies, as well as recognized experts in a particular field. Additionally, POST offers numerous in-classroom professional training course for officers to attend throughout the state. These classes range from 4 to 40 hours and provide advanced skills not provided in a basic training academy.

The goals and objectives are as follows:

- Improve officer's awareness and understanding of people suffering with mental illness.
- Provide much needed in-service training to officers and professional staff (Communications Operators) as possible.
- Develop skills to safely and effectively de-escalate individuals and avoid inadvertently escalating a crisis situation into a violent encounter.

At the May 26, 2015 Council meeting, staff will receive Council approval to submit the grant application and provide an opportunity for citizen comments. Upon receipt of grant funds, the Police Department will adhere to appropriate procedures to obtain the proper training.

Organization Capabilities and Competencies

Staff from the Police Department will monitor all grant expenditures and report on the use of funds no later than ten calendar days after the end of each calendar quarter.

Timeline

Once grant funds are awarded, the Police Department will begin the process of locating, identifying, scheduling and sending officers to relevant and POST approved courses. It is anticipated that training will take place during fiscal year 2015-16.

Performance Measures

The goals and objectives of the training are to send as many in-service police officers and members of professional staff (Communications Operators) to relevant training, so to improve their skills for recognizing and understanding people with mental illnesses. Police Department staff will provide course outlines and other necessary documentation to provide proof of attendance.

BUDGET NARRATIVE

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

City of Culver City Statutory Award Formula \$11,974.00

Program Purpose Areas

Law Enforcement Mental Health Services Training

The Police Department intends to use grant funds to off-set hourly overtime costs association with backfilling positions when sending police officers and communications operators to training.

The Police Department has determined that a police officer's initial basic academy training on the topic of dealing with people with mental health disorders is insufficient for effectively dealing with current societal needs. The Department also believes that certain members of professional staff (Communications Operators) would also benefit from such training.

In 2013 there were approximately thirty-nine thousand homeless people in Los Angeles County, with about fourteen thousand in shelters and twenty-five thousand unsheltered. In 2015 there are approximately forty-four thousand homeless, with about thirteen thousand in shelters and thirty-one thousand unsheltered.

It's estimated that approximately 26%, of homeless adults staying in shelters live with serious mental illness and an estimated 46% live with severe mental illness and/or substance use disorders.

In Culver City there were approximately 22 homeless people in 2014 and 33 homeless people living on the streets in 2015, an increase of 67 percent. From approximately June 2014 through May 2015, there were approximately 155 subjects (approximately 14 per month); placed on 72 hour psychiatric holds per Welfare and Institutions Code 5150.

Based on these increasing trends, it is of the utmost importance that the first responders (Police Officers) and members of professional staff (Communications Operators) who have the responsibility for dealing with the mentally ill obtain the much needed skills to safely and effectively handle calls for service in the most non-violent manner as possible.

Estimated Training Expenditures – Hourly Overtime Costs Due to Backfilling Positions to Send Law Enforcement Personnel to Training

Position	Overtime Rate
Police Sergeant	\$95.52
Police Officer	\$83.79
Communications Operator	\$47.52

Grant funds will be used to offset overtime costs associated with backfilling positions due to sending officers to training. Estimate costs are based on the highest hourly overtime rate (Sergeant at \$95.52/hr) and the number of overtime hours (125 hours) the grant funds will fund.



[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	
			Year			\$0
FEDERAL TOTAL						\$0

PERSONNEL NARRATIVE (FEDERAL)

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)

TOTAL PERSONNEL	\$0
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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	
			\$0
FEDERAL TOTAL			\$0

FRINGE BENEFITS NARRATIVE (FEDERAL)

FRINGE BENEFITS (NON-FEDERAL)

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

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

TOTAL FRINGE BENEFITS	\$0
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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	
		Subtotal						\$0.00	
FEDERAL TOTAL								\$0	

TRAVEL NARRATIVE (FEDERAL)

Law enforcement training location is unknown at this time. Ideally, the training location will be local so there will be minimal travel expenses and more law enforcement staff will be able to attend the training.

TRAVEL (NON-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							
NON-FEDERAL TOTAL									\$0

TRAVEL NARRATIVE (NON-FEDERAL)

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	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)

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	
			\$0
FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (FEDERAL)

SUPPLIES (NON-FEDERAL)

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

SUPPLIES NARRATIVE (NON-FEDERAL)

	TOTAL SUPPLIES
	\$0

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)

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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)

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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
	u	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							
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	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							
SUBTOTAL									\$0
NON-FEDERAL TOTAL									\$0

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

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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)

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	
Overtime backfill (staff hourly overtime rate)	125	Backfill to send officers to training	\$95.52	1	\$11,940
FEDERAL TOTAL					\$11,940

OTHER COSTS NARRATIVE (FEDERAL)

Grant funds will be used to offset overtime costs associated with backfilling positions due to sending officers to training. Estimate costs are based on the highest hourly overtime rate (Sergeant at \$95.52/hr) and the number of overtime hours (125 hours) the grant funds will fund. Hourly overtime rates for Police Sergeant \$95.52, Police Officer \$83.79 and Communications Operator \$47.52.

OTHER COSTS (NON-FEDERAL)

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

OTHER COSTS NARRATIVE (NON-FEDERAL)

	TOTAL OTHER COSTS	\$11,940
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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)

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	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$11,940	\$0	\$11,940
Total Direct Costs	\$11,940	\$0	\$11,940
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$11,940	\$0	\$11,940

Federal Request	\$11,940
Non-Federal Amount	\$0
Total Project Cost	\$11,940

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.