

MOTION:

**September 6, 2016
Regular Meeting
Res. No. 16-**

SECOND:

**RE: RATIFY A GRANT APPLICATION FOR THE FISCAL YEAR 2016
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
FROM THE UNITED STATES DEPARTMENT OF JUSTICE, OFFICE
OF JUSTICE PROGRAMS TO SUPPORT THE POLICE DEPARTMENT
MICROFILM AND MICROFICHE DATA CONVERSION PROJECT
AND ACCEPT, BUDGET AND APPROPRIATE \$94,359 IN FEDERAL
GRANT REVENUE CONTINGENT UPON AWARD**

ACTION:

WHEREAS, the Police Department currently possesses thousands of records stored on microfiche and microfilm including police incident reports, field interview information, criminal investigation supplements and arrest information; and

WHEREAS, during investigative follow-up, intelligence gathering and major case investigations, these records must be hand searched on aging microfilm and microfiche systems which is very time consuming, unproductive and unreliable; and

WHEREAS, the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance announced availability of grant funding through the Edward Byrne Memorial Justice Assistance Grant; and

WHEREAS, the grant application was submitted by the required due date of June 30, 2016; and

WHEREAS, the Police Department expects to be awarded grant funding in the amount of \$94,359 to purchase scanning and digital imaging services as well as software application development to digitally convert these aging microfiche/microfilm records into electronic format that is properly indexed for fast and efficient retrieval; and

WHEREAS, no cash match is required and no out-year costs are required associated with contractual services for this project; and

WHEREAS, the Finance Department will substantiate the need for this one-time budget increase by reviewing the Police Department's funding notifications to verify the funding amount being provided to the County; and

WHEREAS, the Prince William County Police Department will act as the Project Administrator and agrees to be the Fiscal Agent for expenditure of these funds;

September 6, 2016
Regular Meeting
Res. No. 16-
Page Two

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors does hereby ratify a Grant Application for the Fiscal Year 2016 Edward Byrne Memorial Justice Assistance Grant from the United States Department of Justice, Office of Justice Programs to Support the Police Department Microfilm and Microfiche Data Conversion Project and accept, budget and appropriate \$94,359 in Federal Grant Revenue contingent upon award as follows:

Increase Revenue Budget:

<u>Grant #:</u>	<u>Revenue Code</u>	<u>Amount</u>
TBD – 2016 Edward Byrne Memorial JAG	41780 – Categorical Aid – Grants	\$94,359

Increase Expenditure Budget:

<u>Grant #:</u>	<u>Object Code</u>	<u>Amount</u>
TBD – 2016 Edward Byrne Memorial JAG	53201 – Professional Services	\$94,359

BE IT FURTHER RESOLVED that the Prince William Board of County Supervisors does hereby authorize the County Executive to sign the Grant Award and Special Conditions documents.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Police Chief

Finance Director

ATTEST: _____
Clerk to the Board



Christopher E. Martino
Acting County Executive

COUNTY OF PRINCE WILLIAM

OFFICE OF EXECUTIVE MANAGEMENT

1 County Complex Court, Prince William, Virginia 22192-9201
(703) 792-6600 Metro 631-1703 FAX: (703) 792-7484

BOARD OF COUNTY SUPERVISORS

Corey A. Stewart, Chairman
Pete Candland, Vice Chairman
Ruth M. Anderson
Maureen S. Caddigan
John D. Jenkins
Jeanine M. Lawson
Martin E. Nohe
Frank J. Principi

August 26, 2016

TO: Board of County Supervisors

FROM: Barry M. Barnard
Chief of Police

THRU: Christopher E. Martino
Acting County Executive

RE: Ratify a Grant Application for the FY2016 Edward Byrne Memorial Justice Assistance Grant from the United States Department of Justice, Office of Justice Programs to Support the Police Department Microfilm and Microfiche Data Conversion Project and Accept, Budget and Appropriate \$94,359 in Federal Grant Revenue Contingent Upon Award

I. Background in chronological order is as follows:

- A. Edward Byrne Memorial Justice Assistance Grant Program – The Edward Byrne Memorial Justice Assistance Grant (JAG) Program provides federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system.
- B. Microfilm and Microfiche Data Records – The Police Department currently possesses thousands of records stored on microfiche and microfilm including police incident reports, field interview information, criminal investigation supplements and arrest information. During investigative follow-up, intelligence gathering and major case investigations, these records must be hand searched on aging microfilm and microfiche systems which is very time consuming, unproductive and unreliable.

II. Current Situation is as follows:

- A. Microfilm and Microfiche Data Conversion Project – The Police Department is proposing to utilize JAG funding to purchase scanning and digital imaging services as well as software application development to digitally convert microfiche/microfilm records into a readable format that is properly indexed for fast and efficient retrieval and stored on a County server.

- B. Automated Grant Application Process – Automation of grant processes has shortened the period between announcement and application submission deadlines. In 2016, the announcement was made in late May and applications were due on June 30, 2016.
- C. Grant Award – If approved, Prince William County will be awarded a one-time award in the amount of \$94,359 in federal funds under this program and the Grant Award and Special Conditions documents must be executed by the County Executive and returned to the Department of Justice by October 1, 2016. Funds must be expended and project must be complete and project must be complete by September 30, 2019.
- D. Finance Review – The Finance Department will substantiate the need for this one-time budget increase by reviewing the Police Department's funding notifications to verify the funding amount being provided to the County.
- E. Board Action Requested – The Board of County Supervisors is requested to ratify a grant application for the FY2016 Edward Byrne Memorial Justice Assistance Grant from the United States Department of Justice, Office of Justice Programs to support the Police Department Microfilm and Microfiche Data Conversion Project and Accept, Budget and Appropriate \$94,359 in federal grant revenue contingent upon award.

III. Issues in order of importance are:

- A. Service Level/Policy Impact – What is the benefit to accepting the grant funding?
- B. Fiscal Impact – What is the fiscal impact to the County?
- C. Timing – When does the grant funding need to be accepted and required documents signed?
- D. Legal – Are there any legal issues?

IV. Alternatives in order of feasibility are:

- A. Ratify a Grant Application for the FY2016 Edward Byrne Memorial Justice Assistance Grant from the United States Department of Justice, Office of Justice Programs to Support the Police Department Microfilm and Microfiche Data Conversion Project and Accept, Budget and Appropriate \$94,359 in Federal Grant Revenue Contingent Upon Award.

1. Service Level/Policy Impact – During investigative follow-up, intelligence gathering and major case investigations, the current microfilm/microfiche records must be hand-searched on aging microfilm and microfiche systems. Converting the microfilm/microfiche to electronic format will enable fast and efficient retrieval of records. These records will be 100 percent digitized with the grant funds.
2. Fiscal Impact – Budget and appropriate \$94,359 in federal grant revenue to support the Police Department Microfilm and Microfiche Data Conversion Project. There is no cash match requirement.
3. Timing – The Grant Award and Special Conditions documents must be executed by the County Executive and returned to the Department of Justice by October 1, 2016.
4. Legal – The County Attorney's Office has approved the standard Grant Award and Special Conditions documents, as to form only, provided by the Department of Justice. The Police Department has reviewed all assurances, certifications and other requirements received with the grant award and has determined they are standard forms and acknowledges understanding of the requirements.

B. Take No Action

1. Service Level/Policy Impact – During investigative follow-up, intelligence gathering and major case investigations, the current microfilm/microfiche records must be hand-searched on aging microfilm and microfiche systems. The necessary equipment is unreliable, making many records difficult to access. In addition, this process is very labor intensive and consumes staff resources which could be allocated to other activities.
2. Fiscal Impact – The Prince William County Police Department may not have sufficient funding to support needed microfilm and microfiche record conversion to electronic format.
3. Timing – No impact.
4. Legal – The Board of County Supervisors is not legally obligated to ratify the grant application.

V. Recommendation is that the Board of County Supervisors concur with Alternative A, and approve the attached Resolution.

Staff Contact: Chief Barry M Barnard, ext. 6650