

**APPLICATION FOR**

1. TYPE OF SUBMISSION  Application Non-Construction		2. DATE SUBMITTED  07/24/2011		APPLICATION IDENTIFIER	
		3. DATE RECEIVED BY STATE		STATE APPLICATION IDENTIFIER	
		4. DATE RECEIVED BY FEDERAL AGENCY		FEDERAL IDENTIFIER	
5. APPLICANT INFORMATION					
Legal Name City of Conroe			Organizational Unit Conroe Police Department		
Address (city, state, and zip code) 300 West Davis P.O.Box 3066 Conroe, Texas 77305-2803			Name and telephone number of the person to be contacted on matters involving this application  Jon Buckholtz (936) 522-3200		
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 74-6000555			7. TYPE OF APPLICANT Municipal		
8. TYPE OF APPLICATION New			9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE Number: 16.738 CFDA Title: EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Automated Vehicle License Plate Recognition System		
12. AREAS AFFECTED BY PROJECT Public Safety, Theft Deterrence, Stolen Property Recovery					
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICT(S) OF			
Start Date: 10/15/2011	Ending Date: 10/15/2013	a. Applicant TX06		b. Project TX06	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?			
a. Federal	\$23,171	Program has not been selected by state for review			
b. Applicant	\$829				
c. State	\$0				
d. Local	\$0				
e. Other	\$0				
f. Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?  N			
g. Total	\$24,000				
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 THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.					
a. Typed Name of Authorized Representative Phillip Dupuis		b. Title Chief of Police		c. Telephone number (936) 522-3200	
d. Signature of Authorized Representative				e. Date Signed	

Previous Editions Not Usable

Standard Form 424 (Rev 4-88)  
Prescribed by OMB Circular A-102

## **Conroe Police Department 2011 JAG Application**

2011-H5420-TX-DJ

### **Review Portion**

The date of public review for the Conroe Police Department 2011 JAG project is intended to occur on 08/11/2011. This date was chosen to allow the project to be presented during a regularly scheduled council meeting so the review may be presented in an open public forum. Documentation of this event will be available on the City of Conroe Website, and a copy of the agenda will be kept with the grant files.

## **Conroe Police Department 2011 JAG Application**

2011-H5420-TX-DJ

### **Abstract**

The city of Conroe is located in the Piney Woods of southeast Texas, at the junction of IH45, and SH105. The Conroe Police Department currently employs 104 sworn officers and 30 civilian personnel. The department is currently chartered as a Law Enforcement Training Academy, and has recently been certified as a Texas Police Chiefs Association Best Standards and Practices recognized department. The Conroe Police Department is seeking to obtain an Automatic Vehicle License Plate Recognition system to enhance the level of service provided to the citizens of Conroe which will be utilized in the day to day operations of the Conroe Police Department. Cost for this system is currently estimated at \$21,000-\$24,000. The Conroe Police Department is seeking a DOJ JAG grant to assist in financing this equipment. Any cost over the amount of the grant will be covered by unassigned funds in The Department's budget. The purpose area addressed by this application is "Law Enforcement Programs" with the priority of purpose area 5 "Disrupting Illicit Commerce in Stolen Goods and Property". Project Identifier is "Equipment General"

# **Conroe Police Department 2011 JAG Application**

2011-H5420-TX-DJ

## **Abstract**

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## **Introduction**

The city of Conroe is located in the Piney Woods of southeast Texas, at the junction of IH45, and SH105. The city has a long history dating back to the mid 1800s, when it was a hub for timber logging activity. The Conroe Police Department currently employs 104 sworn officers, and 30 civilian personnel. The department was recognized in late 2010 as conforming to the best standards and practices as put forth by The Texas Chiefs of Police Association. The Conroe Police Department subscribes to the mission statement of the city, that being "To protect and serve the citizens of Conroe, and exceed their expectations".

The Conroe Police Department is seeking to obtain an Automatic Vehicle License Plate Recognition (AVLPR) system. This type of system is utilized to constantly scan the license plates of vehicle met by police officers while routinely performing their duties. The system reads the license plates encountered, searches for associated TCIC / NCIC records, generates an alert indicating there is a legitimate law enforcement reason to investigate further, and notifies the officer of the alert generated. This system will create another level of awareness for the officer on the street. The system can scan and search data at a much faster rate than the officer thereby increasing his ability to perform his duties. It is anticipated this type of AVLPRS will allow the department a level of presence not available with current department equipment, while not increasing the public's perception of intrusion into day to day life.

The location of the community (at the junction of two major road systems, Interstate Highway 45 and Texas State Highway 105) presents an excellent opportunity to use this system. It is estimated in excess of 3 million vehicles utilize the roadways in the city limits of Conroe every day. Significant numbers of stolen vehicles and wanted persons utilize the IH 45 corridor to move through the area. However statistics for the last five years indicate there has been little incidence of recovery of these vehicles.

**Total reported recoveries of stolen vehicles by CPD:**

Year	2006	2007	2008	2009	2010
# of Vehicles*	37	55	86	74	84
*Data verified through CPD Records and Texas Department of Public Safety, July 2011					

These numbers encompass all areas of the city; however certain beats of responsibility will lend themselves to the use of an AVLPRS system. It is anticipated deployment of an AVLPRS will increase the incidences of recovery of stolen vehicles. This type of system is currently in use with other local agencies including the Montgomery County Sherriff's Department. Adding this ability to the Conroe Police Department will compliment the capabilities of these fellow agencies, and ensure there is seamless coverage throughout the city of Conroe and the areas adjacent to the city.

**Goals and Objectives:**

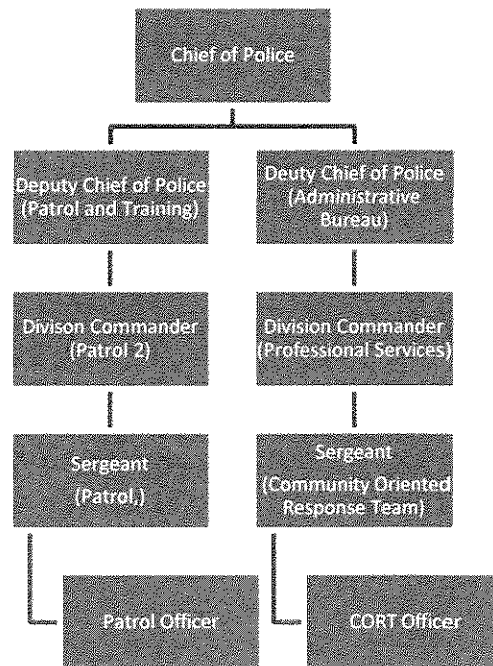
1. Select and obtain an Automatic License Plate Recognition System
  - a. Identify vendors that provide the type unit envisioned
  - b. Select desired features
  - c. Place order for the unit
  - d. Receive unit
2. Deploy the unit
  - a. Utilize in areas of high vehicle traffic
  - b. Utilize for special enforcement
  - c. Issue press release informing the public of the acquisition.
3. Measure Impact of system
  - a. Compare data before and after system is utilized

**Key Benefits:**

It is believed the acquisition and deployment of this system will act as a deterrent to crime in the areas in which it is deployed, and increase the likelihood criminal activity will be more readily identified. Additionally, it is hoped the public perception of a safe and secure environment will be enhanced by the visibility and public knowledge of the system. When utilized by patrol and targeted enforcement assets in high vehicular travel areas, it is anticipated the incidents of locating stolen vehicles and wanted persons will be increased. All this will be accomplished without the public feeling a more pervasive police presence.

**Key Personnel:**

A graphic of those intended on using the system is shown below. The initial implementation of this program will be done in the Professional Services and Patrol Divisions of Conroe Police Department. The actual equipment will be utilized by personnel assigned to specific, outfitted vehicles



**Evaluation:**

The Conroe Police Records Section tracks the number of recoveries of stolen vehicles performed by CPD. By utilizing the equipment in designated beats with high instances of the specific activity the system is designed to identify, CPD will be able to compare data using empirical data already gathered, and data gathered over the course of the project to determine the effectiveness of the project.

**Endorsements:**

Similar systems are already utilized by surrounding agencies such as The Montgomery County Sherriff's Department.

**Additional Information:**

CPD is currently formulating the specifications for the system with both ELSAG North America, and Pips Technology. The projected cost to equip three vehicles with this system is \$21,000-\$23,000. Any cost in excess of the amount of the grant will be addressed by the city. Unassigned budgeted assets will be utilized to fund the balance of the cost over the amount of the grant.

**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				
<b>TOTAL</b>				<u>\$0.00</u>

**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
Automated Vehicle License Plate Recognition System	3	\$24,000.00
equipment entry 2		
equipment entry 3		
equipment entry 4		
equipment entry 5		
<b>TOTAL</b>		<u>\$24,000.00</u>

# 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 1, each position entry limited to one line		
Position 2		
Position 3		
Position 4		
Position 5		
Position 6		
		<b>SUB-TOTAL</b> \$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		
		<b>SUB-TOTAL</b> \$0.00
		<b>Total Personnel &amp; Fringe Benefits</b> \$0.00



**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
None		
supply item 2		
supply item 3		
supply item 4		
supply item 5		
supply item 6		
supply item 7		
supply item 8		
supply item 9		
<b>TOTAL</b>		<b>\$0.00</b>

**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
None		
<b>TOTAL</b>		<b>\$0.00</b>

**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			
<b>Subtotal</b>			\$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		
<b>Subtotal</b>			\$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		
<b>Subtotal</b>		\$0.00
<b>TOTAL</b>		\$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		

20262

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.

<b>Budget Category</b>		<b>Amount</b>
<b>A. Personnel</b>		<u>\$0.00</u>
<b>B. Fringe Benefits</b>		<u>\$0.00</u>
<b>C. Travel</b>		<u>\$0.00</u>
<b>D. Equipment</b>		<u>\$24,000.00</u>
<b>E. Supplies</b>		<u>\$0.00</u>
<b>F. Construction</b>		<u>\$0.00</u>
<b>G. Consultants/Contracts</b>		<u>\$0.00</u>
<b>H. Other</b>		<u>\$0.00</u>
<b>Total Direct Costs</b>		<u>\$24,000.00</u>
<b>I. Indirect Costs</b>		<u>\$0.00</u>
<b>TOTAL PROJECT COSTS</b>		<u>\$24,000.00</u>
<b>Federal Request</b>		<u>\$23,171.00</u>
<b>Non-Federal Amount</b>		<u>\$829.00</u>

Conroe Police Department

2011 JAG Submission

Budget Narrative

Cost of System:

The Conroe police department is submitting an application to equip the department with an Automatic Vehicle License Plate Recognition System. This will be used to enhance the capabilities of the department to identify vehicles with NCIC and state alerts as well as wanted individuals tied to specific vehicles. The department does not currently have similar equipment.

The funding allocated in the JAG submission is to be utilized in the following manner:

Equipment: \$18,740.00

Other Costs: \$4,431.00

Total Cost: \$23,171.00