

**Agency Name:** Leonard, City of  
**Grant/App:** 5099801 **Start Date:** 10/1/2024 **End Date:** 9/30/2025  
**Fund Source:** DJ-Edward Byrne Memorial Justice Assistance Grant Program  
**Project Title:** Records Management Grant  
**Status:** Application - Release Review to Applicant **Fund Block:** 2023

### **Eligibility Information**

**Your organization's Texas Payee/Taxpayer ID Number:**  
17560039806005

### **Application Eligibility Certify:**

Created on:2/1/2024 3:07:39 PM By:Harvey Smitherman

### **Profile Information**

**Applicant Agency Name:** Leonard, City of  
**Project Title:** Records Management Grant  
**Division or Unit to Administer the Project:** Police Dept Investigation Section  
**Address Line 1:** 111 W Collin  
**Address Line 2:**  
**City/State/Zip:** Leonard Texas 75452-1270  
**Start Date:** 10/1/2024  
**End Date:** 9/30/2025

**Regional Council of Governments(COG) within the Project's Impact Area:** Texoma  
Council of Governments  
**Headquarter County:** Fannin  
**Counties within Project's Impact Area:** Fannin

### **Grant Officials:**

#### **Authorized Official**

**Name:** brian meserole  
**Email:** meseroleb@leonardpd.net  
**Address 1:** 105 s main  
**Address 1:**  
**City:** leonard, Texas 75452  
**Phone:** 903-587-2234 Other Phone: 903-819-5883  
**Fax:** 903-587-3016  
**Title:** Mr.  
**Salutation:** Chief  
**Position:** chief of police

#### **Financial Official**

**Name:** Melissa Verde  
**Email:** citysec@cityofleonard.net  
**Address 1:** PO Box 1270  
**Address 1:**  
**City:** Leonard, Texas 75452  
**Phone:** 903-587-3334 Other Phone: 903-505-3206  
**Fax:**  
**Title:** Ms.

**Salutation:** Ms.  
**Position:** City Secretary

**Project Director**

**Name:** Harvey Smitherman  
**Email:** smithermanh@leonardpd.net  
**Address 1:** 105 S Main St  
**Address 1:**  
**City:** Leonard, Texas 75452  
**Phone:** 903-587-2234 Other Phone: 903-990-6185  
**Fax:**  
**Title:** Mr.  
**Salutation:** Officer  
**Position:** Officer

**Grant Writer**

**Name:** Harvey Smitherman  
**Email:** smithermanh@leonardpd.net  
**Address 1:** 105 S Main St  
**Address 1:**  
**City:** Leonard, Texas 75452  
**Phone:** 903-587-2234 Other Phone: 903-990-6185  
**Fax:**  
**Title:** Mr.  
**Salutation:** Officer  
**Position:** Officer

**Grant Vendor Information**

**Organization Type:** Unit of Local Government (City, Town, or Village)  
**Organization Option:** applying to provide services to all others  
**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 17560039806005  
**Unique Entity Identifier (UEI):** RKWHMTHRPJ97

**Narrative Information**

Introduction

The purpose of this funding is to support projects that promote public safety, reduce crime, and improve the criminal justice system.

Certifications

In addition to the requirements found in existing statute, regulation, and the funding announcement, this program requires applicant organizations to certify compliance with the following:

**Constitutional Compliance**

Applicant assures that it will not engage in any activity that violates Constitutional law including profiling based upon race.

**Information Systems**

Applicant assures that any new criminal justice information systems will comply with data sharing standards for the Global Justice XML Data Model and the National Information Exchange Model.

### **Bulletproof Vests**

Applicant assures that if it plans to purchase body armor with grant funds, that it has adopted a mandatory wear policy and that all vests purchased have been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards. Additionally, vests purchased must be American-made.

### **Cybersecurity Training Requirement**

Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the [Cybersecurity Training Certification for State and Local Government](#). A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the [Texas Department of Information Resources Statewide Cybersecurity Awareness Training](#) page.

### **Criminal History Reporting**

Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 66*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90% of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

### **Uniform Crime Reporting (UCR)**

Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

### **Entities That Collect Sexual Assault/Sex Offense Evidence or Investigate/Prosecute Sexual Assault or Other Sex Offenses**

In accordance with Texas Government Code, Section 420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit [DPS's Sexual Assault Evidence Tracking Program website](#)

for more information or to set up an account to begin participating. Additionally, per Section 420.042 "A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received." A law enforcement agency in possession of a significant number of Sexual Assault Evidence Kits (SAEK) where the 30-day window has passed may be considered noncompliant.

### **DNA Testing of Evidentiary Materials**

When funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS) by a government DNA lab with access to CODIS.

### **Interoperable Communications**

Funds to support emergency communications activities must ensure compliance with the FY 2018 SAFECOM Guidance on Emergency Communications Grants; adherence to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band; and are fully coordinated with the full-time [Statewide Interoperability Coordinator \(SWIC\)](#) for Texas.

### **Twelve-Step Programs**

Grant funds may not be used to support or directly fund programs such as the Twelve Step Program which courts have ruled are inherently religious. PSO grant funds cannot be used to support these programs, conduct meetings, or purchase related materials.

### **Program Income**

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure PSO approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after PSO's approval of a grant adjustment and prior to requesting reimbursement of funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless PSO authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the PSO award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

### **National Instant Background Check System (NICS)**

Entities receiving funds under this solicitation that are to generate or upgrade court dispositions or other records that are relevant to National Instant Background Check System (NICS) determinations must have a system in place to ensure that all such NICS-relevant dispositions or records that are generated or upgraded are made available in timely fashion to state repositories/databases that are accessed by NICS.

### **Body-Worn Cameras (BWCs)**

Applicant assures that if it plans to purchase body-worn cameras with grant funds, that it has adopted adequate policies and procedures related to BWC equipment usage, data storage and access, privacy considerations and training. The certification form related to BWC policies and procedures can be found [here](#).

### **Compliance with State and Federal Laws, Programs and Procedures**

Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to PSO and is active until August 31, 2025 or the end of the grant period, whichever is later.

### **Equal Employment Opportunity Plan (EEO Plan)**

If awarded, applicant agrees to comply with the Equal Employment Opportunity Program (EEO) requirements per 28 C.F.R. § 42 Subpart E. Agencies may use the EEO Utilization Report Builder to assist with preparing Verification Forms and, if required, Utilization Reports.

### **Civil Rights Liaison**

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with PSO and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Sgt. Alan Blankenship

Enter the Address for the Civil Rights Liaison:

111 West Collin, Leonard, Texas, 75452

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

903-550-3199

## Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the PSO Funding Announcement, the *Guide to Grants*, the *Grantee Conditions and Responsibilities*, any authorizing or applicable state and federal statutes and regulations to be eligible for this program.

**X I certify to all of the application content & requirements.**

## Project Abstract :

The Leonard Police Department is seeking a new Records Management System for its 7 officers. The records management system which is in place now is continuously having issues and lacks certain features which keeps officers safer and allows them more time in the field protecting and serving the community. As time and city growth takes place, there will be a need for more officers and having a better Records Management System in place will aid in the growth and the new volume of calls growth brings.

## Problem Statement :

The current, in place Records Management System the Leonard Police Department has, lacks the upgrade ability, and features which are much needed to run a Police Department more safely and efficiently. Currently the existing Records Management System does not have an evidence management/ tracking program in place and the Tyler Technologies Record Management System does. The Tyler Technologies Records Management System also has analytics feature for tracking and Uniform Crime Reporting statistics.

## Supporting Data :

The Grant Writer has firsthand experience utilizing the Tyler Technologies Records Management System for searching reports, individuals and compiling a photo lineup for investigative purposes, as well as redaction of reports for Public Information Request. The Fannin County Sheriff's Office dispatches the Leonard Police Department and utilizes the Tyler Technologies Records Management System as well. The Tyler Technologies Records Management System allows dispatch to monitor the officers in the fields location more closely, who might not be responding to their radio while on calls for service. This is possible due to the Tyler Technologies Records Management System having mapping software which allows dispatch to see where the officer's vehicle is located and summoned help to check the officer's welfare. The new Records Management System allows all officers to see other officers' calls and their location for officer safety purposes. The current Records Management System the Leonard Police Department has now does not have these features and they are not available in a software upgrade.

## Project Approach & Activities:

The approach is to increase officer safety and get the officer back in the field where they can protect and serve the community.

**Capacity & Capabilities:**

Tyler Technologies Records Management System has the features mentioned above and has even more updates as a department, or their needs grow. The book-in portion of the software allows an officer to input arrest data in the field to make a smother faster return to service once they have arrived at the jail facility for book-in. The new Records Management System not only allows an officer to search for an individual, but it also returns associates to the individual for investigative queries.

**Performance Management :**

To get the officer back into service quicker and to have better technology to do the job more efficiently. Less radio traffic frees up the radio for others and the officer can add notes which other officers and dispatch can view. The notes who others can view are very helpful in call for service where there has been an officer safety issue.

**Target Group :**

Is the 7 Leonard Police Officers who would benefit from the new Records Management System as well as dispatch who can see the exact location of the officer’s vehicle which in most instances is near the officer.

**Evidence-Based Practices:**

The Tyler Technologies Records Management System is faster, easier to use and allows an officer more time in the field than on a computer entering or searching for data, or report writing.

**Project Activities Information**

Introduction

This section contains questions about your project. It is very important for applicants to review their funding announcement for guidance on how to fill out this section. Unless otherwise specified, answers should be about the EXPECTED activities to occur during the project period.

**Selected Project Activities:**

| ACTIVITY        | PERCENTAGE: | DESCRIPTION  |
|-----------------|-------------|--|
| Law Enforcement | 100.00      | The Records Management System allows a Leonard Police Officer the ability to effectively communicate with the Fannin County Sheriff's Office to receive and clear calls as well as view call notes for officer safety. Having the same Records Management System as the Fannin County Sheriff's Office, also allows Fannin County Dispatch to see an officer's location and get help to them if they are not responding on the radio. The Records Manage System can also allow an Officer to begin the book-in process in the field on arrested individuals and be able to get in and out of the jail more efficiently. This allows the officer to get |

|  |  |   |
|--|--|---|
|  |  | back in service and protect and serve their community more quickly. |
|--|--|---|

**CJD Purpose Areas**

| <b>PERCENT DEDICATED</b> | <b>PURPOSE AREA</b> | <b>PURPOSE AREA DESCRIPTION</b> |
|--------------------------|---------------------|---------------------------------|
|--------------------------|---------------------|---------------------------------|

**Measures Information**

Objective Output Measures

| <b>OUTPUT MEASURE</b>  | <b>TARGET LEVEL</b> |
|--|---------------------|
| Equipment or technology: Individuals/Operators equipped                              | 7                   |
| General Law Enforcement or Public Safety: Arrests resulting from grant.              | 0                   |
| Targeted Investigation: Criminal cases resulting in arrest.                          | 0                   |
| Targeted Investigation: Grant-funded investigations carried out by the unit/division | 0                   |
| Training or professional development: Individuals provided                           | 0                   |
| Training or professional development: Individuals received                           | 0                   |
| Training, professional development, or technical assistance: Hours provided          | 0                   |
| Training, professional development, or technical assistance: Hours received          | 0                   |



Objective Outcome Measures

| <b>OUTCOME MEASURE</b> | <b>TARGET LEVEL</b> |
|------------------------|---------------------|
|                        |                     |

Custom Output Measures

| <b>CUSTOM OUTPUT MEASURE</b> | <b>TARGET LEVEL</b> |
|------------------------------|---------------------|
|                              |                     |
|                              |                     |
|                              |                     |
|                              |                     |

Custom Outcome Measures

| <b>CUSTOM OUTCOME MEASURE</b> | <b>TARGET LEVEL</b> |
|-------------------------------|---------------------|
|                               |                     |
|                               |                     |
|                               |                     |
|                               |                     |

Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to the Public Safety Office (PSO) that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update the PSO should the official change during the grant period.); and

4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to PSO.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

#### Contract Compliance

Will PSO grant funds be used to support any contracts for professional services?

Select the appropriate response:

- Yes  
 No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

#### Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds 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 the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the appropriate response:

- Yes  
 No  
 N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds 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 in connection with this federal contract, loan, or cooperative agreement?

Select the appropriate response:

- Yes
- No
- N/A

#### Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2024

Enter the End Date [mm/dd/yyyy]:

9/30/2025

#### Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (in Whole Dollars \$) of Federal Grant Funds expended:

0

Enter the amount (in Whole Dollars \$) of State Grant Funds expended:

0

#### Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a PSO grant. However, PSO may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

Select the appropriate response:

- Yes
- No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

#### Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not 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 participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- I Certify  
 Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

#### FFATA Certification

##### **Certification of Recipient Highly Compensated Officers**

The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

Select the appropriate response:

- Yes  
 No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

Select the appropriate response:

Yes  
 No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

### **Fiscal Capability Information**

Section 1: Organizational Information

\*\*\* FOR PROFIT CORPORATIONS ONLY \*\*\*

Enter the following values in order to submit the application

Enter the Year in which the Corporation was Founded: 0

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status: 01/01/1900

Enter the Employer Identification Number Assigned by the IRS: 0

Enter the Charter Number assigned by the Texas Secretary of State: 0

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

## Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts)?

Select the appropriate response:

Yes

No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

Yes

No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

- Yes
- No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- Yes
- No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- Yes
- No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- Yes
- No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- Yes
- No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

#### Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- Yes
- No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.



Enter your explanation:

**Budget Details Information**

**Budget Information by Budget Line Item:**

| CATEGORY  | SUB CATEGORY            | DESCRIPTION   | OOG         | CASH MATCH | IN-KIND MATCH | GPI    | TOTAL       | UNIT/% |
|-----------|-------------------------|---|-------------|------------|---------------|--------|-------------|--------|
| Equipment | Computer Aided Dispatch | Base Records Management System - 1 @\$7,973.00 . Ipad mobile device Management - 1@\$4,600.00, . Project Management, - 1@\$1,000.00. Professional Services/Implementation -1@ \$3000.00 . Previous Master files-conversion- 1@\$10,600.00 . Property Room Barcode scanner Kit- 1@ \$2,800.00 . Property Room printer kit, 1@\$1,030.00 . Microsoft SQL 1019 Runtime CAL, 8 @ 110.00 each. Microsoft SQL Server 2019 RUNTIME,1@ \$499.00 . Tyler software fees 1@ \$13,079 . Tyler Services- 1@ \$10,600.00 . Third Party Software Services, 1@\$5,000.00. | \$28,968.00 | \$0.00     | \$0.00        | \$0.00 | \$28,968.00 | 1      |

**Source of Match Information**

**Detail Source of Match/GPI:**

| DESCRIPTION | MATCH TYPE | AMOUNT |
|-------------|------------|--------|
|-------------|------------|--------|

**Summary Source of Match/GPI:**

| Total Report | Cash Match | In Kind | GPI Federal Share | GPI State Share |
|--------------|------------|---------|-------------------|-----------------|
| \$0.00       | \$0.00     | \$0.00  | \$0.00            | \$0.00          |

**Budget Summary Information**

**Budget Summary Information by Budget Category:**

| CATEGORY  | OOG         | CASH MATCH | IN-KIND MATCH | GPI    | TOTAL       |
|-----------|-------------|------------|---------------|--------|-------------|
| Equipment | \$28,968.00 | \$0.00     | \$0.00        | \$0.00 | \$28,968.00 |

**Budget Grand Total Information:**

| OOG         | CASH MATCH | IN-KIND MATCH | GPI    | TOTAL       |
|-------------|------------|---------------|--------|-------------|
| \$28,968.00 | \$0.00     | \$0.00        | \$0.00 | \$28,968.00 |

**Condition Of Fundings Information**

| Condition of Funding / Project Requirement | Date Created | Date Met | Hold Funds | Hold Line Item Funds |
|--|--------------|----------|------------|----------------------|
|--|--------------|----------|------------|----------------------|

You are logged in as **User Name:** Marvin Alcorn ; **UserName:** Alcorn\_Marvin \*  
INTERNALUSER