

June 5, 2009

To: Citizens of York County
Subject: Invitation for Public Comment

The York-Poquoson Sheriff's Office is welcoming the public's view and input on the following:

Proposed use for the \$11,904 in Edward Byrne Memorial Justice Assistance Grant funds allocated to the Sheriff's Office by the Bureau of Justice Assistance, U.S. Department of Justice, to purchase software and radar units.

The Sheriff's Office has been allotted \$11,904 by the Federal Bureau of Justice Assistance under the 2009 Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program. The York-Poquoson Sheriff's Office proposes to allocate this funding for the purchase of an inventory tracking software and two radar units. The purpose of the software is to obtain a central repository for the inventory of all Sheriff's Office equipment and supplies, and to streamline the ability to determine what assets are available to assist other agencies during times when multi-jurisdictional responses are required on a regional basis. The purpose of the radar units is to enhance traffic safety enforcement in the county.

A copy of the grant application is attached. For additional information contact the Division of Fiscal Accounting Services, Finance Building, 120 Alexander Hamilton Boulevard, Yorktown, Virginia, or call 890-3700. You may also visit <http://www.ojp.usdoj.gov/BJA/grant/jag.html> for more information. The application must be filed with the Bureau of Justice Assistance no later than 8:00 p.m. July 09, 2008.

PROGRAM NARRATIVE

The York-Poquoson Sheriff's Office is applying for the Edward Byrne Memorial Justice Assistance Grant in the amount of \$11,904.

The funds provided by this grant will enable the sheriff's office to purchase a computer software package and two mobile radar units.

The computer software program is called Quartermaster and it is sold through a law enforcement software provider, SunGuard-OSSI. The York-Poquoson Sheriff's Office currently uses this company's records management system to maintain all of the data used by the sheriff's office on a daily basis. This software would integrate with the records management system and provide the ability to track all of the York-Poquoson Sheriff's Office property and equipment assets in one central location. Currently no such ability is available within the sheriff's office. The current system for tracking these assets is extremely time consuming and manpower intensive. The new software would provide a central repository for the inventory of all sheriffs' office equipment and would streamline the ability to determine what assets are available to assist other agencies during times when multi-jurisdictional responses are required on a regional basis.

The two radar units will be used to enhance traffic safety enforcement in the county. The sheriff's office has been tasked with a greater responsibility for maintaining traffic enforcement on local roads and highways as the Virginia State Police have focused more on the interstate recently. These radar are necessary to be able to enforce the traffic laws on these roadways in the county.

ABSTRACT

Name: York-Poquoson Sheriff's Office
Title of project: Software/radar units

The computer software program is called Quartermaster and it is sold through a law enforcement software provider, SunGuard-OSSI. The York-Poquoson Sheriff's Office currently uses this company's records management system to maintain all of the data used by the sheriff's office on a daily basis. This software would integrate with the records management system and provide the ability to track all of the York-Poquoson Sheriff's Office property and equipment assets in one central location. Currently no such ability is available within the Sheriff's office. The current system for tracking these assets is extremely time-consuming and manpower intensive. The new software would provide a central repository for the inventory of all Sheriffs' Office equipment and would streamline the ability to determine what assets are available to assist other agencies during times when multi-jurisdictional responses are required on a regional basis.

The two radar units will be used to enhance traffic safety enforcement in the county. The sheriff's office has been tasked with a greater responsibility for maintaining traffic enforcement on local roads and highways as the Virginia State Police have focused more on the interstate recently. These radar are necessary to be able to enforce the traffic laws on these roadways in the county.

**BJA FY 09 Edward Byrne Memorial Justice Assistance
Grant Program: Local Solicitation** 2009-G9758-VA-DJ



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APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION		
Legal Name York County	Organizational Unit York County Sheriff's Office	
Address 224 Ballard Street Yorktown, Virginia 23690-0532	Name and telephone number of the person to be contacted on matters involving this application Morris, Deborah L. (757) 890-3261	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 54-6001696	7. TYPE OF APPLICANT County	
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA EDWARD BYRNE MEMORIAL JUSTICE TITLE: ASSISTANCE GRANT PROGRAM	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Software/radar units	
12. AREAS AFFECTED BY PROJECT York County		
13. PROPOSED PROJECT Start Date: October 01, 2010 End Date: September 30, 2013	14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project VA01	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? Program is not covered by
Federal	\$11,904	
Applicant	\$0	
State	\$0	

Local	\$0	E.O. 12372
Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$11,904	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

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Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Position 2		
Position 3		
Position 4		
Position 5		
Position 6		
SUB-TOTAL		\$0.00

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Fringe benefit 1, each benefit entry is limited to one line		
Fringe benefit 2		
Fringe benefit 3		
Fringe benefit 4		
Fringe benefit 5		
SUB-TOTAL		\$0.00
Total Personnel & Fringe Benefits		\$0.00

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Travel entry 1, two lines per entry				
Travel entry 2				
Travel entry 3				
Travel entry 4				
Travel entry 5				
Travel entry 6				
Travel entry 7				
TOTAL				\$0.00

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Raptor RP1, Dual K Band Antenna, Directional and same lane Mode	2 units @ \$1,500.00 per unit	\$3,000.00
Shipping and handling costs	1 x \$60.00	\$60.00
SunGuard OSS! Quartermaster Software Package	1 x \$8,000.00	\$8,000.00
1-year software maintenance fee	1 x \$800.00	\$844.00
TOTAL		\$11,904.00

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Supply item 1, one line per entry		
supply item 2		
supply item 3		
supply item 4		
supply item 5		
supply item 6		
supply item 7		
supply item 8		
supply item 9		
TOTAL		\$0.00

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
four lines per entry, use boxes below or an additional page for more space if required		
TOTAL		\$0.00

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Supply item 1, one line per entry	maximum of three lines		
Supply item 1, one line per entry			
Supply item 1, one line per entry			
Supply item 1, one line per entry			
<i>Subtotal</i>			\$0.00

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Consultant expense entry 1, one line per	maximum of three lines		
	maximum of three lines		
Consultant expense entry 1, one line per	maximum of three lines		
<i>Subtotal</i>			\$0.00

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost	
maximum of four lines, additional information should be attached on a separate sheet(s)		
maximum of four lines		
<i>Subtotal</i>		\$0.00
TOTAL		\$0.00

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
four lines per entry, use boxes below or an additional page for more space if required		
TOTAL		\$0.00

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
one line per entry		
one line per entry		
TOTAL		\$0.00

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

Budget Category	Amount
A. Personnel	\$0.00
B. Fringe Benefits	\$0.00
C. Travel	\$0.00
D. Equipment	\$0.00
E. Supplies	\$11,904.00
F. Construction	\$0.00
G. Consultants/Contracts	\$0.00
H. Other	\$0.00
Total Direct Costs	\$11,904.00
I. Indirect Costs	\$0.00
TOTAL PROJECT COSTS	\$11,904.00
Federal Request	_____
Non-Federal Amount	_____