Council Committee of the Whole Agenda

July 28, 2020 - 6:00 p.m.

The agenda has been revised by adding a new item #2, Proposed Extension of Lodging Tax Deadline, to the Legislative, Finance and Administration Committee agenda.

This meeting will be held remotely via WebEx. Public participation information is as follows:

Phone: 1-408-418-9388
Link:
https://cityofdoverde.webex.com/cityofdoverde/onstage/g.php?MTID=e9647a82c31de0c63d115a32d1b97370d
Event number: 129 558 6125
Event password: DOVER (if needed)

If you are new to WebEx get the app now at https://www.webex.com/ to be ready when the meeting starts.

Public comments are welcomed on any item and will be permitted at appropriate time. When possible, please notify the City Clerk (736-7008 or email at cityclerk@dover.de.us) should you wish to be recognized.

Utility Committee

Adoption of the Agenda

1. **Annual Review and Approval of Governing Policy for Energy Commodity Risk Management**
   (Staff recommendation: No Changes)

2. **Adjournment of Utility Committee meeting**

Safety Advisory and Transportation Committee

Adoption of the Agenda

1. **Presentation - 15 Initiatives for Criminal Justice Reforms (Attorney General Kathy Jennings)**

2. **Presentation - Racial Equality and Social Justice Collaborative**

3. **Presentation - Dover Downs NASCAR Event - Plans for Staging with or without Fans**

4. **Update on Body Cameras**

5. **Adjournment of Safety Advisory and Transportation Committee meeting**

Legislative, Finance, and Administration Committee

Adoption of the Agenda

1. **Discussion - New Property Value Notifications**

2. **Proposed Extension of Lodging Tax Deadline**

3. **Review and Approval of Federal COPS Grant**

4. **Proposed Ordinance #2020-10 - Chapter 34 - Elections**
   (Staff recommendation: Adoption of Proposed Ordinance #2020-10)

5. **Adjournment of Legislative, Finance, and Administration Committee meeting**

Adjournment of Council Committee of the Whole meeting

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The agenda items as listed may not be considered in sequence. Pursuant to 29 Del.C. §1004(e)(2), this agenda is subject to change to include the addition or deletion of items, including executive sessions, which arise at the time of the meeting.

City of Dover, Delaware

Governing Policy

For

Energy Commodity
Risk Management

Effective: TBD~~September 9, 2019~~

Approved by: City of Dover Council

(Last Revision September 9, 2019~~August 27, 2018~~)

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PURPOSE OF THE RISK MANAGEMENT POLICY

A. Introduction

The City of Dover ("**City**") and its customers are routinely exposed to energy price risk, volume variability risk, basis risk and credit risk – herein referred to collectively as energy commodity risk - in the normal conduct of serving its electric load requirements. Volatility of energy commodity prices and volumetric uncertainty (either supply/generation or load obligations) impose a substantial and direct risk to the City's financial and operating performance.

By authority of its charter, the City has responsibility for overseeing the City's electricity operations, including the management of its cost of serving Dover's customers. By agreement dated July 2, 2019 and approved by the City (the "Energy Management Agreement"), the City has engaged The Energy Authority, Inc. ("**TEA**") to assist the City with Asset Management and Strategic Planning Services, Risk Management Services, and Energy Management Services.

This Policy for Energy Commodity Risk Management ("**Policy**") is established the explicit understanding that the City has retained and delegated responsibilities to TEA to provide Risk Management Services.

Additionally, the City has issued this Policy for dealing with the philosophy, framework and delegation of responsibilities necessary to govern activities related to Dover's energy commodity risk management. As set forth herein, the City has established an organizational structure, delegated responsibility and established internal controls and procedures to ensure that all transactional and oversight activities are conducted in compliance with this Policy and in accordance with the City's normal reporting, legal, financing and regulatory requirements relating to energy assets and transactions.

B. Scope of Policy

This Policy covers all transactions entered into the by the City of Dover designed to meet the City's electric load requirement and the management of risk related to these transactions.

In the event of conflict between this Policy and the EMA, the Policy shall control. This Policy is separate and distinct from enterprise risk management policies and procedures addressing the City's safe operation of its generating stations and energy infrastructure, insurance requirements, permit compliance, employee matters regulatory compliance with laws and regulations of the State of Delaware and Federal

Agencies such as EPA, FERC, NERC and CFTC or other potential risks to the City beyond the purchase and sale of fuel and electric power and its ancillary products.

C. Objectives and Risk Philosophy

The objectives of the Policy are to identify energy commodity price and credit risk exposures and give the City a framework for the quantification and management of these exposures. The Policy will identify the reports needed to convey how the identified risk exposures can potentially impact the City's overall cost of providing electricity service to its customers and report on the risk management of the transactions associated with City's electric load requirements.

Under the Policy, risk management activities will be conducted consistent with the City's overall objective of appropriate risk mitigation. There are several objectives of the Policy which, when taken and executed together, serve to manage the City's energy commodity price exposures. Specifically, the Policy:

- Establishes framework for developing credit limits for counterparties and quantifies and manages the credit exposures related to potential counterparty abrogation
- Quantifies the impact of the above exposures on City's financial results
- Manages the impact of the above exposures in line with the City's identified level of risk tolerance
- Provides clear delineation of responsibilities and authority, outline a separation of duties, and ensure reporting of risk is timely and accurate.
- Ensures that the impact of any action affecting the City's position is consistently quantified, monitored and authorized.

The City's risk management activities will be conducted consistent with its overall objective of appropriate risk mitigation and never for purposes of speculation.

D. Policy Administration

This Policy has been approved by the Executive Risk Management Committee and The Utility Committee of the Dover City Council. The Utility Committee must approve modifications to the Policy with the exception of the appendix information which can be modified with the approval of the Executive Risk Management Committee.

MANAGEMENT AND CONTROLS

This Policy articulates the management and organization of the City and TEA to serve as a control framework outlining delegation of duties and responsibilities.

A. Utility Committee of The City Council

The Utility Committee of The City Council (The Committee) has a responsibility to provide approval of this Policy. With this approval, The Committee also assumes additional duties. They will understand the risks the City is and could be exposed to due to their energy commodity risk management activities. In this role, the Committee will have a responsibility to also understand the City's policies and procedures, internal controls and systems which are used to help manage the City's energy commodity risks.

The Committee will approve any amendments to the Policy or limits within. The Executive Risk Management Committee will update the Committee periodically regarding the Policy and its functions. It will be the Committee's responsibility to:

- Discuss guidelines and strategic policies that govern the process by which the Energy Risk Management Committee assesses and manages risks
- Review and approve any recommended changes to the risk policy at least annually
- Approve new members and alternates of the Executive Risk Management Committee
- Acknowledge the risk inherent in transactions covered under this Policy

B. Executive Risk Management Committee

An Executive Risk Management Committee ("**ERMC**") has been formed to provide executive management oversight for the City's energy commodity risk management activities. The ERMC is charged with the creation, amendment and administration of this Policy, including acquiring any approvals required by the Utility Committee, and will ensure that all energy commodity risk management activities of the City are performed consistent with this Policy. The ERMC will meet at least monthly to review compliance and conduct its business as described in this Policy.

The ERMC shall be comprised of the following voting members: The City Manager, The Director of Utility, The City's Controller and TEA's Client Service Manager.

The City's ERMC will make decisions following the process outlined in this Policy. TEA's Client Services Manager may include representatives from other areas within TEA in the monthly ERMC meetings who will attend in person or by conference call as non-voting advisors. Other City employees and TEA staff may also be asked to attend

meetings from time-to-time, as the ERMC deems necessary. The responsibilities of the ERMC shall include:

- Establish scope and frequency for management reporting to the Utility Committee.
- No less than annually, review the City's Energy Commodity Policies and Procedures for correctness and completeness.
- Review and approve any new risk report or change to an existing risk report provided by TEA to monitor risks outlined in this Policy.
- Understand and approve any models, methodologies, and assumptions used for measuring risks such as volume risk, process risk, counterparty risk and commodity risk.
- Monitor the City's risks and ensure they are within the limits and are being managed according to what is indicated within the City's Policy and associated procedures
- Understand the City's risk management objectives and risk tolerances.
- Review and approve the risk management and trading strategy programs and associated risk. Each program should be reviewed to ensure alignment with Policy objectives and compliance with risk limits within this Policy.
- Periodically review any risk management program approved in light of recent market changes, and ensure continued compliance with its established guidelines
- Review and approve new products, markets, trading counterparties and credit limits
- Review all violations and exceptions to this Policy and report such to the Committee.
- Approve the individuals or companies that engage in the City's commodity transactions and are subject to the limits within this Policy.
- Ensure that the individuals or companies authorized to transact on behalf of the City as well as manage its risks, are appropriately trained and qualified.
- Ensure independence and segregation of duties between front, middle and back office at TEA.
- Recommend changes to this Policy to the City's Utility Committee for approval and ensure the Utility Committee understands the City's overall compliance with this Policy and associated procedures.
- The ERMC will meet at least monthly to review risks identified and reported on by the Policy, this meeting shall be chaired by The City Manager. Minutes of each meeting of the ERMC shall be recorded and reflect any decisions and follow-up action items to be performed. These minutes will be reviewed and approved by the members of the ERMC in a timely manner.

Each member of the ERMC has a unique role as defined below:

1. City Manager

The City Manager is independent of all commercial functions and carries the responsibility of establishment and maintenance of risk management for the City. The City Manager will be a voting member of the ERMC and act as a chair of the ERMC. Other responsibilities include:

- Ensure this Policy is maintained.
- Oversee reviews of the City's energy commodity risks, limits, risk measurement methodologies and models, and programs and recommend changes to the ERMC.
- Ensure potential transactions and their impacts on the City's risks and limits defined within this Policy.
- Develop and monitor the implementation of the Policy, and oversee other risk management processes and procedures established by this Policy or otherwise by the ERMC.
- The City Manager shall name an Alternate to be approved by the Committee.

2. Director of the Utility

The Director of the Utility has oversight for all trading, hedging, pricing, structuring, and market and operational risk management activities associated with the City. The Director of the Utility will be a voting member of the ERMC. Other responsibilities include:

- Review the effectiveness of transaction processing systems and procedures relating to risk measurement.
- Recommend operational risk and business risk assessment guidelines.
- The Director of the Utility shall nominate an alternate to be approved by the Committee.

3. Controller

The Controller is independent of all commercial functions and carries the oversight responsibilities associated with the City's accounting practices. The Controller will be a voting member on the ERMC. Other responsibilities include:

- Perform financial accounting including accounting for hedging and derivatives activities.
- Comply with tax rules and make appropriate tax elections.
- Record realized and unrealized gains and losses.

- Reconcile general ledger, cash transactions and margin accounts.
- Implement tax-hedge accounting policies and other regulatory tax requirements.
- Develop and maintain documentation outlining standard procedures for conducting business.
- Invoice counterparties and resolve billing disputes.
- Perform daily/weekly/monthly transaction checkout with counterparties.
- Develop and maintain documentation outlining standard procedures for conducting business.
- The Controller shall nominate an alternate to be approved by the Committee.

4. TEA Client Services Manager

The TEA Client Service Manager roles and responsibilities are defined Exhibit B of the EMA between the City and TEA. The TEA Client Service Manager will be a voting member on the ERMC and act as chair of the ERMC in the absence of the City Manager. Other responsibilities include:

- Monitor risk reports between ERMC meetings.
- Report to the Committee and the ERMC on the City's adherence to all limits and functions within this policy.
- Engage the ERMC in discussions regarding events or developments that could expose the company to potential losses.
- Recommend to the ERMC specific risk limits consistent with the City's risk management objectives, risk tolerance, and risk management policy.
- Coordinate and distribute independent market fundamental analysis.
- Provide advisory support and recommendations as specified in Article 5 of the EMA.
- Update RMC on training of TEA employees.
- TEA shall nominate an alternate to be approved by the Committee.

Alternates may vote, but only in the absence of the voting member for whom they serve. A person may serve for an alternate for more than one official, but they can only cast one vote. A quorum for a meeting shall be any combination of three voting members and alternates. A simple majority of votes is necessary to approve any action of the ERMC, but at least two voting members must approve the action. Members and alternates may attend by electronic means and count as present for the purpose of quorum and for a majority for a decision.

DISCUSSION OF RISKS

This Policy covers the management of all material energy market risks faced by the City. A comprehensive list of risks that are or could be relevant to City is shown in Appendix C of the

Policy. Among the most critical of these risks are commodity risk, counterparty risk, process risk, volume risk, and budget risk. These risks are measured by the limit structure and controls outlined in the Policy.

Commodity risk represents the potential adverse impacts to the value of the City's portfolio due to changes in the market. Commodity risk encompasses volatility risk, forward price risk, basis risk, correlation risk and liquidity risk.

Counterparty risk represents the potential losses the City could incur due to delivery risk and receivable risk. Delivery risk stems from a supplier or trading counterparty that is unable or unwilling to perform on its commitments including but not limited to delivery or receipt of commodities. Receivable Risk includes the City's risk associated with a counterparty's timeliness of payment for services rendered.

Process risk represents the risks associated with process problems including, but not limited to, inaccurate data capture, untimely trade execution or settlement problems. Controls over process risks are embedded in the organizational structure of TEA through the design processes and operating procedures.

Volume Risk represents the potential for unforeseen changes from projections of excess or shortfall of capacity or energy from the actual needs. When variances are large coupled with large costs to transact and adverse moves in market prices this risk could be realized. In management of this risk, the City must be aware of the fact that unexpected variations in volume are often highly correlated with price movements.

Budget Risk represents the potential to deviate outside of tolerable bounds of the City's budget. Deviations from budget can be caused by forecast error or unforeseeable adverse changes in market prices.

Regulatory Risk arises from participation in regulated markets. With the Independent System Operator (ISO) implementation of Federal Energy Regulatory Commission (FERC) Order 741, the City faces increasing regulatory risk when participating in wholesale energy markets. The TEA Compliance department works in conjunction with the TEA Risk Control department to help the City manage regulatory risk. Regulatory risk is managed by:

- Annual Compliance Training for all employees participating in regulated markets;
- Integration of the appropriate compliance culture within the Trading department through ongoing interaction between Compliance and Trading;
- An independent monitoring and exposure measurement on transactions that could trigger an increase in regulatory risk.

MARKETING AND TRADING PRACTICES

A. Standards of Conduct

Individuals authorized to transact for the City shall not misrepresent, conceal or withhold information regarding energy commodity trading and risk management transactions to any person responsible for the accurate recording and/or reporting of such transactions; participate in any such transaction or similar activity for the benefit of any party other than the City; or hold or be a beneficiary of any financial interest in any entity with which the employee is engaged in trading or other business activity (other than ownership of an interest in a mutual fund managed by another party). Further, no employee authorized to place or execute such transactions may engage in trading power or energy commodities derivative instruments for his or her personal account.

B. Products, Activities and Limitations

Pursuant to achieving the City's core objectives for the purpose of energy commodity risk management, the following limitations shall apply.

- Permissible instruments will be restricted to the products and instruments specified in Appendix A – Approved Products of the Policy;
    - All physical forward transactions shall be governed by the Edison Electrical Institutive (EEI), North American Energy Standards Board (NAESB), or similar agreements with counterparties approved by the City.
    - The City reserves the right to enter into financial hedge transactions to effectuate Policy objectives, but does not authorize TEA to enter into financial hedge transactions on its behalf. Any such financial transactions that the City may enter into shall be governed by ISDA agreements with counterparties as approved by the City.
- The maturity for each permissible instrument will be restricted to the maturity limits specified in the risk limits section of the Policy.
- Transaction volumes for each risk management transaction will be restricted to the amounts specified in the Risk Limits section of the Policy.
- Risk management transactions will be outlined in the ***City of Dover Hedge Program*** which will be approved by the ERMC. Risk management transactions may include the following:
    - Hedging the forward price of purchased power for delivery to the City as needed to meet its electric load requirements.
    - Hedging the forward price of natural gas and fuels as needed to generate power to meet the City's electric load requirements.

- Unwinding of hedges to accommodate changes in expected load requirements, or for economic reasons subject to explicit constraints set by the ERMC.

C. Contract Documentation and Confirmations

No over-the-counter transaction may be executed until an EEI, NAESB, or similar agreement has been authorized by the City, approved by the ERMC and fully executed by the parties.

Written confirmations will be required from counterparties, as defined in the Master Service Agreement between the City and counterparty, within one business day or such longer time as required by the contract in question for all risk management transactions. Contemporaneous with any commitments and prior to receipt of written confirmations, verbal commitments shall be memorialized internally as to instrument structure, quantity, relevant time horizon, price and any other relevant terms; such internal documentation shall be time stamped and correlated to the ultimate written confirmation to or from the counterparty. Both the internal documentation as well as the written confirmation from the counterparty shall be provided to TEA's Risk Control Group immediately upon receipt for verification.

In the event that there is a material failure to provide timely documentation or confirmations, then at the City Manager's sole discretion, the offending individual's authorization may be suspended. Similarly, if the failure to provide timely documentation or confirmations is due to the failure of counterparty, then at the discretion of the City Manager, a moratorium may be imposed on transactions with that counterparty. In such cases, the City Manager shall notify the ERMC of the issues leading to the suspension or moratorium shall.

Nothing herein shall inhibit the City Manager from bringing control issues to the TEA's Client Services Manager prior to a decision on materiality or the imposition of a suspension of trading privileges or counterparty moratorium.

D. Training

The ERMC will ensure that all City employees and/or TEA Staff that will execute transactions on behalf of the City will have appropriate training in the markets in which the transactions occur.

E. New Product Protocol

As required to manage the City's energy commodity risk the ERMC shall approve new products provided the requirements of the ***New Product Approval Procedure*** are met.

RISK LIMITS AND RISK MEASUREMENTS

A. Limits

The limit structure is designed to quantify the types of risk in the City's energy commodity portfolio. The City will manage and report on its energy commodity market risk using Delegation of Authority Limit, a Volume Limit and a Locational Limit.

1. Delegation Authority

The Utility Committee delegates authority to the Dover ERMC to approve the acquisition of electric energy, capacity and/or transmission according to the following limits for expenditures or terms. The ERMC may not delegate these authorities to individuals authorized to commit Dover to financial obligations.

Position	Maturity Limit	Term Limit	Notional Value Limit
Dover ERMC	5 years	5 years	20,000,000
TEA	1 month	1 month	1,000,000

This limit structure is not intended for use when transacting day-ahead and real time in the PJM market.

2. Volume Limits

For no reason should a transaction be executed that exceeds the City's electric load requirements. If there is an adjustment to the City's electric load requirements and the existing transactions greater than 100% of the adjusted electric load requirements the ERMC will review and approve the offsetting strategy deployed in sufficient proportion to mitigate the encroachment.

3. Locational Limits

Non-Commodity Transactions must support the requirement of one of the City's generation units, native load or transaction locations.

B. Stress Testing and Back Testing

The City's positions shall be periodically stress tested and models shall be back tested. The processes around these tests are outlined in the ***Stress Testing and Back Testing Procedure***.

C. Instances of Exceeding Risk Limits

Should the City or TEA enter into a transaction that causes the portfolio to exceed any above mentioned limits the Director of the Utility shall, in addition to notifying the ERMC, also notify the Chair of The Committee as soon as practicable and shall provide periodic reports to the Chair on the status the transactions for as long as the City is exceeding its limits. The ERMC will review and determine whether any liquidation or offsetting of transactions is warranted. The incident will be documented as a Policy Exception by the Director of the Utility.

CREDIT POLICY

Credit Risk is the risk due to the uncertainty in a counterparty's ability to meet its contractual obligations. The primary objective of this credit policy is to mitigate, to the extent commercially reasonable, the credit risks associated with transactions covered in this Policy while still allowing the City to achieve its objectives.

A. Measuring Credit Risk

The status of credit risk will be measured and reported through reports provided by TEA.

The current credit exposure will be reported at the agreement level via a Counterparty Credit Report provided by TEA. This information will be made available in real time to TEA trading personnel so that it can be checked prior to executing transactions for the City. Those responsible for risk oversight at the City and TEA will have access to this information no less frequently than once per day. The ERMC will monitor overall credit utilization and any credit exceptions at least monthly. When measuring the current credit risk, netting will be applied to the exposure if the City's contract with a counterparty includes provisions for netting.

B. Analysis and Extension of Credit Limits

Physical and financial commodity transactions will be executed with counterparties approved by the ERMC with credit available to support the transactions. The creditworthiness of a counterparty will be determined by both qualitative and quantitative factors. Factors shall include, but not limited to:

- A company's debt credit ratings provided by the rating agencies.

- Financial data such as an analysis of the income statement, balance sheet, and cash flow, as well as liquidity and capital structure.
- Subjective factors such as company's fuel diversity, overall size, risk management policy and internal controls, geographic diversity, and market intelligence.

A credit limit is the amount of unsecured credit granted to a counterparty. Unsecured credit exposure includes amounts owed by the counterparty, whether billed or not, and the mark-to-market differences in value of any collateral which the counterparty has provided the City. Any net exposure above the collateral threshold will require the posting of collateral by a counterparty. Further information on the City's procedure for establishing credit is contained in the ***Counterparty & Credit Review Process***.

Collateral thresholds, term limitations and credit exposure limits will be subject to the maximums indicated in Appendix B, based upon the lower of the S&P and Moody's credit ratings.

At no time will the City incur a credit exposure with any counterparty greater than $60,000,000.

C. Instances of Exceeding Credit Limits

The City and TEA are restricted by the credit limits approved by the ERMC. The ERMC can suspend trading with a counterparty, if that counterparty's credit limit has been reached or exceeded. **The City or TEA traders shall not exceed the Counterparty Credit Limit by executing transactions with any counterparty without approval of the ERMC.**

The ERMC will determine when it's appropriate to require additional collateral if a counterparty's credit exposure exceeds its credit limit. Collateral includes standing letter of credit, cash, and prepayments.

All credit exceptions will be documented and reported to the ERMC and the Committee as Policy Exceptions.

REPORTING

A. Risk Reporting

Preparation of timely reports is critical to monitoring risk. TEA will furnish the required reports on a regular frequency for the City in a format acceptable to the ERMC. In addition, the ERMC and its designees will be provided access to the City's risk reports as updated daily via TEA's secure Web Portal.

Reports required on a monthly basis and for periodic meetings of the ERMC include the following:

- **Profit and Loss Report**

The Profit and Loss (P&L) Report shows the daily realization of transactions at either the transaction price or the market price as transaction roll from unrealized to realized. This report should show volumes, transaction prices and market prices of realized physical and financial power and fuel transactions.

- **Mark to Market Report**

The Mark to Market ("MTM") Report conveys the potential transaction exposure, of all existing forward transactions executed, if the energy commodity portfolio was liquidated at the most recent market settlement prices. This report should show volumes, transaction prices and market prices of unrealized physical and financial power and fuel transactions.

- **Daily Activity Report**

The Activity Report presents a summary of the day's trades executed in the bilateral energy market.

- **Cost of Service Report**

The City's exposure to energy price risk shall be monitored and reported on a Cost-of-Service basis. All calculations are at the wholesale level. The Cost-of-Service recognizes all prior (expired) months within the Power Year on the basis of actual (incurred) costs, and recognizes all forward (pending) months within the Power Year on the basis of expected forward power and fuel prices and expected forward load-following risks. As defined below, the Cost-of-Service is an aggregation of Forward Energy Commodity Portfolio Cost, the Load Following Cost Expectation and the City's Budget Target for Purchase Power Expense.

  - The Net Purchased Power Cost shows the net cost of all physical and financial transactions related to the City's anticipated commodity requirements for power and fuel and is based on the price of all hedge transactions plus the forward market price of all unhedged transactions valued at current forward prices for energy commodities, customer-level cost per MWH of all physical and financial transactions related to Dover's actual plus anticipated energy.
  - The expected fixed costs defined as load-serving entity (LSE) capacity costs, transmission costs and TEA management fees.
  - The Expected Load-Following Cost for a specified power year is defined as the expected cost (or revenue) associated with intra-month load variations due to weather or other events affecting demand. TEA has completed a historical analysis to measures the effective monthly average unit cost paid for Dover's PJM Wholesale Load Responsibility (WLR) was calculated for each month since July

2013. From this analysis, TEA recommends using the post-Garrison results as a proxy for future estimates of the WLR and as an estimate of the Load Following Cost to be used for estimating the City's Forward Cost-of-Service Report. The ERMC will update the Expected Load Following estimate while lack of necessary market information persists no less than annually.

- For the historical payment analysis, an effective monthly average unit cost paid for Dover's PJM Wholesale Load Responsibility (WLR) was calculated for each month since July 2013. This effective unit cost was constructed using Dover's monthly PJM load payment (Dover Budget line item: PJM – Energy, Congestion & Losses), adding back the West Hub hedging credits, and dividing by the WLR. The values pre-Garrison-online and post-Garrison-online were compared with both straight and WLR-weighted averages. This effective LMP therefore includes the effects of intra-month load variations, contributions of both the DALMP and RTLMP, and the additional PJM charge types reflected in the monthly Dover Budget line item: PJM – Energy, Congestion & Losses. Pre-Garrison (July 2013 – May 2015) weighted average monthly load costs were $3.02, while the average post-Garrison cost (Jun 2015 – Apr 2018) has been **$2.60**.
-
- The Budget Target for Purchase Power Expense represents the City's view of expected purchase power expense.

B. Credit Reporting

- **Counterparty Credit Report**

The Counterparty Credit Report conveys the exposure to all counterparties with which the City has credit exposure resulting from its energy commodity risk management activities.

- **CFTC Reporting**

The City understands that transacting over the counter (OTC) swaps carries an additional Commodity Futures Trading Commission (CFTC) reporting function. Once required by the CFTC, the City will report on how the City generally meets its financial obligations associated with entering into non-cleared swaps in a manner acceptable to the CFTC.

C. Hedge Effectiveness Reporting

If the City's transactions require a hedge effectiveness test, those testing results will be reported to the ERMC no later than one month after the end of the financial reporting period. The report will include a summary of testing methodology, assumptions of the testing and the outcome of results with a pass or fail by transaction.

INFORMATION TECHNOLOGY SYSTEMS

Since information systems play a vital role in The City's trading abilities, the City shall ensure that the information systems and technology used to store all transaction information is maintained and secure. The City's transactions will be stored in TEA's enterprise trading and risk management system. TEA uses the TriplePoint Commodity XL (CXL) system, integrated with Commodity XL for Credit Risk (Credit Risk). TEA has assigned a Database Administrator (DBA) that is charged with the database security and maintenance for the transaction database, CXL.

The following safeguards for data security and backup will be installed:

- Transaction data stored in the system of record will be replicated daily to ensure data redundancy;
- The CXL database will be backed up at least daily after the close of business.

POLICY DISTRIBUTION AND COUNSEL

A. Distribution Outside The City

The City's Policy is restricted to the use of the City and TEA organizations. It shall not be distributed outside these organizations without the consent the ERMC.

B. Designated Counsel

Questions about the interpretation of any matters of this Policy should be referred to ERMC. The ERMC will provide clarification and explanation on any updates to this Policy.

All legal matters stemming from this Policy will be referred to the City's Legal Counsel.

APPENDIX A – Approved Products

The following shall constitute a list of approved products to be utilized by TEA to manage the City's energy commodity portfolio:

- Physical Power
- Physical Natural Gas
- Physical Residual Fuel Oil (#2)
- Capacity
- Financial Power
- Financial Options
- PJM Demand Bids and Generation Offers
- PJM InSchedules
- PJM Transmission Products
  - Financial Transmission Rights
  - Annual Auction Revenue Rights
- PJM Tier 2 Synchronized Reserves

The above instruments can be executed by TEA on behalf of the City of Dover for the current and next two successive Power Years (July to June).

APPENDIX B – Approved Counterparties and Threshold Tables

This Appendix establishes approved counterparties and their Collateral thresholds. Collateral thresholds, term limitations and credit exposure limits that are subject to the following maximums based upon the lower of the S&P and Moody's credit ratings:

Credit Thresholds from Dover Extended to the Counterparty

Exelon Generation Company, LLC

Threshold	S&P	Moody's
$ 60,000,000	AAA	Aaa
$ 50,000,000	A- to AA+	A3 to Aa1
$ 40,000,000	BBB+	Baa1
$ 30,000,000	BBB	Baa2
$ 20,000,000	BBB-	Baa3
$ -	Below BBB-	Below Baa3

AEP Energy Partners, Inc.

Threshold	S&P	Moody's
$ 10,000,000	BBB- and Above	Baa3 and Above
$ -	Below BBB-	Below Baa3

BP Energy Company

Threshold	S&P	Moody's
$ 60,000,000	AA- to AAA	Aa3 to Aaa
$ 45,000,000	A+	A1
$ 30,000,000	A	A2
$ 15,000,000	BBB to A-	Baa2 to A3
$ -	Below BBB	Below Baa2

Calpine Energy Services, L.P.

Threshold	S&P	Moody's
$ 25,000,000	AAA	Aaa
$ 15,000,000	AA- to AA+	Aa3 to Aa1
$ 10,000,000	A- to A+	A3 to A1
$ 5,000,000	BBB+	Baa1
$ 3,000,000	BBB- to BBB	Baa3 to Baa2
$ -	Below BBB-	Below Baa3

EDF Trading North America, LLC

Threshold	S&P	Moody's
$ 18,000,000	Fixed	Fixed

PSEG Energy Resources & Trade, LLC

Threshold	S&P	Moody's
$ 20,000,000	BBB- and Above	Baa3 and Above
$ -	Below BBB-	Below Baa3

Sequent Energy Management, L.P.

Threshold	S&P	Moody's
$ 5,000,000	Fixed	Fixed

Conectiv

Threshold	S&P	Moody's
Unspecified *	Above BBB+	Above Baa3
$ -	Below BBB-	Below Baa3

*** Conectiv does not have a defined credit threshold, so for planning purposes, a $10,000,000 threshold is imposed as a conservative limit**

Macquarie Energy, LLC

Threshold	S&P	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	Aa3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

Morgan Stanley Capital Group

Threshold	S&P	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	Aa3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

NextEra Energy Marketing, LLC

Threshold	S&P	Moody's
$ 30,000,000	AAA	Aaa
$ 25,000,000	AA- to AA+	Aa3 to Aa1
$ 20,000,000	A- to A+	A3 to A1
$ 15,000,000	BBB+	Baa1
$ 10,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

Deutsche Bank

Threshold	S&P	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	Aa3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

Barclays Bank

Threshold	S&P	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	Aa3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

Credit Thresholds from the Counterparty Extended to Dover

AEP Energy Partners, Inc.

Threshold	S&P	Moody's
$ 10,000,000	BBB- and Above	Baa3 and Above
$ -	Below BBB-	Below Baa3

BP Energy Company

Threshold	S&P	Moody's
$ 30,000,000	AA to AAA	Aa2 to Aaa
$ 25,000,000	AA-	Aa3
$ 20,000,000	A+	A1
$ 15,000,000	A	A2
$ 5,000,000	BBB to A-	Baa2 to A3
$ -	Below BBB-	Below Baa3

Calpine Energy Services, L.P.

Threshold	S&P	Moody's
$ 10,000,000	AA- to AAA	Aa3 to Aaa
$ 7,500,000	A- to A+	A3 to A1
$ 5,000,000	BBB+	Baa1
$ 3,000,000	BBB- to BBB	Baa3 to Baa2
$ -	Below BBB-	Below Baa3

Exelon Generation Company, LLC

Threshold	Fitch	Moody's
$ 60,000,000	AAA	Aaa
$ 50,000,000	A- to AA+	A3 to Aa1
$ 40,000,000	BBB+	Baa1
$ 30,000,000	BBB	Baa2
$ 20,000,000	BBB-	Baa3
$ -	Below BBB-	Below Baa3

Conectiv

Threshold	Fitch	Moody's
Unspecified *	Above BBB+	Above Baa3
$ -	Below BBB-	Below Baa3

***Conectiv does not have a defined credit threshold, so for planning purposes, a $10,000,000 threshold is imposed as a conservative limit**

PSEG Energy Resources & Trade, LLC

Threshold	S&P	Moody's
$ 12,000,000 *	Fixed	Fixed

***Threshold is $12,000,000 as long as Dover maintains a Debt Service Coverage greater than 1.25% and Total Net Assets of at least $50,000,000 and Total Net Assets do not decline by more than 25% on a fiscal year end basis.**

Morgan Stanley Capital Group

Threshold	S&P	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	Aa3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

Macquarie Energy, LLC

Threshold	Fitch	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	AA3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

NextEra Energy Marketing, LLC

Threshold	Fitch	Moody's
$ 23,000,000	AAA	Aaa
$ 18,000,000	AA- to AA+	AA3 to Aa1
$ 13,000,000	A- to A+	A3 to A1
$ 8,000,000	BBB+	Baa1
$ 3,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

EDF Trading North America, LLC

Threshold	S&P	Moody's
$ 18,000,000	Fixed	Fixed

Deutsche Bank

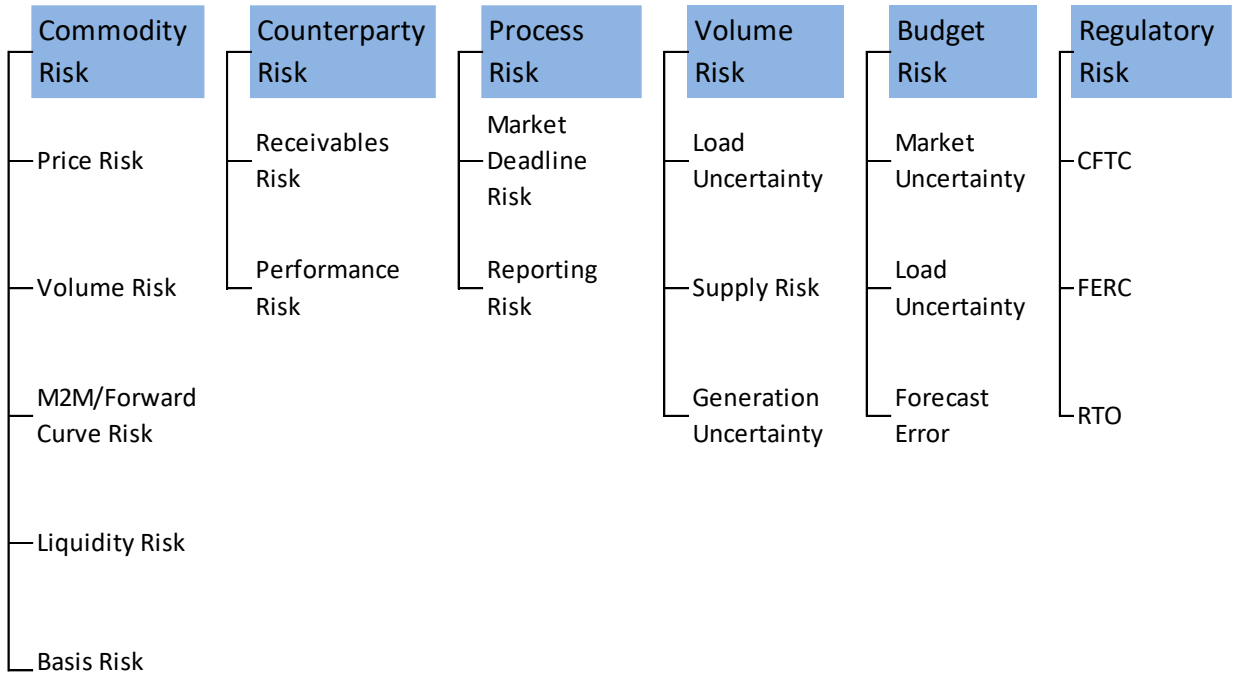
Threshold	Fitch	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	AA3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

Barclays Bank

Threshold	Fitch	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	AA3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

APPENDIX C – Business Risks

Business Risks Topology



APPENDIX D – Glossary

Back Office – That part of a trading organization which handles transaction accounting, confirmations, management reporting, and working capital management.

Bilateral Transaction - Any physical or financial transaction between two counterparties, neither of whom is an Exchange or market entity (e.g. MISO).

Capacity – The real power output rating of a generator or system, typically in megawatts, measured on an instantaneous basis.

Commodity - A basic good used in commerce that is interchangeable with other commodities of the same type. Commodities are most often used as inputs in the production of other goods or services. The quality of a given commodity may differ slightly, but it is essentially uniform across producers. When they are traded on an exchange, commodities must also meet specified minimum standards, also known as a basis grade.

Financial Bilateral Transaction – A Bilateral Transaction that is non-physical and is defined by a Source Point, Sink Point, and Delivery Point that may be any CP Nodes as specified by the Midwest ISO.

Financial Forward – An agreement regarding a position in a specified commodity, a specified price, and a specified future settlement date, that does not result in physical delivery of the commodity. Rather one party in the agreement makes a payment to the other party on the basis of the commodity price at the future date.

Front Office – That part of a trading organization which solicits customer business, services existing customers, executes trades and ensures the physical delivery of commodities.

Hedging Transaction - A transaction designed to reduce the exposure of a specific outstanding position or portfolio; "fully hedged" equates to complete elimination of the targeted risk and "partially hedged" implies a risk reduction of less than 100%.

Mark-to-Market Value – A measure of the current value of unrealized positions; includes both Open Positions and Closed Positions.

Middle Office – That part of a trading organization that measures and reports on market risks, develops risk management policies and monitors compliance with those policies, manages contract administration and credit, and keeps management and the Board informed on risk management issues.

Policy – Dover's Governing Policy for Energy Commodity Risk, as amended and approved by The Utility Committee.

Portfolio – A collection of transactions.

Realized Gains/(Losses) – The amount earned (or lost) from a transaction, considered to be **realized** once the time for performance has lapsed (e.g. delivery of power in the case of physical transactions or expiration of an option in the case of financial transactions).

Term – The total duration of a contract, defined as the number of days between the beginning flow date and ending flow date, inclusive.

Unrealized Gains/ (Losses) – The amount expected to earn (lose) on a specific transaction(s); however, the time for performance has not lapsed. The total value of Unrealized Gains/ (Losses) is the Mark-to-Market value.

APPENDIX E – Swap Transaction Representative

Purpose:
To ensure that the City of Dover, a Special Entity under the Dodd-Frank Financial Reform Act, selects a qualified representative ("Representative") to provide advice and guidance when entering into swap transactions with Swap Dealers or Major Swap Participants.

Definitions:
Special Entity: As defined in 7 U.S.C. 6s(h)(2)(C) and further interpreted in 17 C.F.R. 23.401(c). The City of Dover is a Special Entity as defined by 17 C.F.R. 23.401(c)(2).

Swap Dealer: As defined in 7 U.S.C. 1a(49) and further interpreted in 17 C.F.R. 1.3(ggg)

Major Swap Participant: As defined in 7 U.S.C. 1a(33) and further interpreted in 17 C.F.R. 1.3(hhh)

Representative: As defined in this policy and 17 C.F.R. 23.450

Policy:
Selection: The City of Dover shall endeavor to seek and employ an individual or entity that will voluntarily act as a Representative for all energy commodity swap transactions between XXXX and any Swap Dealer or Major Swap Participant. The Representative must meet the following qualifications identified in 17 C.F.R. 23.450(b):

(i) Has sufficient knowledge to evaluate the transaction and risks;
(ii) Is not subject to a statutory disqualification;
(iii) Is independent of the swap dealer or major swap participant;
(iv) Undertakes a duty to act in the best interests of the Special Entity it represents;
(v) Makes appropriate and timely disclosures to the Special Entity;
(vi) Evaluates, consistent with any guidelines provided by the Special Entity, fair pricing and the appropriateness of the swap; and
(vii) In the case of a Special Entity as defined in § 23.401(c)(2) or (4), is subject to restrictions on certain political contributions imposed by the Commission, the Securities and Exchange Commission, or a self-regulatory organization subject to the jurisdiction of the Commission or the Securities and Exchange Commission; provided however, that this paragraph (b)(1)(vii) of this section shall not apply if the representative is an employee of the Special Entity.

The Representative and the City of Dover shall enter into a legal agreement that binds the Representative to comply with items (i) through (vii) in this policy.

At no longer than any 12-month interval, the City of Dover shall review the performance of the Representative to ensure compliance with items (i) through (vii) in this policy.

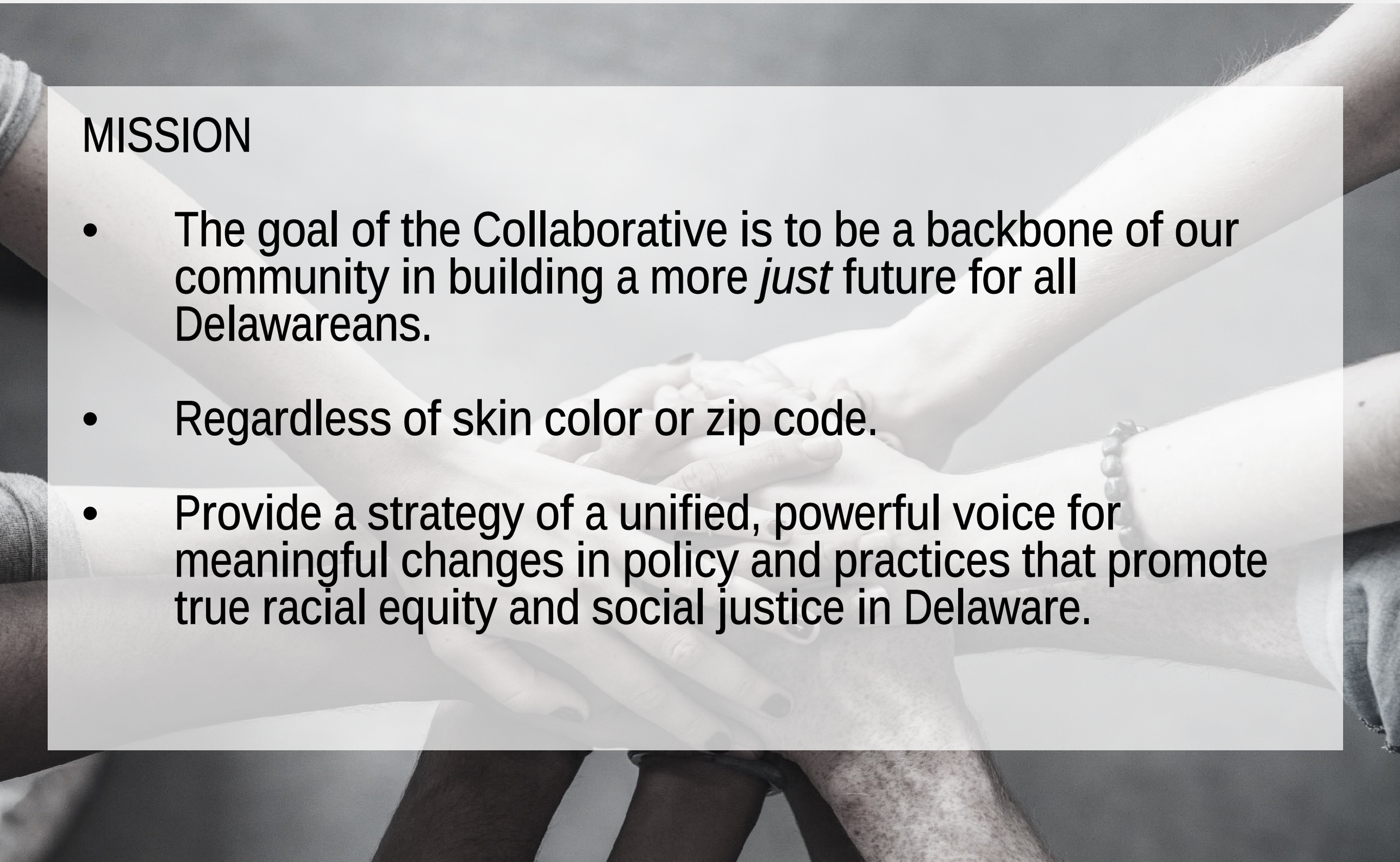
THE RACIAL EQUITY & SOCIAL JUSTICE COLLABORATIVE

"THIS IS AMERICA'S MOMENT TO SEIZE THE OPPORTUNITY FOR CHANGE, AND BUSINESS LEADERS CANNOT SIT THIS ONE OUT."

***--**RANDALL STEPHENSON, CHAIRMAN & FORMER CEO, AT&T*

July 28, 2020

THE RACIAL EQUITY & SOCIAL JUSTICE COLLABORATIVE



MISSION

- The goal of the Collaborative is to be a backbone of our community in building a more *just* future for all Delawareans.

- Regardless of skin color or zip code.

- Provide a strategy of a unified, powerful voice for meaningful changes in policy and practices that promote true racial equity and social justice in Delaware.

THE RACIAL EQUITY & SOCIAL JUSTICE COLLABORATIVE

WHY DOES THIS WORK MATTER?

- Multi-generational and systemic racism, policies and practices
- Disparities and inequities exist within education, wealth creation, law enforcement, etc.
- Transformational change needed
- At historical crossroads – locally and nationally

THE RACIAL EQUITY & SOCIAL JUSTICE COLLABORATIVE

WHAT IS OUR FRAMEWORK?

- Grassroots, statewide movement with local leadership and advocacy
- Collaborative of diverse community stakeholders, including, youth voices
- To amplify and advocate for community change and action around racial equity and social justice issues

THE RACIAL EQUITY & SOCIAL JUSTICE COLLABORATIVE

WHAT IS OUR APPROACH/PATH FORWARD?

- Foster courageous conversations
- Increase engagement and influence
- Mobilize disenfranchised communities
- Develop collective messages
- Map and align racial equity & social justice initiatives in DE
- Develop public policies agenda
- Launched racial equity and social justice fund

THE RACIAL EQUITY & SOCIAL JUSTICE COLLABORATIVE



HOW DO YOU SEE YOURSELF IN THIS WORK?

COMMUNITY ORIENTED POLICING SERVICES



U.S. D.O.J. *COPS* GRANT AWARD

AN OVERVIEW OF A FEDERAL COST-SHARING OPPORTUNITY TO EXPAND COMMUNITY POLICING IN THE CITY OF DOVER.

OUTLINE

1. **Goal:** Increase Authorized Strength to 106 Officers in 2021
2. **Vehicle:** Cost sharing grant offered by the USDOJ COPS Office
3. **Purpose:** Add Five (5) Officers to Community Policing Unit
4. **Vision:** Double the amount of Community Programs/Services
5. **Problem:** Staffing Challenges
6. **Problem:** Maintenance of Core Programs/Services
7. **Mandate:** Increased Community Engagement
8. **Cost Schedule**
9. **Strategy:** Efficiency + Investment + Accountability = Value
10. **Process:** Agency Re-organization, Strategic Planning, Transparency
11. **Result:** More Safety, Crime Reduction & Service to At-Risk Populations
12. **Next steps**

GOAL: INCREASE THE AUTHORIZED STRENGTH FROM 101 TO **106** OFFICERS

The 2019 City of Dover Comprehensive Plan envisions a "*Bigger Better Dover*." In a related theme, the attractive idea of "*Big Enough to Call a City but Small Enough to Call Home*" is part of the introductory header. The Dover Police Department understands its role to play in bringing the comprehensive plan to life.

The perception *and* reality of a safe and secure community will serve as a catalyst for economic growth as well as community prosperity. Our 2019 crime data informs us that this perception and reality is certainly threatened. Trend data in 2020 does not offer any indication of improvement.



AUTHORIZED STRENGTH BREAKDOWN – JULY 2020

101
- 9 = SENIOR STAFF MEMBERS (DIVISIONS/UNITS)
- 1 = PUBLIC INFORMATION OFFICER
- 3 = PLANNING AND TRAINING
- 7 = DRUGS/VICE/ORGANIZED CRIME (TASK FORCE)
- 10 = CRIMINAL INVESTIGATORS
- 5 = SCHOOL RESOURCE OFFICERS
- 45 = PATROL OFFICERS (~11/PLATOON)
- 6 = STREET CRIMES UNIT (-1)
- 7 = MOTORCYCLE UNIT (-6)
- 6 = COMMUNITY POLICING (-3)

89 = WORKING OFFICERS EFFECTIVE 8-15-2020

+4 = OFFICERS CURRENTLY ONBOARDING

93 = WORKING OFFICERS BY THE END OF 2020

8 = CURRENT VACANCIES (ATTRITION? / ACADEMY?)

- Selection Gap is 1 to 7 months
- Police Academy is 6 months
- Onboard Training is 4 months
- Total time is 11 to 17 months to replace a departing Officer
- COVID rules now threaten our seats in the Sept. 2020 class
- COPS Grant Officers would not begin Academy Training until March 2021 at the earliest
- Grant acceptance window is August 2020

POLICE OPERATIONAL OVERVIEW

PATROL	INVESTIGATIONS	SPECIAL SERVICES
Emergency Response	Following Major Crime Incidents	Special Operational Uniform Teams
Calls for Service	Interdicting Gangs, Drugs & Weapons	Community Engagement

SPECIAL ENFORCEMENT/SERVICE OVERVIEW

ENFORCEMENT	COMMUNITY POLICING	SERVICES
Motorcycle/Traffic	School Resource Officers	Police Cadets
Parking	**Community Policing Officers**	Animal Welfare

COMMUNITY POLICING TEAM



SCHOOL RESOURCE OFFICERS (5)



POLICE ATHLETIC LEAGUE PROGRAM DIRECTOR



COPS

COMMUNITY ENGAGEMENT (5) **+ 5**



OUR STAFFING CHALLENGES

1. Officers are not obligated to provide notice at time of retirement. Attrition is hard to predict.
2. Pre-retirement resignations are occurring at a level never before seen. Some are related to professional standards accountability but others are for better opportunities.
3. As a prior slide illustrated, new vacancies will almost always remain unfilled for at least a full budget year; sometimes longer.
4. In-State lateral transfers often feature candidates with professional "baggage". Out-of-State laterals face a difficult path to a Delaware COPT credential. High levels of frustration and many missed opportunities.
5. Functionally, a move to 106 Authorized Officers (all things considered), creates the potential for 101 Available Officers serving Dover. No departures for 18 months is the only way to get to full strength.

PATROL SERVICES	CRIMINAL INVESTIGATIONS	SUPPORT SERVICES
In-Progress Emergency Response	Reactive	Training Planning Logistics Admin.
Routine Calls for Service	Proactive	Special Operations

Maintaining Core Services

Every subset of deployed officers were assigned their respective missions, over time, following a recognized need. In 2019, that investment held the community together through unprecedented crime numbers. The organization kept up with the workload, and solved cases at the same consistent rate, despite significant staffing shortages.

Victimization would increase, and the perception of safety in Dover would decrease, if law enforcement operations were curtailed. Administration and Supervision maintain an acceptable *Span of Control* and *Operational Support System* as well as an effective *Risk Management Program*.

Considering the societal demand for expanded community engagement and improved relationships, *as part of a larger initiative*, the Dover PD proposes to insert all 5 COPS funded Officers into Community Policing Special Operations.

COMMUNITY POLICING PROGRAMS AND INITIATIVES

SCHOOL RESOURCE OFFICERS POLICE ATHLETIC LEAGUE

We have an Officer assigned to support safety and maintain relationships at the High School, both Middle Schools, and both Alternative Learning Schools. They compliment the team of School District Constables and greatly reduce the number of times it is necessary to call 911 or send marked police units to the campuses.

Our PAL program creates connectivity to the SRO program during school hours and to the younger children after school. In collaboration with other interested persons and parents, young people have an alternative to gangs and delinquency. Through personal development, the sense of belonging (that we all desire) is fulfilled.

NEIGHBORHOOD SUPPORTING ACTIVITIES OR EVENTS

Operation Gobble for meals at Thanksgiving

Partnering with the Dover Elks and Bikeline to have a bicycle rodeo and safety course

Partnered with local veterinarian to have chips made available for our 4 legged friends

Partnering with Communities In Schools for back to school supplies and "meet the teacher"

Our Spring Jam focused on Dover youth with NCALL and other community partners

"Trunk or Treat" on Legislative Mall with DDP

COMMUNITY POLICING PROGRAMS AND INITIATIVES

FUTURE POTENTIAL

Programs for our elderly and/or physically disabled citizens that routinely check on their well-being.

Crime Prevention Programs that feature a personal visit from an officer to go over safety and security issues at either a residential or commercial property in Dover.

Expanded training and service to neighborhood watch groups throughout the city. (Problem-oriented policing)

Personal Safety education and training for all age groups.

Expanded programs and personal leadership development for our younger Dover population through existing PAL initiatives and additional concepts for athletes and non-athletes alike.



A LOOK TOWARDS THE FUTURE



Double the number of engagement and outreach activities in all Dover neighborhoods



While serving all special or "at-risk" members of the community, an emphasis on youth programs will be the priority for resources



Create a positive presence of Law Enforcement in the lives of young citizens from Kindergarten, through College, and beyond

TIMELINE AND NUMBERS

YEAR 1	YEAR 2	YEAR 3
Federal = 75%	Federal = 40%	Federal = 15%
City = 25%	City = 60%	City = 85%

COST ROADMAP SUMMARY



August 2020

- Merely accept the COPS Grant Award
- No cost incurred for the first three quarters of FY '21

March 2021

- COPS Grant Officers begin the Police Academy Program
- Only 2% of the City share of total program cost would be needed during the last quarter

FY '22

- COPS Grant Officers make it to the operational level by Q2 of FY '22
- Total City Expense is just under $172,000

FY '23

- Total City Expense is just under $350,000
- Majority burden shifts from Federal to City during this budget year

FY '24

- Total City Expense is just under $500,000
- Federal cost sharing is complete around Q3 of FY '24

DETAILED PROJECTIONS – INDIVIDUAL & GROUP

Dover Police Department

FY21-24 Police Officer Payroll Costs

Cost for Five Officers: Hired to attend DSP Academy in March 2021

COPS HIRING PROGRAM SUMMARY OF COSTS

CITY OF DOVER FISCAL YEAR SCHEDULE

grant start / hire date: 3/22/21 grant funding end date: 3/21/24 as of: 7/16/20

Item	Account	Rate	Ann Infl	grant funded portion of year >> 27.4% FY21 **	100% Annual Cost per Officer FY22	100% FY23	72.6% FY24	Total FY21-24 Cost/officer	FY21 ** 5 Officers	FY22 5 Officers	FY23 5 Officers	FY24 5 Officers	Total FY21-24 Cost	Remarks
Salary *	51011	annual	2% X 2	13,890.00	56,880.00	61,260.00	66,120.00	198,150.00	69,450.00	284,400.00	306,300.00	330,600.00	990,750.00	FY19 FOP Budget union contract rates
Benefits														
Shift Differential	51011	bgt amt*	4.0%	370.17	1,405.04	1,461.24	1,519.69	4,756.14	1,850.87	7,025.20	7,306.20	7,598.45	23,780.72	
Medicare	51014	1.45%		201.41	824.76	888.27	958.74	2,873.18	1,007.05	4,123.80	4,441.35	4,793.70	14,365.90	
Social Security	51014	6.20%		861.18	3,526.56	3,798.12	4,099.44	12,285.30	4,305.90	17,632.80	18,990.60	20,497.20	61,426.50	
Medical Insurance	51015	set amt*	3.0%	4,567.88	17,171.24	17,686.38	18,216.97	57,642.47	22,839.42	85,856.20	88,431.90	91,084.85	288,212.37	employee + spouse
AD&D	51016	0.03%		4.17	17.06	18.38	19.84	59.44	20.85	85.30	91.89	99.18	297.22	
Life Insurance	51016	0.17%		23.61	96.70	104.14	112.40	336.86	118.05	483.50	520.71	562.02	1,684.28	
Worker's Compensation	51017	6.17%		857.01	3,509.50	3,779.74	4,079.60	12,225.86	4,285.05	17,547.50	18,898.71	20,398.02	61,129.28	
Police Trust (OPEB)	51019	5.60%		777.84	3,185.28	3,430.56	3,702.72	11,096.40	3,889.20	15,926.40	17,152.80	18,513.60	55,482.00	
Retirement	51020	16.68%		2,316.85	9,487.58	10,218.17	11,028.82	33,051.41	11,584.25	47,437.90	51,090.84	55,144.08	165,257.07	
Total Benefits				9,980.13	39,223.72	41,385.00	43,738.22	134,327.07	49,900.64	196,118.60	206,925.00	218,691.10	671,635.34	
Total Salary + Benefits				23,870.13	96,103.72	102,645.00	109,858.22	332,477.07	119,350.64	480,518.60	513,225.00	549,291.10	1,662,385.34	
Grant Funding Percentages by Fiscal Year				15%	49%	27%	8%		15%	49%	27%	8%		
Federal Share				19,180.00	61,780.00	33,550.00	10,490.00	125,000.00	95,900.00	308,900.00	167,750.00	52,450.00	625,000.00	37.60% % for 3.27 yrs
Grant Funding Percentages by Fiscal Year				2%	17%	33%	48%		2%	17%	33%	48%		
City Share				4,690.13	34,323.72	69,095.00	99,368.22	207,477.07	23,450.64	171,618.60	345,475.00	496,841.10	1,037,385.00	62.40% % for 3.27 yrs
Totals				**23,870.13**	**96,103.72**	**102,645.00**	**109,858.22**	**332,477.07**	**119,350.64**	**480,518.60**	**513,225.00**	**549,291.10**	**1,662,385.00**	

* Budgeted amounts based on the current FOP contract FY21 pay scales (pay scales for Jul-Dec & Jan-Jun each year with 2% increases on each scale)

**FY21 hire date for police acdademy: 3/22/21 FY24 end date (36 months after start date):



Program fits into a larger picture

First: DPD will continue the process of reorganization with an eye toward exposing blind spots, finding more ways to improve efficiency and adding value to the invested tax dollar by improving flexibility within and across units.

Second: DPD will continue installing Community-Oriented policing as a department-wide philosophy. Every unit will have a proportional share of the effort assigned to them. Evaluations will be revised to reflect that Community Policing activities are weighted the same as traditional law enforcement duties.

Third: Delivery of services will follow this model and the frontline supervisors will be expected to collaborate in support of expanded community engagement goals. Will tie in directly to the larger DPD Strategic Plan.

Expanded outreach capability



First: Dover Police will continue to deliver the proven programs of the past with an eye toward an expanded schedule each year.

Second: New programs will be added that create connections to all of Dover's communities with a particular emphasis on young people. For example:



Third: Partner with social services professionals, to engage at-risk citizens (addiction/behavioral health), both in 911 response situations and during follow up encounters to improve the overall quality of life in Dover.

The Delaware Congressional Delegation is proud to provide this letter of support for the Dover Police Department's application under the 2020 Community Oriented Policing Services (COPS) Hiring Program (CHP). The application being submitted seeks five new-hire police officers for Kent County's largest department. The officers will be deployed in an effort to further reduce gun violence within the city of Dover, the capitol of our nation's first state.

We fully support the Dover Police Department's vision to deploy the five new officers to work in concert with local groups and citizens within our capital city towards the common goal of reducing gun violence. Various shooting incidents, ranging from criminal mischief and reckless endangerment to assault and murder, have been occurring more frequently within the city since November, 2019. Of the 29 such incidents occurring since then, three have been classified as homicides with two of them involving juveniles.

Currently, the department successfully employs the use of detailed crime analytics to monitor the shootings, and other criminal occurrences, throughout the city on a biweekly basis. This is part of a predictive policing model, producing actionable intelligence, where additional enforcement efforts are needed to reduce the violence. The Dover Police Department collaborates with other State and Federal law enforcement agencies; sharing information useful to the deterrence of the violent criminal activities. A special Task Force, staffed by these resources, was required to address their recent challenge. Collaboration extends to the Downtown Dover (business) Partnership, various inter-faith (clergy) groups, and other stakeholders concerned with the public safety of our citizens. However, a staffing shortage is limiting the visible police patrols needed to deter crime.



Sincerely,

Thomas R. Carper
United States Senator

Christopher A. Coons
United States Senator

Lisa Blunt Rochester
Member of Congress



Questions?

DEPARTMENT OF POLICE

Thomas A. Johnson, Jr.
Chief of Police

400 South Queen Street
Dover, Delaware 19904
302-736-7111

March 9, 2020

U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street NE
Washington, DC 20530

RE: 2020 COPS Hiring Program (CHP) Application

To Whom It May Concern:

The Dover Police Department (DPD) is a community-oriented law enforcement agency and holds the honor of being one of the top accredited police departments in the country as determined by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The DPD, accredited since 2000, reached and has maintained CALEA's highest standards of excellence since 2008.

It was my honor to become the Police Chief on February 13, 2020, and I am looking forward to working hard for both the agency and the city. During this past month, I have been spending a lot of time getting to know the community, its businesses, the organizations and citizens within it as well as becoming more acquainted with my own team inside the department. While attending various community events, and meeting concerned stakeholders, it became clear that citizens are concerned, and acutely aware, of the rising incidences of gun violence in and around Dover.

As identified in our application, gun violence started to surge starting last fall and still continues today. During the November 2019 through February 2020 crisis window, there have been 29 shooting incidents within the City of Dover as compared to five each in the preceding two corresponding periods (Nov '18 - Feb '19 and Nov '17 - Feb '18). Of the 29 current incidents, 16 (55%), were determined as gang related. The department responded immediately, expending considerable overtime dollars, by increasing patrols and visible police presence in the affected areas as much as possible. The city was able to find some additional overtime revenue and the DPD reprioritized other approved grant funding to supplement this presence. However, the hours needed on a permanent basis, to sustain the positive results, cannot be sustained through existing resources at the local level.

During the first weeks following my arrival, I have discovered there is a team of dedicated and passionate people working within my department. We are becoming a very young department at a time when the daily workload continues to increase. The average tenure of sworn Dover Police Officers is 10.1 years. But in the Patrol Section, where most of the contact with the community occurs, the average tenure is 8.4 years of service. By the summer, more than half of those 43 patrol officers will have less than 5 years on the job. Despite great training and mentoring, veteran officers know that experience is the best teacher. In addition to helping with the workload, a favorable grant decision would open up avenues of lateral transfer allowing experienced officers an opportunity to rapidly join the Dover policing family.

My predecessors possessed long-term vision and adopted a five-year strategic plan in 2018 that continues to be extremely useful. The plan includes four key goals: (1) continued reduction of violent crime, (2) focused effort on the opioid epidemic, (3) community policing enhancement and (4) emphasis on recruitment, retention and diversity. Violent crime in 2018 was associated with gangs, drug crimes and closely connected to the opioid epidemic. In addition to enforcement efforts, Dover Officers were trained in the use of NARCAN and we partnered with state and federal agencies to sustain a NARCAN supply and provide drug intervention services.

Community policing efforts were implemented department wide, to include all Units, so every Officer could become involved with this successful strategy and increase public awareness. Additional educational and athletic programs were implemented through the Police Athletic League (PAL) to create connections with the youth in our community. Getting police officers involved in positive and fun activities with our young people is a key in developing and maintaining future critical relationships. It also provides more opportunity for youth in "at-risk" situations to spend their time safely in a fun and positive environment rather than engage in criminal activities associated with gangs and other risky behaviors.

As the Law Enforcement Executive for the Dover Police Department I am respectfully requesting the needed funding for five new police officer positions. This grant will help ensure that existing strategies and programs can be sustained as they are still valid and useful. To be sure, we will continue to use analytics that produce credible evidence to determine additional ways to reduce gun violence in the community. The primary role of law enforcement is to address crime, contribute to a sense of security, and enhance the quality of life of all citizens. This is done better through a holistic approach, working with community partners, but the impact of a uniformed officer cannot be replaced by a secondary resource. Thank you for your kind consideration to this application.

Sincerely,

Thomas A. Johnson, Jr.
Chief of Police

Congress of the United States

Washington, DC 20515

March 10, 2020

Mr. Phil E. Keith, Director
Office of Community Oriented Policing Services
U.S. Department of Justice
145 N Street NE
Washington, DC 20530

Dear Director Keith,

The Delaware Congressional Delegation is proud to provide this letter of support for the Dover Police Department's application under the 2020 Community Oriented Policing Services (COPS) Hiring Program (CHP). The application being submitted seeks five new-hire police officers for Kent County's largest department. The officers will be deployed in an effort to further reduce gun violence within the city of Dover, the capitol of our nation's first state.

We fully support the Dover Police Department's vision to deploy the five new officers to work in concert with local groups and citizens within our capital city towards the common goal of reducing gun violence. Various shooting incidents, ranging from criminal mischief and reckless endangerment to assault and murder, have been occurring more frequently within the city since November, 2019. Of the 29 such incidents occurring since then, three have been classified as homicides with two of them involving juveniles.

Currently, the department successfully employs the use of detailed crime analytics to monitor the shootings, and other criminal occurrences, throughout the city on a biweekly basis. This is part of a predictive policing model, producing actionable intelligence, where additional enforcement efforts are needed to reduce the violence. The Dover Police Department collaborates with other State and Federal law enforcement agencies; sharing information useful to the deterrence of the violent criminal activities. A special Task Force, staffed by these resources, was required to address their recent challenge. Collaboration extends to the Downtown Dover (business) Partnership, various inter-faith (clergy) groups, and other stakeholders concerned with the public safety of our citizens. However, a staffing shortage is limiting the visible police patrols needed to deter crime.

We appreciate your consideration of this application. Please contact us once a decision is rendered. Should you have any questions, we can be reached through our staff members: Larry Windley in Senator Carper's office at (302) 674-3308; Kate Rohrer in Senator Coons' office at (302) 736-5601; and Tyrone Jones in Congresswoman Blunt Rochester's office at (302) 830-2330.

Sincerely,

Thomas R. Carper
United States Senator

Christopher A. Coons
United States Senator

Lisa Blunt Rochester
Member of Congress

COPS Office Award Application

DE00101

Dover Police Department

SECTION 1: COPS OFFICE AWARD PROGRAM REQUEST

Federal assistance is being requested under the following COPS Office program:

Verify the COPS Office award program for which you are requesting federal assistance. A separate application must be completed for each COPS Office program for which you are applying. Please ensure that you read, understand, and agree to comply with the applicable award terms and conditions as outlined in the COPS Office Application Guide before finalizing your selection.

The program you have selected is: COPS Hiring Program

SECTION 2: AGENCY ELIGIBILITY INFORMATION

A. Type of Agency (select one)

- (●) **Law Enforcement**
- ( ) **Non-Law Enforcement**

From the list below, please select the type of agency which best describes the applicant.

Law Enforcement Entities

Municipal Police

Please indicate if your jurisdiction is primarily considered rural, urban or suburban.

Suburban

2A. CHP Eligibility Questions

In this section, we will ask you several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) award. Please note that CHP applicants must have a police department that is operational as of January 09, 2020, or receive services through a new or existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served.

In addition, if funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the government agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider later).

Part I. Law Enforcement Agency Operations

A law enforcement agency is established and operational if the jurisdiction has passed authorizing legislation and it has a current operating budget.

Q1) Is your agency established and currently operational?

Yes

Part II. Contracting to Receive Law Enforcement Services

Q1) If awarded, does your agency plan to use funds awarded under this award to establish or supplement a written contract for law enforcement services (e.g., a town contracting for services with a nearby sheriff's department)?

No

Part III. Law Enforcement Agency Authority

An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within its jurisdiction. Agencies are not considered to have primary law enforcement authority if they only: respond to or investigate specific type(s) of crime(s), respond to or investigate crimes within a correctional institution, serve warrants, provide courthouse security, transport prisoners, have cases referred to them for investigation or investigational support or only some combination of these.

Q1) Based on the definition above, does your agency have primary law enforcement authority? [Or, if contracting to receive services, does the agency that will be providing law enforcement services have primary law enforcement authority for the population to be served?]

Yes

SECTION 3: GENERAL AGENCY INFORMATION

A. Applicant ORI Number DE00101

The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your award. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

B. Applicant Data Universal Numbering System (DUNS) Number: 077093664

A Data Universal Numbering System (DUNS) number is required prior to submitting this application. A DUNS number is a unique nine or thirteen digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of the COPS Office Application Guide.

Applicant Data Universal Numbering System (DUNS) Name:

City of Dover

If your registered name in DUNS is different from your COPS legal name, please enter the registered name. For more information about how to obtain a DUNS name, please refer to https://www.dnb.com/duns-number/lookup.html.

C. System for Award Management (SAM)

The System for Award Management (SAM) replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and sub recipients. The U.S. Department of Justice requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Please note that applicants must update or renew their SAM registration at least once a year to maintain active status.

Applicants that were previously registered in the CCR database must, at a minimum:

Create a SAM account

Log into SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM Registration procedures can be accessed at https://www.sam.gov.

For more information about how to register with SAM, please refer to the "How to Apply" section of the COPS Office Application Guide.

Your SAM Registration is set to expire on: 03/03/2021

Please enter date in MM/DD/YYYY format.

Note: If your SAM registration is set to expire prior to September 30, 2020, please renew your SAM Registration prior to completing this application. Contact the SAM Service Desk at 866-606-8220 or view/update your registration information at https://www.sam.gov

E. Cognizant Federal Agency: Environmental Protection Agency

Select the legal applicant's Cognizant Federal Agency. A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select "Department of Justice" as the Cognizant Federal Agency.

F. Fiscal Year: From 07/01/2019 to 06/30/2020

Please enter date in MM/DD/YYYY format.

G. U.S District Attorney Question

a. Indicate your U.S. Attorney's Office District by selecting your state and then selecting U.S. Attorney's Office District in b.

Delaware

b. Indicate your U.S. Attorney's Office District by selecting from the drop-down.

Delaware

H. Law Enforcement Agency Sworn Force Information

1. Enter the Fiscal Year Budgeted Sworn Force Strength for the current fiscal year below. The budgeted number of sworn officer positions is the number of sworn positions funded in your agency's budget, including funded but frozen positions, as well as state, Bureau of Indian Affairs, or locally funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers.

a. Number of officers funded in agency's current fiscal year budget:

Full-Time: 101

Part-Time: 0

I. Civilian Staffing

1. Enter the number of civilian positions funded in agency's current fiscal year budget:

a. Number of civilian positions funded in agency's current fiscal year budget:

Full-Time: 33

Part-Time: 6

J. U.S. Department of Justice and Other Federal Funding

Applicants are required to disclose whether they have pending applications for federally funded assistance or active federal awards that support the same or similar activities or services for which funding is being requested under this application.

Be advised that as a general rule COPS Office funding may not be used for the same item or service funded through another funding source. However, leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate. To aid the COPS Office in the prevention of awarding potentially duplicative funding, please indicate whether your agency has a pending application and/or an active award with any other federal funding source (e.g. direct federal funding or indirect federal funding through State sub-awarded federal funds) which supports the same or similar activities or services as being proposed in this COPS Office application. (complete the tables below):

Summary of Current/Active Non-COPS Office Awards that Support the Same or Similar Activities or Services as being Proposed in the COPS Office Application

Federal Awarding Agency or State Agency for Sub-awarded Federal Funding	Award Number	Program Name	Award Start Date (mm/dd/yyyy)	Award End Date(mm/dd/yyyy)	Award Amount	Describe How This Project Differs From The Application For COPS Office Funding

Summary of Current/Active Non-COPS Office Awards that Support the Same or Similar Activities or Services as being Proposed in the COPS Office Application

Federal Awarding Agency or State Agency for Sub-awarded Federal Funding	Application Number (if known)	Program Name	Project Length	Total Requested Amount	Items Requested	Describe How This Project Differs From The Application For COPS Office Funding

SECTION 4: EXECUTIVE INFORMATION

Note: Listing individuals without ultimate programmatic and financial authority for the award could delay the review of your application, or remove your application from consideration.

A. Law Enforcement Executive/Agency Executive Information:

For Law Enforcement Agencies: *This is the highest ranking law enforcement official within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent). The section below has been pre-populated from the information listed in your COPS Office Agency Portal Account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.*

For Non-Law Enforcement Agencies: *This is the highest ranking individual in the applicant agency (e.g., chief executive officer, president, chairperson, director) who has the authority to apply for this award on behalf of the applicant agency. If the award is awarded, this position will ultimately be responsible for the programmatic implementation of the award. The section below has been pre-populated from the information listed in your COPS Office Agency Portal Account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.*

Title: Chief

First Name: Thomas MI: A Last Name: Johnson Suffix:

Agency Name: Dover Police Department

Street1: 400 South Queen Street

Street2:

City: Dover State: DE Zip / Postal Code: 19904

Telephone Number: 3027367100 Fax: 3027367157 Email: thomas.johnson@cj.state.de.us

Edit Contact Information

If your agency previously indicated in Section 2, that if awarded, this award would be used in a written contracting arrangement to receive law enforcement services (e.g., a town which is contracting with a neighboring sheriff's department to receive services), then question 4A, should display the executive information for the agency which will be providing the law enforcement services under this award (e.g., Sheriff). Question 4B should display the executive information for the government agency which will be receiving the law enforcement services under this award (i.e., Mayor, City Manager, etc.). Before proceeding with this application, we ask that you please log onto the COPS Office Agency Portal to update the agency providing law enforcement services as your Law Enforcement Executive/Agency Executive Information. This information will be used to populate Section 4 of this application, so please ensure its accuracy.

B. Government Executive/Financial Official Information:

For Government Agencies: *This is the highest ranking government official within your jurisdiction (e.g., mayor, city administrator, or equivalent). The section below has been pre-populated from the information listed in your COPS Office Agency Portal Account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.*

For Non-Government Agencies: *This is the financial official who has the authority to apply for this award on behalf of the applicant agency (e.g., chief financial officer, treasurer). If the award is awarded, this position will ultimately be responsible for the financial management of the award. Please note that information for non-executive positions (e.g., clerks, trustees) is not acceptable. The section below has been pre-populated from the information listed in your COPS Office Agency Portal Account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.*

Title: Mayor

First Name: Robin MI: R Last Name: Christiansen Suffix:
Agency Name: Dover Police Department
Street1: City Hall - 15 Loockerman Plaza
Street2:
City: Dover State: DE Zip / Postal Code: 19901
Telephone Number: 3027367005 Fax: 3027367002 Email: rchristiansen@dover.de.us
Edit Contact Information

C. Application Contact Information:

Application Contact: *Enter the application contact's name and contact information.*

Title: Ms
First Name: Robin MI: Last Name: Adkins Suffix: Select One...
Agency Name: Dover Police Department
Street1: 400 South Queen Street
Street2:
City: Dover State: DE Zip / Postal Code: 19904
Telephone Number: 302-736-4446 Fax: 302-736-7157 Email: robin.adkins@cj.state.de.us

SECTION 5A: COPS HIRING PROGRAM OFFICER REQUEST

Part I

Enter the Fiscal Year Actual Sworn Force Strength as of the date of this application. *The actual number of sworn officer positions is the actual number of sworn positions employed by your agency as of the date of this application. Do not include funded but currently vacant positions or unpaid positions.*

Number of officers employed by your agency as of the date of this application:

Full-Time:

94

Part-Time:

0

What is the actual population your department serves as the primary law enforcement entity?

38079

This may or may not be the same as your census population. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police). An agency with primary law enforcement authority is defined as having first responder responsibility to calls for service for all types of criminal incidents within its jurisdiction.

For FY 2020 COPS Hiring Program (CHP) applicants are eligible to apply for the number of officer positions necessary to support their proposed community policing strategy. Please keep in mind that there is a minimum 25 percent local cash match and a 12-month retention requirement for each officer position funded. The COPS Office will fund as many positions as possible for successful applicants; however, the number of officer positions requested by an agency may be reduced based on the availability of funding and other programmatic considerations.

FY 2020 CHP award funds cover 75 percent of the approved entry-level salary and fringe benefits of each newly-hired and/or rehired, full-time sworn career law enforcement officer for three years (36 months) up to $125,000 per officer position. CHP award funding will be based on your agency's current entry-level salaries and fringe benefits for full-time sworn officers.

If your agency requests officers to be deployed as school resource officers (SRO), ALL OF THE OFFICER POSITIONS REQUESTED BELOW MUST BE USED TO DEPLOY FULL-TIME school resource officers. Do not request more officer positions than your agency can expect to deploy in this capacity. A "school resource officer" is a career law enforcement officer, with sworn authority, who is engaged in community policing activities and is assigned by the employing agency to work in collaboration with schools. If awarded an award for SRO position(s), please note that the COPS Office requires that the officer(s) deployed into the SRO position(s) spend a minimum of 75 percent of their time in and around primary and secondary schools working on school and youth-related activities. The placement of law enforcement officers in school carries a risk of contributing to a "school-to-prison pipeline" process where students are arrested or cited for minor, non-violent behavioral violations and then diverted to the juvenile court system. This pipeline wastes community resources and can lead to academic failure and greater recidivism rates for these students. If awarded, the recipient will agree that any officers deployed while implementing School-based Policing under the COPS Hiring Program award may not be involved in the administrative discipline of the students.

There must be an increase in the level of community policing activities performed in and around primary or secondary schools in the agency's jurisdiction as a result of the award. The time commitment of the funded officers must be above and beyond the amount of time that the agency devoted to the schools before receiving the award. Recipients using CHP funding to hire or deploy school resource officers into schools must submit to the COPS Office a signed memorandum of understanding (MOU) between the law enforcement agency and the school partner(s) before obligating or drawing down funds under this award. An MOU is not required at time of application; however, if the law enforcement agency already has an MOU in place that is applicable to the partnership, the MOU can be submitted as an attachment in Section 13 of the award application. The MOU must contain the following; the purpose of the MOU, clearly defined roles and responsibilities of the school district and the law enforcement agency focusing officers' roles on safety, information sharing, supervision responsibility, and chain of command for the SRO and signatures. If awarded, a recipient must submit an MOU to the COPS Office within 90 days from the date shown on the award congratulatory letter. Implementation of the COPS Hiring Program award without submission and acceptance of the required MOU may result in expenditures not being reimbursed by the COPS Office and/or award de-obligation.

In addition, in Section 6B, you must select "School Based Policing through School Resource Officers" under "School Based Policing" as your focus area.

Is your agency requesting that all of these officer positions be deployed as school resource officers (SROs)?

No

How many officers are you requesting?

In FY 2020, agencies may request the number of officer positions necessary to support their proposed community policing strategy. Please keep in mind, there is a minimum 25 percent local cash match and a 12 month retention period for each officer position funded. The COPS Office will fund as many positions as possible for successful applicants; however, the number of officer positions requested by an agency may be reduced based on the availability of funding and other programmatic considerations. How many entry-level, full-time officer positions is your agency requesting in this application?

5

IMPORTANT: If you later return to this section of the application and change the above number of officers you are requesting, you must then go to Section 14A, Part 1 to allow the application to recalculate your budget figures. You will also need to adjust your projection of your Federal/Local share costs in the chart located in Section 14A, Part 3. Failure to do this will cause a conflict in your budget submission. Next, your agency must allocate the number of positions requested under each of the three hiring categories described below based on your agency's current needs at the time of this application. Please be mindful of the initial three-year award period, and your agency's ability to fill and retain the officer positions awarded, while following your agency's established hiring policies and procedures. CHP awards will be made for officer positions requested in each of the three hiring categories, and recipients are required to use awarded funds for the specific categories awarded.

It is imperative that your agency understand that the COPS Office statutory nonsupplanting requirement mandates that award funds may only be used to supplement (increase) a recipient's law enforcement budget for sworn officer positions and may not supplant (replace) state, local, or tribal funds that a recipient otherwise would have spent on officer positions if it had not received an award. This means that if your agency plans to

(a) hire new officer positions (including filling existing vacancies that are no longer funded in your agency's budget): It must hire these new additional positions on or after the official award start date, above its current budgeted (funded) level of sworn officer positions, and otherwise comply with the nonsupplanting requirement as described in detail in the award owner's manual.

(b) rehire officers who have been laid off by any jurisdiction as a result of state, local, or tribal budget reductions: It must rehire the officers on or after the official award start date, maintain documentation showing the date(s) that the positions were laid off and rehired, and otherwise comply with the nonsupplanting requirement as described in detail in the award owner's manual.

(c) Rehire officers who are (at the time of application) currently scheduled to be laid off (by your jurisdiction) on a specific future date as a result of state, local, or tribal budget reductions: It must continue to fund the officers with its own funds from the award start date until the date of the scheduled lay-off (for example, if the CHP award start date is September 1 and the lay-offs are scheduled for November 1, then the CHP funds may not be used to fund the officers until November 1, the date of the scheduled lay-off); identify the number and date(s) of the scheduled lay-off(s) in this application (see below); maintain documentation showing the date(s) and reason(s) for the lay-off; and otherwise comply with the nonsupplanting requirement as described in detail in the award owner's manual. [Please note that as long as your agency can document the date that the lay-off(s) would occur if CHP funds were not available, it may transfer the officers to the CHP funding on or immediately after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual officer.]

Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of CHP award funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual officers regarding the date(s) of the lay-offs; or budget documents ordering departmental or jurisdiction-wide budget reductions. These records must be maintained with your agency's CHP award records during the award period and for three years following the date of the submission of the final expenditure report in the event of an audit, monitoring, or other evaluation of your award compliance.

If your agency's request is funded, your agency will have the opportunity after the award announcement to request an award modification to move awarded funding into the category or categories that meet your agency's law enforcement needs at that time (including updating the dates of future scheduled lay-offs).

If you need additional information regarding requesting a modification, please contact the COPS Office Response Center at 1-800-421-6770.

Category A: New, additional officer positions (including filling existing vacancies no longer funded in your agency's budget).

Category A Request:

5

Category B: Rehire officers laid off (from any jurisdiction) as a result of state or local budget reductions.

Category B Request:

0

Category C: Rehire officers scheduled to be laid off (at the time of the application) on a specific future date as a result of state or local budget reductions.

We also need some information about when the layoff of officers in this category is scheduled to occur. In the space below, please indicate when the officer(s) specified in this category are scheduled to be laid off.

To enter your information, click "Add a New Officer Layoff". To save your submission, click "Save" before moving to the next section.

Number of Officers	Date these officers are scheduled to be laid off	Action

Add a New Officer Layoff

Total Category C Request: 0

Part 3

1. Under the 2020 COPS Hiring Program, applicants are not required to hire military veterans as new hires. However, the COPS Office supports the Attorney General's commitment to hiring military veterans whenever possible. Please note that if your agency checks "yes" to the question below, your agency will be required to maintain documentation that it made every effort possible (consistent with your internal procedures and policies) to hire at least one military veteran.

Does your agency commit to hire and/or rehire at least one military veteran (as defined in the Application Guide) for the officer position(s) you have requested?

- Yes
- No

Part 4

The following questions will help Congress and the U.S. Department of Justice identify potential gaps in training.

1. On average how many hours of IN-SERVICE (non recruit) training (e.g. FTO, continuing professional education, roll call, standard) are required annually for each of your agency's officers/deputies in the following categories (if none, please indicate 0 hours)?

Use of force (hours) 3

De-escalation of conflict (hours) 3

Racial and ethnic bias that includes elements of implicit/unconscious bias (hours) 1

Gender bias in response to domestic violence and sexual assault (hours) 1

Bias towards lesbian, gay, bisexual, and transgender (LGBT) individuals (hours) 1

Community engagement (e.g., community policing and problem solving)(hours) 1

2. Does your agency administer a police training academy?

No

SECTION 6B: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

Community Policing Strategy

COPS Office funding must be used to reorient the mission and activities of law enforcement agencies through initiating community policing or enhancing their involvement in community policing with the officers hired under this award program or an equal number of veteran officers who have been redeployed to implement this plan after hiring the entry-level COPS Office-funded officers. If awarded funds, your responses to sections II(a) and II(b) that follow will constitute your agency's community policing strategy under this award. Your organization may be audited or monitored to ensure that it is initiating or enhancing community policing in accordance with this strategy. The COPS Office may also use this information to understand the needs of the field, and potentially provide for training, technical assistance, problem solving and community policing implementation tools. Please note that the COPS Office recognizes that your COPS Office-funded officer(s) (or an equal number of veteran officers who are redeployed after hiring the entry-level COPS Office-funded officers) will engage in a variety of community policing activities and strategies, including participating in some or all aspects of your identified community policing strategy. Your community-policing strategy may be influenced and impacted by others within and outside of your organization; this is considered beneficial to your community policing efforts.

At any time during your award period, you should be prepared to demonstrate (1) the community policing activities engaged in prior to the award that are detailed in section I of this application and (2) how the award funds and award-funded officers (or an equal number of redeployed veteran officers) were specifically used to enhance (increase) or initiate community policing activities according to your community policing strategy contained in sections II (a) and II (b) of this application.

Finally, we also understand that your community policing needs may change during the life of your award. Minor changes to this strategy may be made without prior approval of the COPS Office; however, recipients will be required to report on progress and changes to the community policing strategy (if any) through required progress reports. If your agency's community policing strategy changes significantly, you must submit those changes to the COPS Office for approval. Changes are significant if they deviate from the specific crime problems(s) originally identified and approved in the community policing strategy submitted with the application. In some cases, changes to the approved community policing approaches may also be deemed significant and may require approval of a modified community policing strategy by the COPS Office, depending on the scope and nature of those changes as identified in the quarterly progress reports.

The following is the COPS Office definition of community policing that emphasizes the primary components of community partnerships, organizational transformation, and problem solving. Please refer to the COPS Office web site (https://cops.usdoj.gov) for further information regarding this definition.

Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem solving techniques to proactively address the immediate conditions that give rise to public safety issues, such as violent crime, non-violent crime, and fear of crime.

The COPS Office has completed the development of a comprehensive community policing self-assessment tool for use by law enforcement agencies. Based on this work, we have developed the following list of primary sub-elements of community policing. Please refer to the COPS Office web site (https://cops.usdoj.gov) for further information regarding these sub-elements.

Community Partnerships:

Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to both develop solutions to problems and increase trust in police.

Other Government Agencies

Community Members/Groups

Non-Profits/Service Providers

Private Businesses

Media

Organizational Transformation:

The alignment of organizational management, structure, personnel and information systems to support community partnerships and proactive problem-solving efforts.

Agency Management

Climate and culture

Leadership

Labor relations

Decision-making

Strategic planning

Policies

Organizational evaluations

Transparency

Organizational Structure

Geographic assignment of officers

Despecialization

Resources and finances

Personnel

Recruitment, hiring and selection

Personnel supervision/evaluations

Training

Information Systems (Technology)

Communication/access to data

Quality and accuracy of data

Problem Solving:

The process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated.

Scanning: Identifying and prioritizing problems

Analysis: Analyzing problems

Response: Responding to problems

Assessment: Assessing problem-solving initiatives

Using the Crime Triangle to focus on immediate conditions (Victim/Offender/Location)

I. Current Organizational Commitment to Community Policing

1) For each of the following statements, please answer in terms of existing agency policies and practices as they relate to collaborative partnerships and problem solving activities. Please check all that apply.

ACTIVITY	Community Partnerships	Problem Solving
Q1a. The agency mission statement, vision, or goals includes references to:	☑	☑
Q1b. The agency strategic plan includes specific goals or objectives relating to:	☑	☑
Q1c. The agency recruitment, selection and hiring processes include elements relating to:	☑	☑
Q1d. Annual line officers evaluations assess performance in:	☑	☑
Q1e. Line officers receive regular (at least once every two years) training in:	☑	☑

2) Which of the following internal management practices does your agency currently employ? Please check all that apply.

- ☑ Assignment of officers to specific neighborhoods or areas for longer periods of time to enhance customer service and facilitate more contact between police and citizens
- ☑ Assignment of officers to geographic hot spots that are defined statistically by creating incident maps to identify geographic clustering of crime and disorder
- ☑ In-service training for officers on basic and advanced community policing principles
- ☑ Early Intervention Systems that help identify officers who may be showing signs of stress, personal problem, and questionable work conduct
- ☐ None of the above

3) Which of the following do you count/measure to annually assess your agency's overall performance? Please check all that apply.

- ☑ Response times
- ☑ Reported crimes
- ☑ Reported incidents
- ☑ Arrests and citations
- ☑ Problem solving outcomes
- ☑ Department employee satisfaction
- ☑ Clearance rates
- ☑ Complaints of officer behavior
- ☑ Reduction of crime in identified hot spots
- ☑ Repeat calls for service
- ☑ Social disorder/nuisance problems (e.g., graffiti, panhandling, loitering)
- ☑ Satisfaction with police services
- ☑ Fear of crime
- ☑ Victimization (i.e, non-reported crime)
- ☑ Community meetings held/attended
- ☑ Use of force incidents
- ☑ Meeting the priorities as identified in your agency strategic plan
- ☐ My agency does not conduct annual assessments of overall performance

4) Through which of the following does your agency routinely share information with community members? Please check all that apply.

- ☑ Neighborhood, beat, and/or school meetings
- ☑ Local media outlets
- ☐ Agency newsletter

- [ ] Neighborhood newsletters
- [x] Agency website
- [x] Social networking (Blogs, Twitter feeds, Facebook pages, etc.)
- [x] Citizen alert system (telephone, email, text, etc.)
- [x] Citizen alert system that is geographically targeted, based on updated hot spots
- [x] Public access television/radio
- [x] Community organization board membership
- [x] Public forums with chief/sheriff/command staff
- [x] Posters, billboards, flyers
- [ ] None of the above

5) Through which of the following ways does your agency formally involve community members in influencing agency practices and operations? Please check all that apply.

- [x] Citizen police academies
- [ ] Volunteer activities
- [x] Auxiliary police programs
- [ ] Civilian review boards (i.e. disciplinary review boards)
- [x] Citizen advisory groups (i.e. informal advisory function)
- [ ] Involvement in hiring decisions (interview panels, selection boards, etc.)
- [ ] Involvement in contributing to annual line officer performance reviews
- [ ] Representation on promotional boards
- [ ] Participation in accountability and performance reporting and tracking meetings
- [ ] Participation in complaint resolution process (formal mediation, disciplinary boards, etc.)
- [ ] None of the above

II(a) Proposed Community Policing Strategy: Problem Solving and Partnerships

COPS Office awards must be used to initiate or enhance community policing activities with either the newly hired officers funded by this award program or an equivalent number of veteran officers who are redeployed to implement this community policing strategy after hiring the additional entry-level officers with COPS Office award funds. In this section you will be asked to identify the crime and disorder **problem/focus area** and the **partners** to be engaged through your requested COPS Office funding. Identifying the specific problem/focus area and partnerships that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS Office funding under this program and to ensure that ultimately the additional award-funded officers (or equivalent number of redeployed veteran officers) will initiate or enhance your agency's capacity to implement community policing strategies and approaches.

6) Using the following list, select a problem/focus area that will be addressed by the officers requested in this application. Please choose the option that best fits your problem. **You may select one problem/focus area** to address through this award funding.

When identifying a problem, it is important to think about the nature of similar incidents that taken together comprise the problem and accordingly **describe it in precise, specific terms** (e.g. "burglary of retail establishments", rather than just "burglary"). In doing this, it can be helpful to consider all aspects of the problem, including the likely offenders, the suitable targets/victims, and how these come together in time and space.

School Based Policing

- [ ] Child Sexual Predators and Internet Safety
- [ ] Children Exposed to Violence
- [ ] Youth Crime and Delinquency

School Based Policing

School Based Policing through School Resource Officers

By selecting this focus area, your agency is committing that if awarded, all officer positions requested in this application (or an equivalent number of redeployed veteran officers) will be used to deploy school resource officers and address problems in and around primary and secondary schools.

Please specify the areas the school resource officer(s) would address (check all that apply):

- [ ] Address crime problems, gangs, and drug activities affecting or occurring in or around an elementary or secondary school;
- [ ] Develop or expand crime prevention efforts for students;
- [ ] Educate youth in crime prevention and safety;
- [ ] Develop or expand community justice initiatives for students;
- [ ] Train students in conflict resolution, restorative justice, and crime awareness;
- [ ] Assist in the identification of physical changes in the environment that may reduce crime in or around the school;
- [ ] Assist in developing school policy that addresses crime and to recommend procedural changes to enhance school safety.
- [ ] Other Area

(Please Specify Other Area)

- [ ] Other School Based Policing (please specify)

Opioid Education, Prevention, and Intervention

- [ ] Education, Prevention, and Intervention

Homeland & Border Security Problems

- [ ] Partnering with Federal Law Enforcement to Combat Illegal Immigration (e.g., information sharing, 287(g) partnerships, taskforces, and honoring detainers)
- [ ] Protecting Critical Infrastructure Problems
- [ ] Information or Intelligence Problems
- [ ] Other Homeland Security Problem (please specify)

Non-Violent Crime Problems and Quality-of-Life Policing

- [ ] Burglary
- [ ] Fraud
- [ ] Larceny/Theft (Non-Motor Vehicle)
- [ ] Motor Vehicle Theft/Theft from Motor Vehicle
- [ ] Vandalism
- [ ] Social Disorder
- [ ] Quality of Life Problem
- [ ] Prostitution
- [ ] Misdemeanor Crimes
- [ ] Disorderly Activity
- [ ] Traffic and Pedestrian Safety
- [ ] Other Non-Violent Crime Problem (please specify)

Building Trust and Respect

- [ ] Building Trust and Respect

Violent Crime Problems

- [ ] Assault
- [ ] Homicide
- [ ] Rape
- [ ] Robbery
- [ ] Domestic Violence
- [ ] Human Trafficking
- [x] Gun Violence

If Selected: Please specify your gun violence problem: for example, gun violence by juvenile gang members, drug related gun violence, etc.

Increased gun violence associated with juvenile gang members and illegal drug activities

Please also include the number of aggravated assaults with a firearm in your jurisdiction during the last calendar year:

27

- [ ] Criminal Gangs
- [ ] Drug Manufacturing, Drug Dealing, Drug Trafficking
- [ ] Other Violent Crime Problem (please specify)

6a) Briefly describe the problem/focus area that you will address with these award funds and your approach to the problem. [2,000 characters or less]

The City of Dover is experiencing an alarming increase in number of gun related violent crimes over the last several months and many of them were committed by juvenile gang members. Since November 2019, the police department responded to 27 separate victims who were assaulted, injured or killed with a gun. Many of the victims and defendants involved in these gun violence cases, were directly tied to some type of gang affiliation. In the first two months of 2020, shooting incidents continued to rise as the police department responded to thirteen incidents which included three homicides and 7 additional victims who were shot by a gun. Nine (69%) of these incidents were gang related. The growing incidences of gun violence significantly impacts the ability of our residents, visitors, and local business owners to feel safe within the community.

If awarded, the funds will provide the leverage needed for the City of Dover to approve the hiring of five additional police officers who are desperately needed. The main focus will be to combat gun related crimes and juvenile gang violence by building up a police presence in affected areas of the city to foster cooperation with the residents in those areas. The additional manpower will expand the Patrol Division and Community Policing Unit and reducing violent crime will be a collaborative goal for both the police department and the community in which it serves. In addition, the department's Strategic Plan strongly supports fostering community policing efforts by all operational units to increase public awareness and community involvement. The department hopes that this positive police contact will also help officers reach juveniles at an earlier age and help them educate these young people and guide them in a positive direction. Having officers closely connected to all residents, property managers, business owners, and various stakeholders in the community will only foster cooperation, trust, and transparency.

7) Which of the following information sources did you use to prioritize this problem/focus area as a problem/focus area to address through this award program (please check all that apply):

- [x] Police department data (e.g. police reports, calls for service, crime data, citizen complaints)
- [x] Agency personnel (e.g. officer feedback, command staff priorities)
- [x] Other local non-law enforcement government agency data
- [x] Community based organizations (e.g. faith based, non-profits, social service providers)
- [x] Local businesses
- [x] Individual community members/community meetings
- [x] Community survey
- [x] Local government officials
- [x] The media
- [ ] None of the above

8) If awarded funds, my agency will improve our understanding of this problem/focus area by examining (please check all that apply):

- [x] Routinely collected law enforcement data/information related to the problem (e.g. arrest, incident reports, calls for service)
- [x] The location and/or time aspects of the problem/focus area (e.g. mapping)
- [x] The conditions and environmental factors related to the problem/focus area
- [x] The strengths and limitations of current responses to the problem/focus area
- [x] Non-law enforcement data/information related to the problem/focus area (e.g. insurance crash data, other government agency data, census data, survey data)
- [x] Existing research and best practices related to the problem/focus area
- [x] Data/information from the community related to the problem/focus area (e.g. resident associations, business groups, non-profit community service organizations)
- [x] Information about offenders contributing to the problem/focus area (e.g. offender interview, arrest records)
- [x] Information about victims affected by the problem/focus area (e.g. crime reports, victim interviews)
- [x] Strengths and weaknesses of previous responses to the problem/focus area
- [ ] None of the above

9) If awarded funds my agency will use the following information sources to assess our response to this problem/focus area to determine whether the response was implemented and achieved the desired outcomes(please check all that apply):

- [x] Routinely collected law enforcement data/information related to the problem/focus area (e.g. arrests, incident reports, calls for service)
- [x] Data/information regarding whether the response was implemented as planned
- [x] Police data collected for this specific problem/focus area (e.g. problem-specific surveys, field interview contact cards)
- [x] Non-police data/information related to the problem/focus area(e.g. insurance crash data, other government agency data, census data, survey data)
- [x] Data/information from the community related to the problem/focus area (e.g. resident associations, business groups, non-profit community service organizations)
- [x] Information about offenders contributing to the problem/focus area (e.g. offender interview, arrest records, probation/parole data)
- [x] Information about victims and/or stake holders affected by the problem/focus area (e.g. crime reports, victim interviews)
- [ ] None of the above

10) To the best of your ability at this time, please select from the below list what your **primary goals** are in responding to your selected problem/focus area **(please select up to 3):**

- [x] Eliminating the problem/focus area
- [ ] Reducing the number of incidents
- [ ] Increasing public trust in your agency
- [x] Reducing the seriousness of the incidents or the amount of harm
- [ ] Reducing the number of victims and repeat victims
- [ ] Reducing the number of offenders and repeat offenders
- [ ] Moving the problem/focus area to another area
- [ ] Getting other agencies and stake holders to assume responsibility for the problem/focus area
- [x] Improving the response to the problem/focus area (i.e. more comprehensive and coordinated way of dealing with the problem/focus area, providing better services to victims, or greater efficiency in dealing with the problem/focus area)
- [ ] Improving citizen perceptions of the problem/focus area
- [ ] Increasing the number of arrests/citations
- [ ] Reducing the number of calls for service
- [ ] None of the above

11) An important part of a comprehensive community policing strategy is the formation of partnerships, such as working with other public agencies, private organizations, or participation in regional law enforcement partnerships. If awarded funds, will your agency and the award funded officers (or an equivalent number of redeployed veteran officers) initiate or enhance a partnership with an external group/organization to develop responses to this problem/focus area?

- (•) Yes
- ( ) No

11a) If awarded funds, how many external groups/organizations will your agency initiate or enhance a partnership with to develop responses to this problem/focus area?

5

11b) Name the most important external groups/organizations that your agency will initiate or enhance a partnership with to develop responses to this problem/focus area (maximum of three partners). Note: you may attach optional letters of this support from any or all of these prospective partners in Section 13 of the application. You will be limited to listing no more than three partners per public safety problem/focus area.

Partner Number	Partner Name	11c/11d	Action
1	ATF	**11c) For this partner, please indicate the statement that best characterizes this partner:** ( ) Local government agencies (non-law enforcement, e.g., probation/parole, parks and recreation, code enforcement) ( ) Community based organizations (e.g., faith based, community redevelopment groups, social service providers, resident associations) ( ) Businesses operating in the community ( ) Tribal law enforcement agencies (•) Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships ( ) Local educational institutions (schools/colleges/universities) ( ) Individual stakeholders (persons residing, working, or with an interest in the community or problem	Edit Delete
2	State Police	**11c) For this partner, please indicate the statement that best characterizes this partner:** ( ) Local government agencies (non-law enforcement, e.g., probation/parole, parks and recreation, code enforcement) ( ) Community based organizations (e.g., faith based, community redevelopment groups, social service providers, resident associations) ( ) Businesses operating in the community ( ) Tribal law enforcement agencies (•) Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships ( ) Local educational institutions (schools/colleges/universities) ( ) Individual stakeholders (persons residing, working, or with an interest in the community or problem	Edit Delete
3	Probation & Parole	**11c) For this partner, please indicate the statement that best characterizes this partner:** (•) Local government agencies (non-law enforcement, e.g., probation/parole, parks and recreation, code enforcement) ( ) Community based organizations (e.g., faith based, community redevelopment groups, social service providers, resident associations) ( ) Businesses operating in the community ( ) Tribal law enforcement agencies ( ) Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships	Edit Delete

- Local educational institutions (schools/colleges/universities)
- Individual stakeholders (persons residing, working, or with an interest in the community or problem

II(b) Proposed Community Policing Strategy: Organizational Transformation

COPS Office awards must be used to initiate or enhance community policing activities. In this section you will be asked to identify the organizational change(s) that your agency plans to focus on through your requested COPS Office funding. Identifying the specific organizational change(s) that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS Office funding under this program, and to ensure that ultimately the use of these funds will initiate or enhance your agency's capacity to implement community policing approaches.

12) If awarded funds, will your agency initiate or enhance any of the following internal changes to personnel management? (Select no more than 2 internal changes to personnel management that will be addressed with these award funds.)

- [ ] Flexibility in officer shift assignments to facilitate addressing specific problems
- [x] Assignment of officers to specific neighborhoods or areas for longer periods of time to enhance customer service and facilitate more contact between police and citizens

Please provide a narrative for each internal change to personnel management identified (2,000 characters or less)

As prescribed in our Strategic Plan, the Dover Police Department plans to have all police officers engaged in community policing activities to increase public awareness and community involvement. The additional manpower provided by this grant will enable the department to have officers engaged in specific neighborhoods in the community for longer periods of time to develop relationships, trust and transparency with our community partners. Community Policing Unit officers have always been assigned to specific neighborhoods to build relationships and trust in those areas. However, the additional engagement of patrol officers in the same way will help to provide more presence in all the areas of the city every day as this is what is needed.

- [ ] Recruitment and hiring practices that reflect an orientation towards problem solving and community engagement
- [ ] In-service training for officers on basic and advanced community policing principles
- [ ] Field training officer (FTO) programs that teach and test problem solving, community engagement, and critical thinking skills
- [ ] Measure and include non-enforcement proactive community engagement efforts as part of officer performance evaluations
- [ ] Provide de-escalation training to sworn personnel and promote de-escalation as an important strategy to diffuse potentially volatile situations
- [ ] Early intervention systems that help identify officers who may be showing early signs of stress, personal problems, and questionable work conduct
- [ ] Career development and/or promotional processes (i.e. sergeant exams) that reinforce problem solving and community engagement
- [ ] Implement specific programs to improve the safety and wellness of personnel throughout your organization
- [ ] None of the above

13) If awarded funds, will your agency initiate or enhance any of the following internal changes to agency management? (Select up to 2 internal changes to agency management that will be addressed with these award funds.)

- [ ] Agency mission statement, vision, and/or goals that reflect the core values of community policing
- [ ] Agency strategic plan that outlines the goals and objectives around community policing and other departmental priorities
- [ ] Organizational performance measurement systems that include community policing metrics, and conduct annual assessments of agency performance
- [ ] Technology systems that provide officers, analysts, and the community better and more timely access to data and information
- [ ] Mediation strategies to resolve citizen complaints
- [ ] Collection, analysis, and use of crime data and information in support of problem solving goals
- [ ] Formal accreditation process
- [x] System to capture and track problem solving and partnership efforts and activities

Please provide a narrative for each internal change to agency management identified (2,000 characters or less)

The Dover Police Department crime analyst identifies and monitors crime trends, crime map hot spots, analyses, predicts criminal activity using the data from various state and federal systems. In addition, the department also uses intelligence received from citizens' complaints and other state and federal law enforcement agencies to identify local drug dealers and the neighborhoods. On a biweekly basis, the department crime analyst, first line supervisors and command staff meet with department leadership to strategize and determine deployment approaches for police resources. In addition, the department will continue to partner with other local community, state, and federal agencies to determine approaches and solutions for successfully prosecute and remove violent offenders from the communities we serve.

- [ ] An organizational assessment of community policing
- [ ] None of the above

III. General Community Support and Engagement

14) Did your agency consult with any of the following groups/organizations on the development of this community policing strategy? Please check all that apply.

- [x] Local government agencies (non-law enforcement, e.g.n probation/parole, parks and recreation, code enforcement)
- [x] Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- [x] Businesses operating in the community
- [ ] Tribal law enforcement agencies (outside your jurisdiction)
- [x] Other Federal, state, or local law enforcement agencies
- [x] Multi-jurisdictional or regional task forces/partnerships
- [x] Local educational institutions (schools/colleges/universities)
- [x] Local government officials
- [x] Individual stakeholders residing, working or with an interest in the community and/or problem
- [ ] None of the above

15) To what extent are there related governmental and/or community initiatives that complement your agency's proposed community policing strategy?

- ( ) a) There are a significant number of related initiatives
- (•) b) There are a moderate number of related initiatives
- ( ) c) There are a minimal number of related initiatives
- ( ) d) There are no related initiatives

16) To what extent is there community support in your jurisdiction for implementing the proposed community policing strategy?

- (•) a) High level of support
- ( ) b) Moderate level of support
- ( ) c) Minimum level of support

17) If awarded funds, to what extent will the community policing strategy impact the other components of the criminal justice system in your jurisdiction?

- (•) a) Potentially decreased impact
- ( ) b) No change in impact
- ( ) c) Potentially increased impact

SECTION 7: NEED FOR FEDERAL ASSISTANCE

A. Explanation of Need for Federal Assistance

All applicants are required to explain their inability to address the need for this award without federal assistance. Please do so in the space below. [Please limit your response to a maximum of 1,000 characters.]

The challenges facing law enforcement and society today are enormous; gun violence, gangs, the opioid crisis, and personal security factors; all contribute to increasing violent crime trends within our community. As a result, the Dover Police Department addressed these concerns with increased overtime patrols in affected areas throughout the city that were identified through the use of crime analysis. The buy-in by police personnel as well as members of the community, has been outstanding and success in decreasing violent crimes measured. However, additional personnel resources are required to continue these efforts on a more permanent basis.

Although the city supports the overtime efforts made to date, funding for the five additional police officers requested in the FY21 budget starting in July 2020, is not currently available. City taxes or fees increases are not currently supported, but these COPS grant funds will secure the leverage needed for the positions to be funded.

B. Service Population

1. Enter the total population of the government entity applying for this award using the latest census estimate available in the American Fact Finder at

http://FactFinder2.census.gov.

38079

☐ 2. Check here if the population of the entity applying for this award is not represented by U.S. Census figures (e.g., colleges, special agencies, school police departments, etc.).

3. What is the actual population your department serves as the primary law enforcement entity? 38079

This may or may not be the same as the population specified above. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police). An agency with primary law enforcement authority is defined as having first responder responsibility to calls for service for all types of criminal incidents within its jurisdiction.

3a. If applicable, please explain why the service population differs from the census population:

C. Fiscal Health

Enter your law enforcement agency's total operating budget for the current AND previous two fiscal years. *Please note: All figures must be rounded to the nearest whole dollar.*

CURRENT FISCAL YEAR (2020) $ 18774800

PREVIOUS FISCAL YEAR (2019) $ 18723388

PREVIOUS FISCAL YEAR (2018) $ 17066703

The U.S. Census Bureau American Community Survey (ACS) provides multi-year poverty rate estimates for communities. Please go to the U.S. Census Bureau's American Fact Finder (http://FactFinder2.census.gov) to determine the percentage of individuals in poverty in your jurisdiction. For jurisdictions not included in the census (e.g., schools, universities, transit, parks), please check the box for "Not Applicable." Please see the program Application Guide for additional information and help in using the American Fact Finder. Please note: All figures must be rounded to the nearest whole percent.

a. Percentage of individuals in poverty % 19

☐ Not Applicable:

The Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS) program provides monthly estimates of unemployment for communities. Please go to the Bureau of Labor Statistics' LAUS website (http://www.bls.gov/lau/data.htm) to find detailed instructions for looking up your local area's unemployment rate. It may be necessary to select the nearest best match to your jurisdiction (for example, a city of fewer than 25,000 people may report their county level rate). Please see the program application guide for additional information and help in using the LAUS data. For jurisdictions not included in the census (e.g., schools, universities, transit, parks), please check the box for "Not Applicable". Please note: All figures must be rounded to the nearest whole percent.

a. Percentage Unemployed for December 2019 5

☐ Not Applicable:

Since January 1, 2020, has your agency taken on additional law enforcement duties and responsibilities resulting from an agency merger or the disbanding of a neighboring law enforcement agency (which did not result in a new or supplemented funded contract to provide these law enforcement services)?

No

In addition to the data collected elsewhere in this application, the COPS Office would like to capture information from jurisdictions that may have faced an unanticipated catastrophic event that had a significant impact on the delivery of law enforcement services or have experienced an unusually large increase in the number of homicides in the past year. Examples of unanticipated catastrophic events include mass shootings, terrorist attacks, natural disasters, or other events leading to mass casualties that would not necessarily be reflected in the UCR crime statistics previously reported. Please note that if your jurisdiction is faced with an unanticipated catastrophic event (e.g., mass shooting, terrorist attack, other mass casualty event) after submission of this application, but before the application closing date, you should contact the COPS Office immediately at 800-421-6770 to update your application to include this information.

☐ If your agency experienced a major disaster or catastrophic event in the time period from January 1, 2019 to present, check this box.

D. Property/Violent Crime

Please select at least one statement below:

☑ My agency can report crime data for all 3 years (please input in table below:).
☐ My agency cannot report crime data for 2019.
☐ My agency cannot report crime data for 2018.
☐ My agency cannot report crime data for 2017.

1) **Using UCR crime definitions, enter the actual number of incidents reported to your agency in the previous three calendar years (2019, 2018, 2017) for the following crime types.** Note that only those incidents for which your agency had primary response authority should be provided. Please enter 0 (zero) to indicate no incidents in a particular year/type. Leave blanks only where data is unavailable.

UCR Data	2019	2018	2017
Criminal Homicide	4	5	5
Forcible Rape	61	54	49
Robbery	58	53	47
Aggravated Assault	202	187	168
Burglary	93	76	67
Larceny (except motor vehicle theft)	1942	1748	1564
Motor Vehicle Theft	94	93	68

If awarded funds, will your agency commit to regularly collect, analyze and report incidents of hate crimes to the FBI as part of their annual Uniform Crime Reporting?

- (•) Yes
- ( ) No

Agency Profile Questions (these questions are for information purposes only and will not be scored):

1.Does your agency have a wellness policy or program for officers?

Yes

2.Does your agency report crime data to the National Incident-Based Reporting System (NIBRS)?

Yes

3.Does your agency utilize the National Integrated Ballistic Information Network (NIBIN)?

Yes

4.Does your agency have a dedicated or specific investigator to investigate reported hate crimes?

Yes

SECTION 8: CONTINUATION OF PROJECT AFTER FEDERAL FUNDING ENDS

If you are applying for a COPS Office award with a post-award retention plan requirement, please complete A. If you are applying for a COPS Office award without a post-award retention plan requirement, please complete B.

A. Continuation of Project after Federal Funding Ends (for COPS Office awards with a retention plan requirement)

Applicants must plan to retain all sworn officer positions awarded under your COPS Office hiring award for a minimum of 12 months at the conclusion of 36 months of federal funding for each position. The retained COPS Office-funded positions should be added to your agency's law enforcement budget with state and/or local funds at the end of award funding, over and above the number of locally-funded sworn officer positions that would have existed in the absence of the award. These additional position(s) must be retained using state, local, or other nonfederal funding only. You may not use funds awarded by other federal awards to cover the costs of retention. At the time of award application, applicants must affirm that they plan to retain the positions and identify the planned source(s) of retention funding. We understand that your agency's source(s) of retention funding may change during the life of the award. Your agency should maintain proper documentation of any changes in the event of an audit, monitoring or other evaluation of your award compliance. Please refer to the frequently asked questions on retention which can be found here https://cops.usdoj.gov/chp .

1. Will your agency plan to retain any additional positions awarded under this award for a minimum of 12 months at the conclusion of federal funding for each position?

Yes

Note: Agencies that do not plan to retain all the positions awarded under this award are ineligible to receive CHP funding

2. Please identify the source(s) of funding that your agency plans to utilize to cover the costs of retention: (check all that apply)

- [x] General funds
- [x] Raise bond/tax issue
- [ ] Private sources/donations
- [ ] Nonfederal asset forfeiture funds (subject to approval from the state or local oversight agency)
- [ ] Fundraising efforts
- [ ] State, local, or other nonfederal award funding
- [ ] Other

If other, please provide a brief description of the source(s) of funding not to exceed 500 characters.

SECTION 12: OFFICIAL PARTNER(S) CONTACT INFORMATION

An official "partner" under the award may be a governmental, private, school district, or other applicable entity that has established a legal, contractual, or other agreement with the applicant for the purpose of supporting and working together for mutual benefits of the award. Please see the COPS Office application guide for more information on official partners that may be required.

First Name	Last Name	Agency Name	Action

Title:

First Name: Middle Name: Last Name: Suffix: Select One...

Name of Partner Agency (e.g.,Smithville High School):

Type of Partner Agency (e.g., School District):

Street1:

Street2:

City: State: Select One... Zip/ Postal Code:

Telephone Number: Fax: Email:

Important! Please click "**Add Partner**" below to add a partner to the list.
Reminder! If you have modified (edit, update, or delete) the list of partners in any way, please click "**Save**" to store your changes before moving to the next section.

Add Partner

SECTION 13: APPLICATION ATTACHMENTS

This section should be used to attach any required or applicable attachments to your award applications (e.g. memorandum of understanding)

If awarded, recipient's using CHP funding to hire and/or deploy school resource officers into schools must submit to the COPS Office a signed Memorandum of Understanding (MOU) between the law enforcement agency and the school partner(s) before obligating or drawing down funds under this award. An MOU is not required at time of application; however, if the law enforcement agency already has an MOU in place that is applicable to the partnership, the MOU can be submitted as an attachment in section 13 of the award application. The MOU must contain the following; the purpose of the MOU, clearly defined roles and responsibilities of the school district and the law enforcement agency; focusing officers' roles on safety, information sharing, supervision responsibility and chain of command for the SRO and signatures. If awarded, recipient will agree that the MOU must be submitted to the COPS Office 90 days from date on the award congratulatory letter. The implementation of the COPS Hiring Program award without submission and acceptance of the required MOU may result in expenditures not being reimbursed by the COPS Office and/or award de-obligation. Please refer to the program-specific Application Guide to determine if an MOU or other application attachments are required. The guide will also specify if optional attachments are permitted for submission. Please use appropriately descriptive file names (e.g. Program Narrative, Budget Detail Worksheet and Budget Narrative, Timelines, Memoranda of Understanding, Resumes) for all attachments. Please do not submit executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: .com, .bat, .exe, .vbs, .cfg, .dat, .db, .dbf, .dll, .ini, .log, .ora, .sys, and .zip. The system may reject applications with files that use these extensions.

Current Attachments

Upload attachments using "Browse..." and "Upload...". File names may only contain:

- a-z
- 0-9
- period(.), underscore(_), hyphen(-)
- Characters other than these will be replaced by a hyphen(-).
- After clicking the "Upload..." button, **please wait** for the page to refresh. The uploaded file will automatically appear in the file list.

Form COPS_Sh_ApplicationAttachment_2_5-V2.5.pdf	SF-424	Delete
Application for Federal Assistance -SF-424- [V2.1].pdf	SF-424	Delete
S1-COPS-LE Letter of Support.pdf	Letters of Support	Delete
DE Congressional Delegation Letter of Support.pdf	Letters of Support	Delete

Choose File No file chosen | After Action Reports/Assessments | Upload File ...

SECTION 14: BUDGET DETAIL WORKSHEETS

Instructions for Completing the Budget Detail Worksheets

The following Budget Detail Worksheets are designed to allow all COPS Office award and cooperative agreement applicants to use the same budget forms to request funding. Allowable and unallowable costs vary widely and depend upon the type of COPS Office program. The maximum federal funds that can be requested and the federal/local share breakdown requirements also vary.

Please refer to the program-specific application guide to determine the allowable/unallowable costs, the maximum amount of federal funds that can be requested, and the federal/local share requirements for the COPS Office program for which your agency is applying (see https://cops.usdoj.gov/grants). To assist you, sample Budget Detail Worksheets are included in each application guide.

Please complete each section of the Budget Detail Worksheets applicable to the program for which you are applying (see https://cops.usdoj.gov/grants for requirements). If you are not requesting anything under a particular budget category, please check the appropriate box in that category indicating that no positions or items are requested.

Final calculations will be rounded to the nearest whole dollar. Once the budget for your proposal has been completed, a budget summary page will reflect the total amounts requested in each category, the total project costs, and the total federal and local shares.

If you need assistance in completing the Budget Detail Worksheets, please call the COPS Office Response Center at 800-421-6770.

SECTION 14A: BUDGET DETAIL WORKSHEETS

Instructions: This worksheet will assist your agency in reporting your agency's current entry-level salary and benefits and identifying the total salary and benefits request per officer position for the length of the award term. Please list the current entry-level base salary and fringe benefits rounded to the nearest whole dollar for one full-time sworn officer position within your agency. Do not include employee contributions. (Please refer to https://cops.usdoj.gov/grants for information on the length of the award term for the program under which you are applying.)

Special note regarding sworn officer fringe benefits: For agencies that do not include fringe benefits as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under Part 1, Section B. **Any fringe benefits that are already included as part of the agency's base salary (Part 1, Section A of the Sworn Officer Budget Worksheet) should not also be included in the separate fringe listing (Part 1, Section B).** Please refer to https://cops.usdoj.gov/grants for information about allowable and unallowable fringe benefits for sworn officer positions requested under the program to which your agency is applying.

A. SWORN OFFICER POSITIONS

Full-Time Entry-Level Sworn Officer Base Salary Information

Part 1: Instructions: Please complete the questions below based on your agency's entry-level salary and benefits package for one locally-funded officer position. *As applicable per the program-specific application guide, you may also be required to project Year 2 and Year 3 salaries.*

Sworn Officer Position

A. Base Salary Information

	Year 1 Salary	Year 2 Salary	Year 3 Salary
	Enter the first year entry-level base salary for one sworn officer position.	Enter the second year entry-level base salary for one sworn officer position.	Enter the third year entry-level base salary for one sworn officer position.
	52633.0000	57560.0000	60750.0000
	Yes — Does the base salary include Vacation costs? Please select Yes or No.	Yes — Does the base salary include Vacation costs? Please select Yes or No.	Yes — Does the base salary include Vacation costs? Please select Yes or No.
	Yes — Does the base salary include Sick Leave costs? Please select Yes or No.	Yes — Does the base salary include Sick Leave costs? Please select Yes or No.	Yes — Does the base salary include Sick Leave costs? Please select Yes or No.

B. Fringe Benefit costs should be calculated for each year of the award term.

FRINGE BENEFITS:	Year 1 Fringe Benefits		Year 2 Fringe Benefits		Year 3 Fringe Benefits	
	COST BASE	% OF SALARY	COST BASE	% OF SALARY	COST BASE	% OF SALARY
Social security expenses cannot exceed 6.2% (Exempt / 6.2% / Fixed Rate)	3263.250	6.2	3568.720	6.2	3766.500	6.2
Medicare expenses cannot exceed 1.45% (Exempt / 1.45% / Fixed Rate)	763.1800	1.45	834.6200	1.45	880.8800	1.45
Health Insurance (Family Coverage)	16671.11	31.6743	17171.24	29.8319	17686.38	29.1134
Life Insurance	89.4800	0.1700	97.8500	0.1700	103.2800	0.1700
Vacation Number of Hours Annually: 120	0	0.0000	0	0.0000	0	0.0000
Sick Leave Number of Hours Annually: 96	0	0.0000	0	0.0000	0	0.0000
Retirement	8779.180	16.6800	9601.010	16.6800	10133.10	16.6800
Worker's Compensation (Exempt)	3247.460	6.1700	3551.450	6.1700	3748.280	6.1700
Unemployment Insurance (Exempt)	0	0	0	0	0	0
Other: Shift Differential Payments	1351.000	2.5668	1405.040	2.4410	1461.240	2.4053
Other: Accidental Death and Disability	15.7900	0.0300	17.2700	0.0300	18.2300	0.0300
Other: Police Trust	2947.450	5.6000	3223.360	5.6000	3402.000	5.6000
Benefits Sub-Total Per Year (1 Position)	37127.9000		39470.5600		41199.8900	
C. Total Salary + Benefits Per Year (1 Position)	89760.9000		97030.5600		101949.8900	
D. Total Salary and Benefits for Years 1, 2, and 3 (1 Position):	288741.3500	X 5 # of Positions			1443706.7500	

SALARY DETAILS

Part 2 : Sworn Officer Salary Information

1. If your agency's second or third-year costs for salaries and/or fringe benefits increase after the first year, check the reasons(s) why in the space below. If these costs do not increase, please select “Not Applicable”.

- [x] Cost of Living Adjustment (COLA)
- [x] Step Raises
- [ ] Change in Benefit Costs
- [ ] Not Applicable

Part 3: Federal/Local Share Costs (for Hiring Awards)

As part of the local matching requirement for the 2020 COPS Hiring Program, recipients must assume a progressively larger share of the cost of the award with local funds over the three-year award period. This means that your local match must increase each year, while the federal share must decrease.

1443706.75 Total Salary and Benefits for year 1, 2, & 3 (all positions):

625000.00 Total Federal Share:

43.29134016482 Total Federal Percentage:

818706.75 Total local share required:

56.70865983517 Total Local Percentage:

Please project in the chart below how your agency plans to assume a progressively larger share of the award costs during each year of the program. The chart is only a projection of your plans; while your agency may deviate from these specific projections during the award period, it must still ensure that the federal share decreases and the local share increases. For more details on local matching requirements for this program, please refer to https://cops.usdoj.gov/grants.

Please use the Recalculate button below after any changes to the benefit table above before moving forward.

12 Percent of the “Total Local Share Required” your agency plans to assume in Year 1

35 Percent of the “Total Local Share Required” your agency plans to assume in Year 2

53 Percent of the “Total Local Share Required” your agency plans to assume in Year 3

100 Percent Total

350559.69 Federal Share Year 1

198605.00 Federal Share Year 2

75835.31 Federal Share Year 3

625000 Federal Total

98244.81 Local Share Year 1

286547.36 Local Share Year 2

433914.58 Local Share Year 3

818706.75 Local Total

1443706.75 Recalculate

S. BUDGET SUMMARY

Instructions: Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, please return to the Budget Detail Worksheet.

Section

Budget Category	Category Total	
A. Sworn Officers	$1443706.7500	
B. Civilian and Non-Sworn Personnel	$0.0000	
C. Equipment and Technology	$0.0000	
D. Supplies	$0.0000	
E. Travel, Training, and Conferences	$0.0000	
F. Contracts and Consultants	$0.0000	
G. Other Costs	$0.0000	
H. Indirect Costs	$0.0000	
Total Project Amount:	$1443706.7500	
Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable)	$625000	43.2913%
Total Local Share Amount (If applicable): (Total Project Amount - Total Federal Share Amount)	$818707	56.7087%

If your application is funded, but for a reduced number of officer positions, the percentage of the local share provided above will be applied to the total project cost of the awarded officers.

Waiver of Local Match

The COPS Office may waive some or all of a recipient's local match requirement based on severe fiscal distress. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of **severe fiscal distress** as reflected through the fiscal health data in section 7 of this application, and a comparison of your fiscal health data with that of the overall applicant pool.

Q1: Are you requesting a waiver of the local match based on severe fiscal distress?

No

Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

First Name:

Robin

Last Name:

Adkins

Title:

Police Resources M

Telephone Number:

302-736-4446

Fax:

302-736-7157

Email Address:

robin.adkins@cj.stat

SECTION 15A: U.S. DEPARTMENT OF JUSTICE CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;

b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and

c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);

b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;

c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and;

d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and

b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(9) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law—including, but not limited to, the Indian Self- Determination and Education Assistance Act—seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(10) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Signature of Law Enforcement Executive/Agency Executive (For your electronic signature, please type in your name) Thomas Johnson

Thomas Johnson

Date:

03/10/2020

Signature of Government Executive/Financial Official (For your electronic signature, please type in your name) Robin Christiansen

Robin Christiansen

Date:

03/10/2020

SECTION 15B: U. S. DEPARTMENT OF JUSTICE 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. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, 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, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of $100,000, and 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 Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov ; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures 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 its 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 Applicant'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;

(c) Making it a requirement that each employee to be engaged in the performance of the award 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 award, the employee will—

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

(2) Notify the employer in writing of the employee's 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 Department, in writing, within 10 calendar days after receiving 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 of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(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; and

(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).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Signature of Law Enforcement Executive/Agency Executive (For your electronic signature, please type in your name) Thomas Johnson

Thomas Johnson

Date:

03/10/2020

Signature of Government Executive/Financial Official (For your electronic signature, please type in your name) Robin Christiansen

Robin Christiansen

Date:

03/10/2020

☐ Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application in Section 13.

SECTION 16A: DISCLOSURE OF LOBBYING ACTIVITIES

This section duplicates OMB's Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District number, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under awards.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, U.S. Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; award announcement number; the contract, grant, or loan award number; the application/proposal control number assigned

by the Federal agency). Include prefixes, e.g., "RFPD E-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting registrant identified in item 4 to influence the covered Federal action.

(b) Enter the full name(s) of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB No. 4040-0013 Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (4040-0013), Washington, DC 20503.

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. § 1352.

☑ Not Applicable

SECTION 16 C: CERTIFICATION OF 287(G) PARTNERSHIP AND CERTIFICATION OF ILLEGAL IMMIGRATION COOPERATION

State and local law enforcement agency applicants have the opportunity to receive additional points based on their cooperation with federal immigration officials to address illegal immigration.

A. State or local law enforcement agency applicants may receive additional points if the agency has a 287(g) partnership, defined for this purpose as a partnership with the U.S. Department of Homeland Security ("DHS") under 8 U.S.C. § 1357(g)(1) whereby officers of the applicant entity are delegated limited immigration officer authority to identify and process for removal aliens in the custody of the entity named below under the direction and supervision of DHS, documented with the official 287(g) Memorandum of Agreement with the Department of Homeland Security Immigration and Customs Enforcement. To receive these additional points, please complete the following:

☐ By checking this box I certify that this law enforcement agency applicant has a 287(g) Partnership documented with the official 287(g) Memorandum of Agreement with the Department of Homeland Security Immigration and Customs Enforcement as of the date that this application is submitted.

B. State and local law enforcement agency applicants may be eligible to receive additional points by certifying willingness to cooperate with federal immigration officials within their detention or correctional facilities. To be eligible to receive these additional points, your agency must operate a detention or correctional facility, defined for this purpose as a prison or jail in which individuals are fingerprinted and detained for periods of 24 hours or longer. To determine whether your agency is eligible to receive these additional points, please complete the following:

☐ Yes, my agency operates its own detention or correctional facility (a prison or jail in which individuals are fingerprinted and detained for periods of 24 hours or longer).

☑ No, my agency does not operate a detention or correctional facility (a prison or jail in which individuals are fingerprinted and detained for periods of 24 hours or longer).

SECTION 17: REVIEWS AND CERTIFICATIONS

1) Federal Civil Rights and Award Reviews:

Please be advised that an application may not be funded and, if awarded, a hold may be placed on the award if it is deemed that the applicant is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a U.S. Department of Justice award review or audit.

2) Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems:

Please review the COPS Office application guide: Legal Requirements Section for additional information.

Please check one of the following, as applicable to your agency's intended use of this award:

◉ No, my agency will not use these COPS Office funds (if awarded) to operate an interjurisdictional criminal intelligence system.

○ Yes, my agency will use these COPS Office funds (if awarded) to operate an interjurisdictional criminal intelligence system. By signing below, we assure that our agency will comply with the requirements of 28 C.F.R. Part 23.

3) Certification of Review and Representation of Compliance with Requirements:

The signatures of the Law Enforcement Executive/Agency Executive, Government Executive/Financial Official, and the Person Submitting this Application on the Reviews and Certifications represent to the COPS Office that:

a) the signatories have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the applicant entity;

b) the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Office application guide, the COPS Office award owner's manual, Assurances, Certifications and all other applicable program regulations, laws, orders, and circulars;

c) the applicant understands that false statements or claims made in connection with COPS Office programs may result in fines, imprisonment, debarment from participating in federal awards, cooperative agreements, or contracts, or any other remedy available by law to the Federal Government;

d) the information provided in this application, including any amendments, shall be treated as material representations of fact upon which reliance will be placed when the U.S. Department of Justice determines to fund the covered award;

e) the applicant understands that as a general rule COPS Office funding may not be used for the same item or service funded through another funding source; and

f) the applicant and any required or identified official partner(s) listed in section 12 are partners in this award project and mutually agreed to this partnership prior to this application.

The signatures of the Law Enforcement Executive/Agency Executive and the Government Executive/Financial Official on this application must be the same as those identified in Section 4 of this application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

Signature of Law Enforcement Executive/Agency Executive (For your electronic signature, please type in your name) Thomas Johnson

Thomas Johnson

Date:

03/10/2020

Signature of Government Executive/Financial Official (For your electronic signature, please type in your name) Robin Christiansen

Robin Christiansen

Date:

03/10/2020

Signature of Person Submitting This Application (For your electronic signature, please type in your name)

Robin Adkins

Date:

03/10/2020

☑ By clicking this box, the applicant understands that the use of typed names in this application and the required forms, including the Assurances, Certifications, and Disclosure of Lobbying Activities form, constitute electronic signatures and that the electronic signatures are the legal equivalent of handwritten signatures.

SECTION 18: APPLICATION DATA VERIFICATION

By signing below, I certify that I have read, understand and agree to the following:

a) my agency has been requested by the COPS Office to review, confirm and/or update specific data items that were previously submitted in our COPS application and our failure to respond to the request may eliminate our application from 2020 funding consideration;

b) my agency has reviewed, confirmed and/or updated the specific data items identified by the COPS Office, and certify that the information is true and accurate;

c) I am authorized by the appropriate governing body to act on behalf of the award applicant entity to make changes to our COPS application which will be considered for 2020 funding;

d) the information provided in this application, including any amendments, shall be treated as material representations of fact upon which reliance will be placed when the Department of Justice determines to fund the covered award; and

e) the applicant understands that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government.

Signature of the Person Completing this Form (For your electronic signature, please type in your name)

Date Completed

☐ ELECTRONIC SIGNATURE: By clicking this box, I understand that typing in my name on this form constitutes an electronic signature and that the electronic signature is the legal equivalent of a handwritten signature.

In order for your agency to be considered for COPS Office award funding, all application updates must be submitted through the COPS Office website (COPS website) in accordance with COPS Office instructions. For technical assistance with submitting your updates or to withdraw your agency's application from funding consideration, please call the COPS Office Response Center at 800-421-6770.

OMB Number: 1103-0098
Expiration Date: 05/31/2020

COPS Application Attachment to SF-424

Section 1: COPS PROGRAM REQUEST

Federal assistance is being requested under the following COPS program:

Select the COPS grant program for which you are requesting federal assistance. ***A separate application must be completed for each COPS program for which you are applying.*** *Please ensure that you read, understand, and agree to comply with the applicable grant terms and conditions as outlined in the COPS Application Guide before finalizing your selection.*

ONLY ONE PROGRAM OPTION MAY BE CHECKED

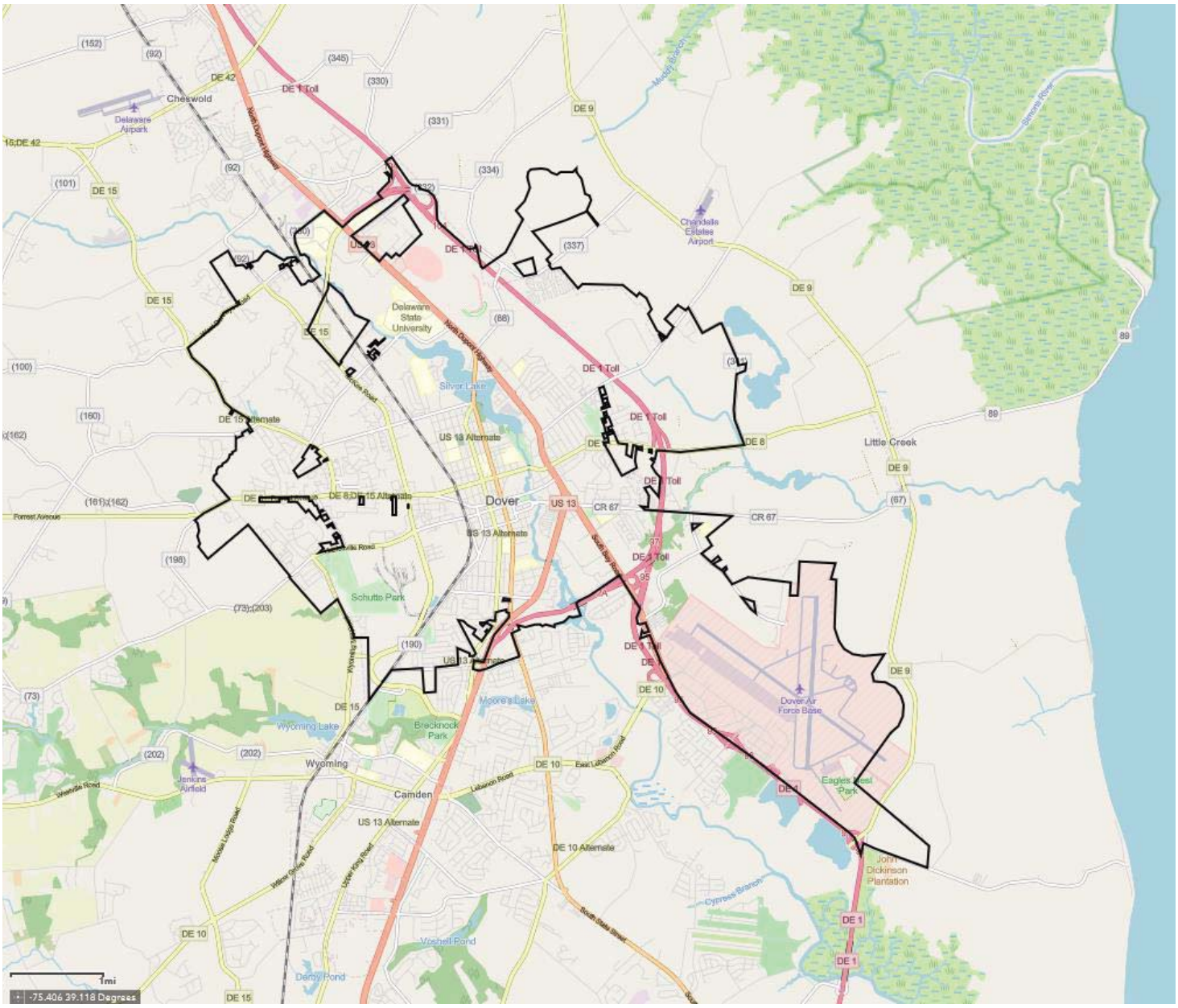
- ☒ COPS Hiring Program
- ☐ Community Policing Development
- ☐ COPS School Violence Prevention Program
- ☐ Anti-Heroin Task Force
- ☐ COPS Anti-Methamphetamine Program
- ☐ Law Enforcement Mental Health and Wellness Act
- ☐ Preparing for Active Shooter Situations
- ☐ Tribal Grant Resources Program-Technical Assistance
- ☐ Community Policing Development Microgrants

Applicant ORI Number: DE00101

Re-enter Applicant ORI Number: DE00101

The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant.ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

MAP OF THE CITY OF DOVER, DELAWARE



OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier: DE00101

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City of Dover

* b. Employer/Taxpayer Identification Number (EIN/TIN): 516000092

* c. Organizational DUNS: 0770936640000

d. Address:

* Street1: City Hall - 15 Loockerman Plaza
Street2:
* City: Dover
County/Parish:
* State: DE: Delaware
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 19901-7327

e. Organizational Unit:

Department Name: Police Department

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.
* First Name: Robin
Middle Name:
* Last Name: Adkins
Suffix:

Title: Police Resources Manager

Organizational Affiliation: Police Department

* Telephone Number: 302-736-4446
Fax Number: 302-736-7157

* Email: robin.adkins@cj.state.de.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Community Oriented Policing Services

11. Catalog of Federal Domestic Assistance Number:

16.710

CFDA Title:

Public Safety Partnership and Community Policing Grants

*** 12. Funding Opportunity Number:**

COPS-CHP-APPLICATION-2020

* Title:

COPS-CHP-APPLICATION-2020

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Map of the City of Dover, DE.pdf | Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

New-Hire Police Officers

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: DE-all

* b. Program/Project: DE-all

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2020

* b. End Date: 09/30/2023

18. Estimated Funding ($):

* a. Federal	625,000.00
* b. Applicant	818,706.75
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	1,443,706.75

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☒ a. This application was made available to the State under the Executive Order 12372 Process for review on 03/10/2020.

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Chief

* First Name: Thomas

Middle Name:

* Last Name: Johnson

Suffix:

* Title: Chief of Police

* Telephone Number: 302-736-7100

Fax Number: 302-736-7157

* Email: thomas.johnson@cj.state.de.us

* Signature of Authorized Representative: Completed by Grants.gov upon submission.

* Date Signed: Completed by Grants.gov upon submission.

GRANTS.GOV™

WORKSPACE FORM

1-800-518-4726
SUPPORT@GRANTS.GOV

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	COPS-CHP-APPLICATION-2020
Opportunity Title:	COPS-CHP-APPLICATION-2020
Opportunity Package ID:	PKG00258214
CFDA Number:	16.710
CFDA Description:	Public Safety Partnership and Community Policing Grants
Competition ID:	
Competition Title:	
Opening Date:	01/09/2020
Closing Date:	03/11/2020
Agency:	Community Oriented Policing Services
Contact Information:	COPS Office Response Center Phone: 800.421.6770

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00428740
Application Filing Name:	City of Dover Police Department
DUNS:	0770936640000
Organization:	DOVER, CITY OF (INC)
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	2.1
Requirement:	Mandatory
Download Date/Time:	Mar 10, 2020 03:29:32 PM EDT
Form State:	No Errors

FORM ACTIONS:

City of Dover

Legislative, Finance & Administrative Committee Meeting

Police Department – Budget Request

July 28, 2020

CITY OF DOVER, DE - GENERAL & CAPITAL FUNDS
SCENARIO OPTIONS INPUT SHEET

INDEX

INSTRUCTIONS

SCENARIO CATEGORIES			2021	2022	2023	2024	2025	2026	FY22 - FY26
> ENTER CATEGORY NAME >		CATEGORY 1 - COPS GRANT							
SELECT OPTION ↓		BACK TO TOP							
☑	SOURCES:	A. COPS Grant Receipts	350,600	198,600	75,800	-	-	-	274,400
	USES:	Personnel - 5 Officers (September 2020)	448,900	485,200	509,700	545,400	583,600	624,500	2,748,400
☑	SOURCES:	B. COPS Grant							-
	USES:	Training, Uniforms, and Supplies	59,900	2,500	2,500	6,800	2,500	2,500	16,800
☑	SOURCES:	C. COPS Grant							-
	USES:	Vehicles		115,600				127,200	242,800
☐	TOTAL SOURCES:		350,600	198,600	75,800	-	-	-	274,400
	TOTAL USES:		508,800	603,300	512,200	552,200	586,100	754,200	3,008,000
		% FEDERAL SOURCES	68.9%	32.9%	14.8%	0.0%	0.0%	0.0%	
> ENTER CATEGORY NAME >		CATEGORY 2 - Body Worn Cameras							
SELECT OPTION ↓		BACK TO TOP							
☑	SOURCES:	A. OPTION							
	USES:	Body Worn Cameras - 70 (All in Cost)	140,000	69,200	69,200	69,200	69,200	69,200	
☐	TOTAL SOURCES:		-	-	-	-	-	-	-
	TOTAL USES:		140,000	69,200	69,200	69,200	69,200	69,200	346,000
> ENTER CATEGORY NAME >		CATEGORY 3 - Camera Station Monitor & Incidents Report Clerk							
SELECT OPTION ↓		BACK TO TOP							
☑	SOURCES:	A. OPTION							
	USES:	Personnel - 1 Civilian	46,500	47,600	48,900	50,200	51,600	52,900	
☐	TOTAL SOURCES:		-	-	-	-	-	-	-
	TOTAL USES:		46,500	47,600	48,900	50,200	51,600	52,900	251,200
☐	TOTAL SOURCES:		350,600	198,600	75,800	-	-	-	274,400
	TOTAL USES:		695,300	720,100	630,300	671,600	706,900	876,300	3,605,200
CALCULATIONS									
		NET IMPACT ON ANNUAL BUDGET	(344,700)	(521,500)	(554,500)	(671,600)	(706,900)	(876,300)	(3,330,800)
		$.01 TAX PROPERTY TAX INCREASE	$0.010	$0.015	$0.016	$0.019	$0.020	$0.025	
		Annual Change in Tax Rate	$0.010	$0.005	$0.001	$0.003	$0.001	$0.005	

CITY OF DOVER, DE - GENERAL & CAPITAL FUNDS
SCENARIO OPTIONS INPUT SHEET

INDEX

INSTRUCTIONS

SCENARIO CATEGORIES			2021	2022	2023	2024	2025	2026	FY22 - FY26
> ENTER CATEGORY NAME >		CATEGORY 1 - COPS GRANT							
SELECT OPTION ↓		BACK TO TOP							
☑	SOURCES:	A. COPS Grant Receipts	95,900	308,900	167,800	52,400	-	-	529,100
	USES:	Personnel - 5 Officers (March 2021)	119,400	480,600	513,300	549,300	587,800	629,000	2,760,000
☑	SOURCES:	B. COPS Grant							-
	USES:	Training, Uniforms, and Supplies	59,900	2,500	2,500	6,800	2,500	2,500	16,800
☑	SOURCES:	C. COPS Grant							-
	USES:	Vehicles		115,600				127,200	242,800
☐	TOTAL SOURCES:		95,900	308,900	167,800	52,400	-	-	529,100
	TOTAL USES:		179,300	598,700	515,800	556,100	590,300	758,700	3,019,600
		% FEDERAL SOURCES	53.5%	51.6%	32.5%	9.4%	0.0%	0.0%	
> ENTER CATEGORY NAME >		CATEGORY 2 - Body Worn Cameras							
SELECT OPTION ↓		BACK TO TOP							
☑	SOURCES:	A. OPTION							
	USES:	Body Worn Cameras - 70 (All in Cost)	140,000	69,200	69,200	69,200	69,200	69,200	
☐	TOTAL SOURCES:		-	-	-	-	-	-	-
	TOTAL USES:		140,000	69,200	69,200	69,200	69,200	69,200	346,000
> ENTER CATEGORY NAME >		CATEGORY 3 - Camera Station Monitor & Incidents Report Clerk							
SELECT OPTION ↓		BACK TO TOP							
☑	SOURCES:	A. OPTION							
	USES:	Personnel - 1 Civilian	46,500	47,600	48,900	50,200	51,600	52,900	
☐	TOTAL SOURCES:		-	-	-	-	-	-	-
	TOTAL USES:		46,500	47,600	48,900	50,200	51,600	52,900	251,200
☐	TOTAL SOURCES:		95,900	308,900	167,800	52,400	-	-	529,100
	TOTAL USES:		365,800	715,500	633,900	675,500	711,100	880,800	3,616,800
CALCULATIONS									
		NET IMPACT ON ANNUAL BUDGET	(269,900)	(406,600)	(466,100)	(623,100)	(711,100)	(880,800)	(3,087,700)
		$.01 TAX PROPERTY TAX INCREASE	$0.008	$0.012	$0.013	$0.018	$0.020	$0.025	
		Annual Change in Tax Rate	$0.008	$0.004	$0.002	$0.004	$0.003	$0.005	

CITY OF DOVER, DE - GENERAL & CAPITAL FUNDS
SENSITIVITY ANALYSIS

INDEX

SELECT FUND: 110-GENERAL FUND < CLICK ON CELL

SELECT STARTING FISCAL YEAR > 2019

SELECT ENDING FISCAL YEAR > 2026

CONVERT DOLLARS TO > $ THOUSANDS

SELECT REVENUE SCENARIO: BASELINE

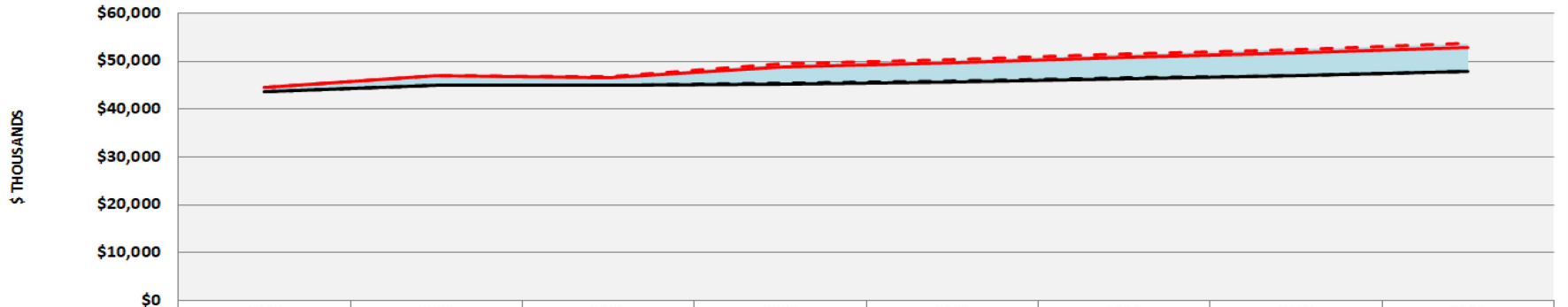
INSTRUCTIONS

SELECT EXPENDITURE SCENARIO: BASELINE

OPTION CATEGORY

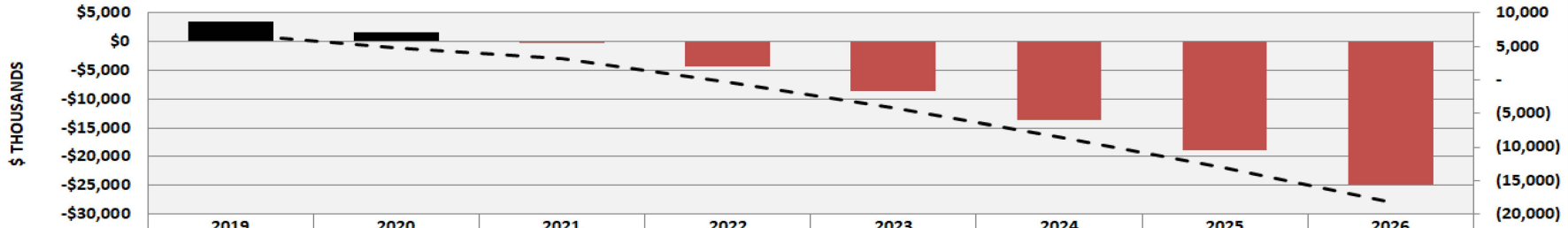
- CATEGORY 1 - COPS GRANT - March 2021 ☑
- CATEGORY 2 - Body Worn Cameras ☑
- CATEGORY 3 - Camera Station Monitor & Incidents Report Clerk ☑
- CATEGORY 4 ☐
- CATEGORY 5 ☐
- CATEGORY 6 ☐
- CATEGORY 7 ☐
- CATEGORY 8 ☐
- CATEGORY 9 ☐
- CATEGORY 10 ☐

REVENUES AND EXPENDITURES



	2019	2020	2021	2022	2023	2024	2025	2026
VARIANCE	(865)	(1,998)	(1,842)	(3,978)	(4,402)	(4,898)	(5,369)	(5,895)
VAR BASE	44,521	47,062	46,861	49,427	50,331	51,382	52,452	53,681
BASELINE REV	43,656	45,064	44,923	45,140	45,761	46,431	47,083	47,786
REVENUES	43,656	45,064	45,019	45,449	45,929	46,484	47,083	47,786
BASELINE EXP	44,521	47,062	46,496	48,711	49,697	50,706	51,741	52,801
EXPENDITURES	44,521	47,062	46,861	49,427	50,331	51,382	52,452	53,681

UNRESERVED FUND BALANCE



	2019	2020	2021	2022	2023	2024	2025	2026
NEGATIVE	-	-	(300)	(4,278)	(8,680)	(13,578)	(18,947)	(24,842)
POSITIVE	3,540	1,542	-	-	-	-	-	-
FB BASE	6,837	4,839	3,266	(305)	(4,240)	(8,515)	(13,173)	(18,188)

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CITY OF DOVER, DE - GENERAL & CAPITAL FUNDS

FINANCIAL SUMMARY, BY ACCO[110-GENERAL FUND]

	2020B	2021B	2022F	2023F	2024F	2025F	2026F
FUND BALANCE-BEGINNING	**6,837,000**	**4,838,600**	**3,266,400**	**(304,800)**	**(4,240,200)**	**(8,515,300)**	**(13,173,200)**
REVENUES AND SOURCES							
01-PROPERTY TAXES	14,596,700	14,885,800	15,183,500	15,487,200	15,796,900	16,112,800	16,435,100
02-FRANCHISE FEES	645,000	645,000	645,000	645,000	645,000	645,000	645,000
03-LICENSES AND PERMITS	3,194,000	2,916,000	2,945,200	2,974,700	3,004,400	3,034,400	3,064,700
05-GRANTS RECEIVED	543,500	623,500	223,100	223,100	223,100	223,100	223,100
06-COURT OF CHANCERY FEES	1,475,000	1,440,000	1,512,000	1,587,600	1,667,000	1,750,400	1,837,900
07-SANITATION FEES AND REBATES	3,076,600	3,090,600	3,106,100	3,121,600	3,137,200	3,152,900	3,168,700
08-LIBRARY REVENUE - GENERAL	384,800	368,400	372,100	375,800	379,600	383,400	387,200
09-FINES	1,097,500	1,167,800	1,179,500	1,191,300	1,203,200	1,215,200	1,227,400
10-INVESTMENT INCOME (LOSS)	120,000	140,000	140,700	141,400	142,100	142,800	143,500
11-MISCELLANEOUS SERVICES	312,500	270,000	275,400	280,900	286,500	292,200	298,000
13-INDIRECT SERVICES BILLING	5,749,900	5,592,700	5,760,500	5,904,500	6,081,600	6,233,600	6,420,600
20-TRANSFERS IN-ELECTRIC FUND (480)	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000
21-TRANSFERS IN-ERLSP (212)	532,900	445,000	449,500	449,500	454,000	454,000	458,500
22-TRANSFERS IN-MUNICIPAL STREET AII	665,300	750,000	700,000	700,000	700,000	700,000	700,000
23-TRANSFERS IN-OTHER	145,000	155,000	156,600	158,100	159,700	161,300	162,900
24-TRANSFERS IN-REALTY TRANSFER TAX	1,525,000	1,433,500	1,490,800	1,520,600	1,551,000	1,582,000	1,613,600
25-TRANSFERS IN-WATER/WW FUND (41	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
TOTAL REVENUES AND SOURCES	**45,063,700**	**44,923,300**	**45,140,000**	**45,761,300**	**46,431,300**	**47,083,100**	**47,786,200**
EXPENDITURES AND USES							
01-SALARIES AND WAGES	19,550,600	20,404,500	20,812,600	21,332,900	21,866,200	22,412,900	22,973,200
02-FICA	1,514,700	1,566,500	1,597,800	1,637,700	1,678,600	1,720,600	1,763,600
03-HEALTH INSURANCE	3,641,300	3,635,300	3,744,400	3,856,700	3,972,400	4,091,600	4,214,300
04-OTHER-BENEFITS	936,600	943,100	952,500	962,000	971,600	981,300	991,100
05-RETIREE HEALTHCARE	1,894,900	2,045,400	2,106,800	2,170,000	2,235,100	2,302,200	2,371,300
07-PENSION	3,732,700	3,949,100	4,028,100	4,128,800	4,232,000	4,337,800	4,446,200
08-OPEB	977,700	837,100	853,800	875,100	897,000	919,400	942,400
09-MATERIALS & SUPPLIES	1,749,840	1,536,400	1,551,800	1,567,300	1,583,000	1,598,800	1,614,800
10-ADMIN EXPENDITURES	6,254,660	6,212,700	6,305,900	6,400,500	6,496,500	6,593,900	6,692,800
11-OTHER EXPENSES	1,982,400	2,010,100	2,010,100	2,010,100	2,010,100	2,010,100	2,010,100
12-STREET LIGHT	815,000	815,000	823,200	831,400	839,700	848,100	856,600
13-OTHER-CHARGES	250,000	-	-	-	-	-	-
14-TRANSFER-TO-DEBT	500,000	462,200	553,700	553,700	553,700	553,700	553,700
15-TRANSFER-TO-CIP	3,261,600	2,078,100	3,370,500	3,370,500	3,370,500	3,370,500	3,370,500
TOTAL REVENUES AND SOURCES	**47,062,000**	**46,495,500**	**48,711,200**	**49,696,700**	**50,706,400**	**51,740,900**	**52,800,600**
SURPLUS/(DEFICIT)	**(1,998,300)**	**(1,572,200)**	**(3,571,200)**	**(3,935,400)**	**(4,275,100)**	**(4,657,800)**	**(5,014,400)**
% REVENUE	*-4%*	*-3%*	*-8%*	*-9%*	*-9%*	*-10%*	*-10%*
FUND BALANCE-ENDING	**4,838,600**	**3,266,400**	**(304,800)**	**(4,240,200)**	**(8,515,300)**	**(13,173,200)**	**(18,187,600)**
% OF REVENUES AND SOURCES	**10.7%**	**7.3%**	**-0.7%**	**-9.3%**	**-18.3%**	**-28.0%**	**-38.1%**
Additional Funds Needed	**(1,233,500)**	**327,500**	**3,916,000**	**7,901,100**	**12,229,800**	**16,939,800**	**22,010,500**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Chapter 34 - Elections, Article II - Voter Registration, Section 34-31. - Requirements of the Dover Code be amended by inserting the text indicated in bold, blue, and deleting the text indicated in red strikeout as follows:

ARTICLE II. - VOTER REGISTRATION

Sec. 34-31. - Requirements.

No person shall vote, or be allowed to vote, in any municipal election unless such person is properly registered to vote for state elections in accordance with title 15 of the Delaware Code (15 Del. C. § 1101 et seq.), and as otherwise qualified to vote as required in section 8 of the city Charter.

Sec. 34-32. - Registration deadlines.

(a) ***Regular elections.*** **In accordance with 15 Del. C. § 2036,** ~~The~~ **the** city clerk shall close the registration records ~~at the close of the business day on the last working day of March of each year before~~ **the fourth Saturday prior to the date of** the ~~annual~~ **regular** election, and only those voters properly registered as of that time shall be entitled to vote at the following ~~annual~~ **regular** election.~~, and the~~

(b) ***Special elections.*** **In accordance with 15 Del. C. § 2037, the city clerk shall close the registration records 10 days prior to the date of a special election, and only those voters properly registered as of that time shall be entitled to vote at the following special election.**

The registration records of the city shall remain closed until ~~the first working day in May~~ **the day after the regular or special election**.

Sec. ~~34-32~~ **34-33. - Custodian of registration records.**

The city clerk shall be the custodian of the permanent registration records. The removal of registration records from city hall shall be done only with the express consent of the city clerk.

(Code 1981, § 2-27; Ord. of 1-9-1989)

Secs. ~~34-33~~**34-34—34-60. - Reserved.**

(Code 1981, § 2-26; Ord. of 1-9-1989; Ord. of 11-26-1990, § 2)

BE IT FURTHER ORDAINED:

That Chapter 34 - Elections, Article III - Absentee Voting of the Dover Code be amended by inserting the text indicated in bold, blue, and deleting the text indicated in red strikeout as follows:

Draft

ARTICLE III. - ABSENTEE VOTING

Sec. 34-61. - Purpose.

The intention of this article is to provide qualified voters of the city who are unable to appear at the polling place of their district to cast their ballot on the day of an election with the ability to cast an absentee ballot.

(Code 1981, § 2-41; Ord. of 2-11-1985; Ord. No. 2017-15 , 11-27-2017)

State Law reference— Similar provisions, 15 Del. C. § 5501.

Sec. 34-62. - Persons eligible to vote by absentee ballot.

Any qualified elector, duly registered, of this city may cast their vote by absentee ballot in any regular municipal election or special municipal election if the elector is unable to appear at the polling place of their election district due to reasons set forth in 15 Del. C. § 5502—Persons eligible to vote by absentee ballot.

(Code 1981, § 2-42; Ord. of 2-11-1985; Ord. No. 2017-15 , 11-27-2017)

State Law reference— 15 Del. C. § 5502.

Sec. 34-63. - Request for ballot; statements required of persons applying for absentee ballots.

Any voter who is qualified under 15 Del. C. § 5502—Persons eligible to vote by absentee ballot, and who desires to receive an absentee ballot may request one by filing a statement with the city clerk's office, subscribed and sworn to by the voter, no later than 12:00 noon the day before the election.

(Code 1981, § 2-44; Ord. of 2-11-1985; Ord. of 11-26-1990, § 3; Ord. No. 2017-15 , 11-27-2017)

Sec. 34-64. - Distribution of ballots, envelopes and instructions.

Upon receipt of a statement from a voter, the city clerk's office, not more than 60, nor less than four days prior to the regular or special election and within three days after the absentee ballots, envelopes and instructions for completing and returning an absentee ballot become available, shall mail to the voter, postage prepaid, an official ballot, enclosed in an official envelope, along with a voucher envelope marked "voucher envelope," a copy of the instructions for completing and returning an absentee ballot and a mailing envelope marked "mailing envelope." Nothing contained in this section shall prevent the issuance of an absentee ballot to those lawfully entitled thereto prior to 12:00 noon on the day prior to any regular or special election when the request is made less than four days prior to the regular or special election.

(Code 1981, § 2-45; Ord. of 2-11-1985; Ord. of 11-26-1990; Ord. No. 2017-15 , 11-27-2017)

Editor's note— Ord. No. 2017-15 , adopted November 27, 2017, repealed § 34-64 and renumbered § 34-65 as § 34-64. Former § 34-64 pertained to requests for ballots and derived from the Code of 1981; Ord. of 2-11-1985; and Ord. of 11-26-1990.

State Law reference— Similar provisions, 15 Del. C. § 5504.

ADOPTED: *

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SYNOPSIS

The amendment aligns the voter registration deadlines with the Delaware Code.

(SPONSORS: LINDELL AND MCDOWELL)

Actions History

07/28/2020 - Introduction - Council Committee of the Whole/Legislative, Finance, and Administration Committee

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