

Sources of Financial Assistance for Driving Simulators and Law Enforcement

Prepared by:



FAAC Incorporated

<http://www.faac.com/>

734.761.5836



Table of Contents

| | |
|---|----------------|
| 1. Introduction | 3 |
| 2. FAAC Driving Simulators | 4 |
| 3. Preparing for Grant Writing | 5 - 6 |
| 4. Identifying Funding Resources | 7 - 10 |
| 5. Grant Resources | 11 |
| 6. Sample Grant Components | 12 - 16 |
| 7. Completing Your Grant Application | 17 |

Introduction

Grant writing! The very thought of it can make you want to run away! Has someone ever placed a request for proposal on your desk, demanding that you be the one to write the proposal, and then added, "by the way, it is due next week?" That is exactly what happened to me over 30 years ago when I was handed a grant and told that my job depended on getting the grant funding.

For the past two decades I have been teaching grant writing to the law enforcement community reaching over 6,000 departments nationwide. I know first-hand how daunting grants can be for law enforcement agencies.

The first step towards funding is to assure that your police department is ready for grant funding. The chief and other administrative leaders in your organization must approve grant funding prior to submitting an application. Make sure you have presented your idea clearly and have their full support for the project.

Once you have garnered the support of your police department, you are ready to develop a fundable project. Select a funder and follow their directions carefully. The outline in this guide should help you answer most of the requirements in any grant application.

Whether you're a first time grant writer or a seasoned pro, assembling a competitive grant application starts with three basic ingredients: research, planning and preparation. Your organization needs to understand that grant writing cannot be a once a year affair that is crammed into a few days centered on a grant deadline. Not only will this place an undue amount of stress on the grant writer, it will also usually result in a poorly written and sometimes incomplete application that doesn't get funded. If your organization is going to be competitive in the funding arena, grant writing needs to be a year-round activity.

-Denise S. Schlegel
Senior Grant Consultant
www.PoliceGrantsHelp.com

FAAC Incorporated Driving Simulators

FAAC is the world's leading supplier of accurate high-speed weapon system simulations. Our experience performing this work over the past 30 years has resulted in an excellent reputation with both developmental and operational military activities.

We've been involved with distributed simulations since the inception of DIS standards development. In fact, FAAC personnel hold leadership positions on the DIS Workshop and have developed diverse products based on our unique weapon simulations and DIS expertise. This unique skill set led us to develop numerous Department of Defense programs and, ultimately, begin building our business in the commercial sector.

We were the first to develop an interactive, reconfigurable truck driving simulator for commercial training. The simulator combines a high degree of realism with the ability to create various scenarios from the Instructor Operator Station. The design flexibility of this unit provides a cost effective and safe method for driver training and testing.

Since then we've applied our unique expertise to creating high-fidelity weapon models, graphical databases, and intelligent automated behavior models to the entertainment industry, including a PC-based air combat game called "Back to Baghdad."

We've built our success by staying true to our commitment to the principles of customer satisfaction, concern for our employees, business integrity and community involvement. We consistently deliver on time and on budget, and we continually strive to improve our ability to develop the highest quality products and solutions.

FAAC is dedicated to the highest fidelity in modeling and simulation technology, providing real experience for officers in a life-like virtual environment. FAAC works with you for your optimum training solution. Please read the FAAC Whitepaper "Creating a Return on Investment: How one EMS Department used Simulation to reduce Liability and Create Systemic Change in its EVOC Program", available at www.faac.com .

Preparing for Grant Writing

Prior to selecting a funding source, your department must demonstrate through a strongly justified need statement for a driver simulator. In order to do that, the department must evaluate its current driver training needs, its current annual cost for driver training, driver performance indicators, assess department accident records, evaluate types and locations of accidents, map regional, state and local driver training facilities and complete a cost/benefit analysis of the current training system and compare the need to the driver training simulator and its cost/benefit savings. Once you have completed this preparation you will then be ready to identify a funding source.

Conduct an assessment of your current training process and training needs for one year for your department

- Determine how many officers need driving training within the next year
- Determine the frequency of training of their training
- Determine frequency of classroom and training sessions
- Calculate the annual training costs for department (personnel/range fees/classroom costs/materials/supplies, etc.)

Assess cost of utilizing traditional existing outside facility

- Determine cost of utilizing existing training at facilities located with your county/state/region
- Calculate cost per officer of sending your personnel to three of the existing facilities per

Determine the cost of officer driving performance records: Conduct a retrospective survey of your departmental driving experience to determine a baseline of experience. This data will also serve as a baseline data to compare with post simulator training.

Typical Department Performance Indicators

- Number of calls
- Number of tours of duty
- Response times
- Event details
- Number of collisions
- Types of collisions
- Cause of collisions
- Collision date and location

Map current driving simulator training available within your region:

- Identify your county/ state/regional (regional might be at a Counterdrug Training Center)
- What access is available for use by your department?
- What is the cost to your department to use those facilities

Assess purchase cost of simulator for driver training

- Determine cost per officer based on cost of the following: purchase, installation, maintenance, supplies, parts replacement, repair, trainer fees, etc. of simulator
- Create a comparison chart of costs for officer simulator training at existing facilities
- Calculate the cost of training for simulator use versus traditional driving training per officer
- Determine which simulator best meets your department needs

Identifying Funding Resources

A Note on Identification of Funding Sources

Once you have completed the above process you can begin to research and identify potential funding sources. Funding may be found at the federal, state and local levels. You may also want to consider private foundations. Begin your search by completing the following steps.

Research potential grant and funding programs which would provide funding for a simulator

- Identify the federal grant program you feel would give you the best opportunity for funding
- Identify alternative funding resources such as municipal bonds, Community Reinvestment Act funding, corporate contributions, sponsorships, etc. for any match requirements
- Identify department funding available to contribute to the project
- Determine your department's match requirements , cost sharing requirements, allowable costs and ineligible expenses which must be supported and funded by your department
- Determine the departmental impact of federal rules for property and equipment acquisition

Federal Program Grants Formula and Discretionary

Sometimes technology needs may be purchased using a single grant and other times it may need to be built into a program grant. A simulator may be a more cost effective means to meet the requirements of officer driver training. You will need to complete the steps discussed above and review each of the following federal grants to determine which grant will meet your needs for the purchase of a firearms simulator.

Federal Grants

US Department of Homeland Security

- Law Enforcement Terrorism Activity (LEPTA-SHSP)
- Law Enforcement Terrorism Activity (LEPTA-UASI)
- Metropolitan Medical Response System (MMRS)
- Operation Stone garden Grant Program (OPSG)
- State Homeland Security Program (SHSP)
- Transit Security Grant Program (TSGP)
- Tribal Homeland Security Grant Program (THSGP)
- Urban Areas Security Initiative Program(UASI)

US Department of Justice/Office of Justice Programs

- Justice Assistance Grant (JAG)
- COPS Grants
- US Department of Transportation (OTS Grants)
- SAFETEA-LU overall funding grant

Edward Byrne Memorial Justice Assistance Grant (JAG)

Funds available in FY 2011: \$519 million. Byrne funds support a broad range of activities to prevent and control crime and to improve the criminal justice system, including equipment and operations. JAG funds support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. Sixty percent allocation is awarded to the State and 40 percent is set aside for units of local governments. The procedure for allocating JAG funds directly to local units of government is a formula based on population and crime statistics submitted to the State to report into the UCR database. Each state handles their allocation differently, most through a competitive application at different times of the year.

COPS Community Policing Development Grants

Funding Available in FY 2011: \$18 million. Community Policing funds can be used for training and technical assistance and to fund a variety of innovative projects and knowledge resource products that support the integration of community policing strategies throughout the law enforcement community. This will enable officers and community members to more effectively address emerging law enforcement and community issues. Community Policing grants are awarded through a competitive application process.

Project Safe Neighborhoods (PSN)

PSN is a strategy designed to reduce gun and gang crime in the United States, focusing on aggressive and coordinated enforcement of existing gun laws in federal and state courts, and effective strategies to reduce and prevent gang crime. The PSN strategy focuses on the implementation of five elements that are integral to a comprehensive, coordinated gun and gang crime reduction and prevention program. These elements are partnerships, strategic planning, training, community outreach, and accountability. Over the past several years, BJA has supported these five PSN elements through both direct grant funds to local communities and the delivery of nationwide training and technical assistance (TTA). The PSN TTA Program is designed to deliver TTA services to state and local law enforcement, criminal justice partners, and communities in areas of the nation that are experiencing gun and gang violence.

United States Department of Agriculture (USDA)

For years, USDA has operated its Community Facilities Program. Under this program, law enforcement can access financial assistance to purchase equipment, and construct or renovate their station. The program offers four types of assistance: a direct grant, a direct loan, a combination grant and loan, and a loan guarantee. These programs are available to departments in communities that have a population of 20,000 or less and whose median household income is at or below their states figure. To access information about the Community Facilities Program, contact the nearest USDA office. You can get more information, including local contact information, by going to www.usda.gov.

Community Development Block Grants (CDBG)

This program was established in 1974 and is administered by the Department of Housing and Urban Development. Most municipalities that have a population of over 4,000 residents receive CDBG money either directly from HUD as an entitlement community or through their state government. Under CDBG up to 15% of the funding received by the municipality can be used for public services. Through this program, communities have funded a number of police activities including the purchase of new vehicles, new equipment and the renovation or construction of stations. The application process normally starts locally in January or February of each year and is handled through your local government unit.

State Funding Resources

- State Emergency Management Department
- State Homeland Security Department
- State Department of Justice
- State Department of Transportation

Foundation Grants

- Community Foundations
- Private Foundations
- Corporate Foundations

Some Examples:

- Wal-Mart Foundation
- State Farm Foundation
- Nationwide Insurance Foundation

Across the nation there are thousands of foundations that annually grant millions of dollars to eligible organizations for projects in their communities. If you are aware of a foundation in your area, the first step is to call the foundation director and explain who you represent and the type of project you are seeking funds for. From this conversation you can determine if your application is eligible and what the process is to access funding. If you are not aware of any foundations, you can access The Foundation Directory at your local library or the Foundation Center (foundationcenter.org/), which are both excellent sources that detail foundation grantmaking activities. Once you have targeted a foundation or foundations, start by calling them to see if your project meets their eligibility guidelines or not and what their application process entails.

Direct Funding

- Local business: many local businesses will sponsor the equipment for law enforcement
- Local banks: contact your local bank president or community liaison to inquire about funding for driving simulators
- Local school districts: partner with your school district for funding for driving simulators
- Local nonprofits: partner with local nonprofits for funding for driving simulators
- Partner with civic clubs for funding
- Develop a community service project for driving simulators fundraising with high school or college students for community service credit
- Partner with your city, town or county for municipality grants which fund driving simulators

Community Reinvestment Act (CRA)

Under federal regulations, financial institutions must show that they are investing money back into the communities in which they do business. This activity is monitored at least every three years by the federal government. Financial institutions can meet their obligation by making grants, low interest loans or donations to community organizations. If you are interested in this program you should contact your bank either at the end of the year or at the start of the New Year. Banks operate on a calendar year budget and they will be adopting their budget at this time. For the best chance of getting funded, you want to be included in that budget. Your project should have visibility and an opportunity for the bank to get public recognition.

Helpful Grant Resources

Policegrantshelp.com: www.policegrantshelp.com

Federal Grants website: www.grants.gov

The Foundation Center: www.foundationcenter.org

The Responders Knowledge Base: www.rkb.us

JAG Program: www.ojp.usdoj.gov/BJA/grant/jag.html

USDA: www.usda.gov

DUNS: fedgov.dnb.com/webform

American Fact Finder: factfinder.census.gov/home/saff/main.html?_lang=en

Other Resources: www.policegrantshelp.com/resources/

Sample Grant: Justice Assistance Grant (JAG)

Please note: Below you will find a sample grant application to serve as a guide for your application. It is critical that you use this sample as a guide only. Each grant funding has different missions, rules and questions for completing each separate grant application.

Never copy and paste any information from another grant. This could cause you to be rejected for funding if the material you copied and pasted contains the wrong type of information or another funder's name. Ghosting — pasting another funder's name into a grant application — is a very common problem and truly ends with a rejection notice.

Locate state and department strategic plans

In order to build a JAG grant application for a FAAC driving simulator you will need to obtain your state strategic plan from your State Administering Agency (SAA). To locate your contact at your SAA office, go to <http://www.ojp.gov/saa/index.htm>. Click on your state and a contact list will be provided.

Locate your Police Department's strategic plan. As required by the JAG grant, both your state and your department strategic plan must align in order to be awarded the JAG. Prior to completing your application, it is highly recommended that you meet with your SAA to discuss your intention to apply. JAG funding is directly related to your violent crime data uploaded through your monthly UCR reports. You must demonstrate that your jurisdiction meets the high violent crime rate needed to be awarded grant funding through the JAG.

Most of the states require that the driving simulator purchase be related to a specific policing strategy and project related to an increase in violent crime. For example, the simulator might be used to address officer driving training needs to more effectively address the increase in the violent crime rate. By contacting your SAA you can clarify your state's JAG priorities and strategies for grants awards. All JAG grant awards, both formula funded or discretionary funded, require the demonstration of high levels of violent crime. According to the JAG grant solicitation:

"The Bureau of Justice is strongly encouraging that state and local justice planning bring all stakeholders together to create a comprehensive and strategic justice plan to ensure coordination and therefore a more effective justice system. In the grant world, that means that only those states and local justifications who are currently working to create a state-wide strategically planned use for local JAG funding will likely be awarded the grant funding. BJA has made resources available to each State Administering Agency to assist with statewide coordinated planning to assist in the identification and use of effective evidence-based practices with proven outcomes. The SAA can provide training

and technical assistance to each state and their partners to create a state-wide approach for JAG funding. <http://www.ojp.gov/saa/index.htm> ``

Governing Body Review

The grant application requires a Governing Body Review'. That means that your local government (a city council, county commission, county board of supervisors or other legislative body at the local level) based on your local laws and procedures for providing the application to the governing body must review and approve your application at a public meeting. The manner in which you notified your governing body and the date this was completed must be included in the Review Narrative portion of your application. A public comment period must be provided. The application must be submitted AT LEAST 30 days prior to submission of your application to the Bureau of Justice. Submit your application via GMS no later than the application deadline, regardless of whether the local review process is complete. If the application is not complete, or you do not meet the 30-day governing body review requirement, BJA will add a special condition to the award that will withhold grant funds until you submit documentation confirming the requirement has been met. The public comment periods may be any time prior to the application submission.

As this is a federal formula grant, there is a fund amount listing for joint applications in disparate communities. If your jurisdiction is listed with another city or county government, you are in a funding disparity. In this situation, the units of local government must apply for an award with a single, joint application. This means the disparate communities must work together to agree on funding amounts for each community listed and create a multi-community application. Each community may have its own priorities. A single budget must be developed and each community must create a memorandum of understanding (MOU) defining the amount and purpose of funding each community will receive. The partnership of the local law enforcement organizations must also select the governmental body with the best capacity to manage the grant award to be the lead organization for the application. This lead organization will manage the funds and provide for all of the reporting and management requirements to the Bureau of Justice. They will also receive funding for the cost of this administrative function.

Performance Measurements must be discussed in each application. The application should discuss the proposed methods for collecting data for performance measure. No performance data is required for the application. But all those funded will have to submit performance data in their quarterly reports. Applicants who receive funding under this solicitation must provide data that measures the results of their funded project.

The Department of Justice requires each department to use the following website to develop your plan for the collection of performance measures which must be included in your application. The performance measures required can be found at:

www.bjaperformancetools.org/help/ARRAJAGandJAGCombinedIndicatorGrid.pdf.

Applicants must submit a program narrative that generally describes the proposed program activities for the four year grant period. The narrative must outline the type of programs to be funded by the JAG award and provide a brief analysis of the need for the programs. To complete this process you must demonstrate the need for the program using appropriate data and complete a cost-benefit analysis of the programs to demonstrate why this is the best approach. Narratives must also identify anticipated coordination efforts involving JAG and related justice funds. Certified disparate jurisdictions submitting a joint application must specify the funding distribution to each disparate unit of local government and the purposes for which the funds will be used.

Program Narrative

A four year plan must be presented in your grant narrative. Your state strategic plan and your department's strategic plan will assist with the completion of the Program Narrative.

This plan must address the following:

- Brief analysis of the need for the programs with Crime Data justification/Part I and Part II
- Identify anticipated coordination of efforts and related justice funds

It is recommended to clearly define each year's individual project by defining the following concepts. A project timeline or table may be useful.

Provide separate and complete information about each of the four years.

- What is to be done? Define each project
- Define the timeline for completion of each project
- Who will be responsible for project (either by position or organizational name)
- Anticipated Coordinating Efforts

Budget and Budget Narrative

Applicants must submit a budget and budget narrative outlining how JAG funds, including administrative funds if applicable, will be used to support and implement the program. This narrative should include a full breakdown of administrative costs, as well as an overview of how funds will be allocated across approved JAG purpose areas.

Applicants should utilize the following approved budget categories to label the requested expenditures: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Consultants/Contracts, and other category.

For informational purposes only, a sample budget form may be found at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf. Failure to submit an appropriate budget and budget narrative may result in the attachment of a withholding special condition at the time of award, preventing the drawdown of funds until the required information is submitted.

| |
|---|
| Example: Annual Training Costs |
| 100 officers x 2 trainings x 1 year = 200 tactical driving sessions |
| 1 classroom @ 20 students = 10 classroom sessions and 10 tactical driving sessions |
| 10 classroom sessions + 10 range sessions x trainer fees + total annual trainer fees |
| Total trainer fees + cost of 10 classroom sessions + cost of 10 tactical driving course + cost of 200 officers' salary for classroom time + cost of 200 officers salary for tactical driving course time + training supplies + overhead costs = Annual Training Costs |
| Total Annual Training Costs divided by 200 = cost per officer |

| |
|--|
| Example: Annual Training for Outside Facility Costs |
| 100 officers x 2 trainings x 1 year = 200 tactical driver training sessions |
| 1 classroom @ 20 students = 10 classroom sessions and 10 tactical driving sessions |
| Trainer fees for 10 classroom sessions + 10 tactical driving sessions x trainer fees + total annual trainer fees |
| Facility use fee for 10 classroom sessions + 10 range sessions = annual cost for facility use |
| Total trainer fees + cost of 10 classroom sessions + cost of 10 tactical driving sessions + cost of 200 officers' salary for classroom time + cost of 200 officers' salary for tactical driving time + training supplies + overhead costs + travel + meals = Annual Training Costs |
| Total Annual Training Costs divided by 200 = cost per officer |

Once you have determined the annual cost of training you must develop a four year budget using your annual projected costs, total number of officers to be trained and other costs of the project. Build the simulator training costs into the cost of the larger policing strategy you intend to use.

Finalizing the Application

All other application requirements for standard forms and certifications may be found in the JAG local solicitation. www.ojp.usdoj.gov/BJA/grant/jag.html. This application requires demonstrated strategic planning, input from all partners utilizing law enforcement best practices and procedures. Each law enforcement organization must demonstrate project outcomes which benefit the community and the department. Make sure you address all of these issues prior to submitting your application. Only those applications with strong plans, demonstrated need, understanding of current law enforcement practices and sound performance measurement will be funded. To assure that your department is developing a competitive application you must contact your State Administering Agency (SAA) and obtain your State Law Enforcement Strategic Plan and assure that your funding requests align with your state plan. To locate your state contact click here <http://www.ojp.gov/saa/index.htm>.

Each applicant for federal grant funding must be registered with the Central Contractor Registration (CCR), have a registered DUNS number and register with the federal government to enable an electronic grant application submission. All instructions and forms are provided at www.grants.gov.

Completing your Grant Application

As with any grant application you must follow all directions, review all the recommended websites and have a full understanding of the federal requirements for the field of work in which you are attempting to obtain funding.

Once you have identified the appropriate funder, read the request for proposal very carefully and create your grant application as directed by the RFP. Most of the work required for justification of the project has been completed in your preplanning process. Other grant information may be required concerning any partnerships or programs you need to develop to complete the application.

And if you get stuck, remember the PoliceGrantsHelp team is available to assist you at every step of the way.

-PoliceGrantsHelp Team
expert@policegrantshelp.com
866-463-7792

