



**BJA FY 17 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation** 2017-H3189-MI-DJ



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*Is the applicant delinquent on any federal debt	No
*Employer Identification Number (EIN)	38-6004534
*Type of Applicant	Municipal
Type of Applicant (other):	
*Organizational Unit	Ann Arbor Police Department
*Legal Name (Legal Jurisdiction Name)	City of Ann Arbor
*Vendor Address 1	301 E. Huron
Vendor Address 2	
*Vendor City	Ann Arbor
Vendor County/Parish	Washtenaw
*Vendor State	Michigan
*Vendor ZIP	48104-1908
<b>Point of Contact Information for matters involving this application</b>	
Contact Prefix:	Mr.
Contact Prefix (Other):	
Contact First Name:	Robert
Contact Middle Initial:	
Contact Last Name:	Pfannes
Contact Suffix:	
Contact Suffix (Other):	
Contact Title:	Deputy Chief
Contact Address Line 1:	301 E. Huron
Contact Address Line 2:	
Contact City:	Ann Arbor
Contact State:	Michigan

Contact Zip Code:	48104-1908
Contact Phone Number:	(734) 794-6910 Ext. 49103
Contact Fax Number:	(734) 997-1506
Contact E-mail Address:	rpfannes@a2gov.org

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Descriptive Title of Applicant's Project		
2017 Laser radar grant		
Areas Affected by Project		
Enforcement of traffic laws in the approximately 29 square miles of the city of Ann Arbor as well as laser measurements of serious accidents and crime scenes.		
Proposed Project		
	*Start Date	October/ 01/ 2016
	*End Date	September/ 30/ 2018
*Congressional Districts of		
	Project	Congressional District 07, MI
*Estimated Funding		
Federal		\$17930.00
Applicant		\$1165.00
State		\$0.00
Local		\$0.00
Other		\$0.00
Program Income		\$0.00
TOTAL		\$19095.00


**BJA FY 17 Edward Byrne Memorial Justice Assistance  
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2017-H3189-MI-DJ


**Financial Management and System of Internal Controls Questionnaire**

Form Submitted On: Wed Aug 30 12:33:58 EDT 2017

#	Question	Provided Response
1.	Name of Organization and Address: Organization Name:	City of Ann Arbor
	Street1:	100 N. Fifth
	Street2:	-
	City:	Ann Arbor
	State:	MI
	Zip Code:	48104
2.	Authorized Representative's Name and Title: Prefix:	-
	First Name:	Robert
	Middle Name:	-
	Last Name:	Pfannes
	Suffix:	-
	Title:	Deputy Chief
3.	Phone:	734-794-6910
4.	Fax:	-
5.	Email:	rpfannes@a2gov.org
6.	Year Established:	1824
7.	Employer Identification Number (EIN):	36-6004534
8.	DUNS Number:	0049131660000
9.	Type of Organization:	Municipality
	Type of Organization: Other:	-
10.	The organization has undergone the following types of audit(s) (Please check all that apply): [OMB A-133 Single Audit]	Yes
	The organization has undergone the following types of audit(s) (Please check all that apply): [Financial Statement Audit]	Yes
	The organization has undergone the following types of audit(s) (Please check all that apply): [Defense Contract Agency Audit (DCAA)]	-
	The organization has undergone the following types of audit(s) (Please check all that apply): [None]	-
	The organization has undergone the following types of audit(s) (Please check all that apply): [Programmatic Audit]	-

	The organization has undergone the following types of audit(s) (Please check all that apply): [Other Audit]	-
	Programmatic Audit Agency:	-
	Other Audit Agency:	-
11.	Most Recent Audit:	Within the past 12 months
	Name of Audit Agency/Firm:	Rehmann Robson
12.	On the most recent audit, what was the auditor's opinion?	Unqualified Opinion
	Please enter the number of findings:	0
	Please enter the amount of questioned costs:	\$0.00
	Were material weaknesses noted in either the Financial Statement or Single Audit?	-
13.	Which of the following best describes your accounting system:	Automated
14.	Does the accounting system identify the receipt and expenditure of program funds separately for each grant?	Yes
15.	Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?	Yes
16.	Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share?	Yes
17.	Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?	Yes
18.	Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)?	Yes
19.	Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?	Yes
20.	Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?	Yes
21.	Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?	Yes

22.	Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?	Yes
23.	Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred subgrantees and contractors, prior to award? <a href="https://www.sam.gov/">https://www.sam.gov/</a>	Yes
24. (a)	Does your organization maintain a standard travel policy?	Yes
24. (b)	Does your organization adhere to the Federal Travel Regulation? (FTR)	Yes
25.	(For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?	N/A
Cert.	APPLICANT CERTIFICATION: Name:	Karen Lancaster
	APPLICANT CERTIFICATION: Date:	08-29-2017
	APPLICANT CERTIFICATION: Title:	Other
	APPLICANT CERTIFICATION: Other Title:	Finance Director
	APPLICANT CERTIFICATION: Phone:	734-794-6500
Close this window		



**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329  
Expiration Date: 12/31/2018

**FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE**

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.
- (7) Written procedures for determining the allowability of costs.

**APPLICANT ORGANIZATIONAL INFORMATION**

1. Name of Organization and Address:

Organization Name:

Street1:

Street2:

City:

State:

Zip Code:

2. Authorized Representative's Name and Title:

Prefix:  First Name:  Middle Name:

Last Name:  Suffix:

Title:

3. Phone:  4. Fax:

5. Email:

6. Year Established: <input type="text" value="1824"/>	7. Employer Identification Number (EIN): <input type="text" value="36-6004534"/>	8. DUNS Number: <input type="text" value="0049131660000"/>
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9. Type of Organization:

State 
  Municipality 
  Non-Profit 
  Higher Education 
  Tribal 
  For-Profit 
  Other:



**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329  
Expiration Date: 12/31/2018

**AUDIT INFORMATION**

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has undergone the following types of audit(s)(Please check all that apply):

- OMB A-133 Single Audit
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- None
- Programmatic Audit & Agency:

Other Audit & Agency:

11. Most Recent Audit:  Within the past 12 months  Within the past two years  More than two years

Name of Audit Agency/Firm: **Rehmann Robson**

**AUDITOR'S OPINION:**

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion
- Qualified Opinion
- Disclaimer, Going Concern or Adverse Opinions

Please enter the number of findings:

Please enter the amount of questioned costs:

Were material weaknesses noted in either the Financial Statement or Single Audit?  Yes  No

**ACCOUNTING SYSTEM**

13. Which of the following best describes your accounting system:

- Manual
- Automated
- Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?

- Yes
- No
- Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?

- Yes
- No
- Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share?

- Yes
- No
- Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?

- Yes
- No
- Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)?

- Yes
- No
- Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?

- Yes
- No
- Not Sure





**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329  
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**PROPERTY STANDARDS, PROCUREMENT STANDARDS, AND TRAVEL POLICIES**

**PROPERTY STANDARDS**

20. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?

Yes  No  Not Sure

**PROCUREMENT STANDARDS**

21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?

Yes  No  Not Sure

22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?

Yes  No  Not Sure

23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? Please visit [www.sam.gov](http://www.sam.gov).

Yes  No  Not Sure

**TRAVEL POLICY**

24. Does your organization:

(a) maintain a standard travel policy?

Yes  No

(b) adhere to the Federal Travel Regulation? (FTR)

Yes  No

**SUBRECIPIENT MANAGEMENT AND MONITORING**

25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?

Yes  No  Not Sure

N/A (Your organization does not make subawards.)

**STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND APPLICANT CERTIFICATION**

I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors, or similar position.

Name:

**Karen Lancaster**

Date: 2017-08-29

Title:

Executive Director  Chief Financial Officer  Chairman  
 Other **Finance Director**

Phone: (734) 794-6500

**PROBLEM STATEMENT**

Traffic Complaints are one of the most prominent issues within the City of Ann Arbor. Tourists, 120,000 year round residents, 42,000 University of Michigan students and a daily influx of 72,000 commuters all travel on Ann Arbor's streets. The City hosts approximately 136 events a year which draw hundreds of thousands of additional drivers. Add in the record number of road construction projects, along with residential and commercial construction, and it can become a challenging problem to move traffic in a safe and orderly fashion. Thus, the complaints that AAPD receives.

The Laser Technology Incorporated – LTI 20-20 Truspeed laser with scope would allow Ann Arbor Police Department officers to accurately respond to some of the 500 complaints a year (41 complaints monthly) by residents of vehicles speeding in their neighborhood(s) and adjacent streets. As well as be used in accident investigations, regular patrol, traffic enforcement duties and crime scene mapping.

Currently, when a complaint is received, the Ann Arbor Police Department tasks 1-2 police officers to monitor a complaint area for a minimum of 4 hours. Often the complaints turn out to be a perceptual issue by the resident(s) rather than an actual problem. Other times the complaint is valid. However, without having an officer monitor the complaint area with proper equipment, we cannot ascertain the complaint's validity.

Examples:

Pontiac Trail and Taylor Street (crosswalk area)

Barton and Chandler Road

Plymouth and Green Road (crosswalk area)

Jackson and Maple Road (crosswalk area)

Pioneer High School Exit onto West Stadium

Huron High School Exit onto Fuller Road

2200 block of Washtenaw Avenue

Miller Road between Maple Road and Seventh Street

Geddes Road between Hill Street and Arlington Street

Packard Street and Turnberry Road

**BUDGET NARRATIVE**

**Program Title:** Purchase of replacement speed measurement devices (lasers).

This budget will allocate 2017 JAG funds for the purchase of law enforcement equipment.

Traffic complaints are perpetually a focus for the department. The community submits traffic complaints regularly that require follow up through monitoring and enforcement. Approximately one third of the complaints are related to speed. Speed measurement devices are necessary to objectively evaluate speed complaints. They are also necessary to provide enforcement that is defensible in court.

The Ann Arbor Police Department has 26 patrol vehicles that are equipped with working radar. 19 are currently equipped with one. These units are aged and will likely each be replaced the next time they come out of service for repair. Seven patrol vehicles currently do not have working radar because the units previously installed needed to be taken out of service and were not repairable.

In addition, due to their precise measurement capabilities, these lasers are used in accident investigations and crime scene mapping. There are currently three lasers working in patrol and seven that are aged and will need to be replaced.

Funding through this JAG will allow the department to equip the seven vehicles currently without working radar and/or a laser.

<b>Description</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total</b>
Replacement directional Ka-Band Radar w/display separation kit & interface cable to Laser Technology Inc. (LTI) 20-20 Truspeed Laser	(\$2,595.00)	7	(\$18,165.00)
Truspeed/Trucam 3.5x Magnifying Scope	(\$125.00)	7	(\$875.00)
2 Year extended warranty	Included	7	included
Freight	(\$55.00)	7	(\$55.00)
<b>Total</b>	<b>(\$2,775.00)</b>	<b>7</b>	<b>(\$19,095.00)</b>
JAG Award			\$17,930.00
Remaining Expense			(\$1,165.00)
General Fund			\$1165.00
<b>Ending Balance</b>			<b>\$0.00</b>



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To the best of my knowledge and belief, all data in this application/preapplication is 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 awarded.

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[Project Information](#)

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

[Budget and Program Attachments](#)

[Assurances and Certifications](#)

1. [Assurances](#)
2. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.](#)

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If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

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*Prefix	Chief
<b>Name Prefix:(Other)</b>	
*First Name	James
Middle Initial (if any)	
*Last Name	Baird
Suffix	
<b>Name Suffix:(Other)</b>	
*Title	Chief of Police
*Address Line 1	100 N. Fifth Avenue
Address Line 2	
*City	Ann Arbor
County	Washtenaw
*State	Michigan
*Zip Code	48104-1908
*Phone	734-794-6910 Ext : 49101
Fax	734-997-1506
*E-mail	jbaird@a2gov.org

**I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the**

**appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.**

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<b>APPLICATION FOR FEDERAL ASSISTANCE</b>	<b>2. DATE SUBMITTED</b> August 30, 2017	<b>Applicant Identifier</b>
	<b>1. TYPE OF SUBMISSION</b> Application Non-Construction	<b>3. DATE RECEIVED BY STATE</b>
	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	<b>Federal Identifier</b>
<b>5. APPLICANT INFORMATION</b>		
<b>Legal Name</b> City of Ann Arbor		<b>Organizational Unit</b> Ann Arbor Police Department
<b>Address</b> 301 E. Huron Ann Arbor, Michigan 48104-1908		<b>Name and telephone number of the person to be contacted on matters involving this application</b>  Pfannes, Robert (734) 794-6910
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN)</b> 38-6004534		<b>7. TYPE OF APPLICANT</b> Municipal
<b>8. TYPE OF APPLICATION</b> New		<b>9. NAME OF FEDERAL AGENCY</b> Bureau of Justice Assistance
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE</b> NUMBER: 16.738 CFDA: Edward Byrne Memorial Justice Assistance TITLE: Grant Program		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT</b> 2017 Laser radar grant
<b>12. AREAS AFFECTED BY PROJECT</b> Enforcement of traffic laws in the approximately 29 square miles of the city of Ann Arbor as well as laser measurements of serious accidents and crime scenes.		
<b>13. PROPOSED PROJECT</b> Start Date: October 01, 2016 End Date: September 30, 2018		<b>14. CONGRESSIONAL DISTRICTS OF</b> a. Applicant b. Project MI07
<b>15. ESTIMATED FUNDING</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>  This preapplication/application was made available to the state executive order 12372
Federal	\$17,930	
Applicant	\$1,165	
State	\$0	
Local	\$0	

Other	\$0	process for review on 08/30/2017
Program Income	\$0	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>
TOTAL:	\$19,095	
N		
<b>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.</b>		

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